



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REGION XI
 Davao City



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October 30, 2018

REGIONAL MEMORANDUM

No. 203 s. 2018


**SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP):
 FOUNDATION COURSE - Phase 4**

To : Schools Divisions Superintendents, Davao Region

1. To enhance the leadership and management skills of the school heads as school manager and community leader, the phase 4 of the School Heads Development Program: Foundation Course will be conducted in the month of November to December 2018 in the venues stipulated below. Please see attached training matrix for your reference and information.
2. Along this line, Schools Division Offices are advised to send their untrained school heads in the SHDP foundation course according to the number of slots given to their division. Number of slots is also reflected in the matrix below.

Venue	Schedule	Division	Number of Participants	Total
Tagum City	Module 1: TBA Module 2: TBA Module 3: TBA	Davao Del Norte	60	
		Davao City	20	
		Mati City	8	
		IGACOS	5	
		Panabo City	5	98
The Ritz Hotel, Bo. Obrero, Davao City	Module 1: Nov 6-11, 2018 Module 2: Nov 23-28, 2018 Module 3: Dec 3-9, 2018	Davao Oriental	60	
		Digos City	3	
		Tagum City	2	
		ComVal	32	97
Hotel de Crisbelle, Digos City	Module 1: Nov 5-10, 2018 Module 2: Nov 19-24, 2018 Module 3: Dec 3-9, 2018	Davao Occidental	20	
		Davao Del Sur	85	105
GRAND TOTAL			300	300

3. In addition, Compensatory Time Off (CTO) will be granted to the training management, facilitators, class managers, QAME monitors, and participants on training days that fall on a Saturday and Sunday.
4. Transportation expenses of the participants shall be charged against local funds while food and accommodation will be charged to regional funds subject to usual accounting and auditing rules and regulations.
5. Wide and immediate dissemination of this Memorandum is earnestly enjoined.



ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
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By: [Signature] 10010-10000
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To be indicated in the perpetual index under the following headings
Training workshop