



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 REGION IV-CALABARZON
 Karangalan Village, Gate 2
 Cainta, Rizal



MEMORANDUM

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
 DIOSDADO M. SAN ANTONIO
 Director IV



SUBJECT : CONDUCT OF VARIOUS ACTIVITIES IN THE DEVELOPMENT OF
 TRAINING MODULES FOR PRINCIPAL'S TRAINING PROGRAM

DATE : February 11, 2015

In preparation for the conduct of the Principal's Training Program, series of activities will be conducted in the development of Modules for the Principals' Training Program on School Heads' Foundation Course and Progressing Principals based on the set standards and requirements stipulated in the guidelines for Principal's Training Program issued by the National Educators Academy of the Philippines (NEAP) Central Office. The following are the activities to be conducted , objective/s per activity ,dates , venues and the participants who will be involved in the development process :

A. School Heads' Foundation Course Module :

ACTIVITIES	OBJECTIVE/S	DATE	VENUE	PARTICIPANTS
1. Planning – Conference on the Development of Modules for Foundational Training Course for School Heads (SHs)	<ul style="list-style-type: none"> - Get oriented on the development of modules for Foundational Training Course for School Heads - Agree on the format of the module to be developed - Finalize the assigned topics for module writing based on the NCBSSHs Domains and competencies 	Feb. 24, 2015 8:00am-4:00 pm	NEAP, Malvar	Regional Trainers of Basic on School Based Management, RO T&D Team (Pls. refer to attached sheet) Note : first meal to be served will be am snacks and last meal is pm snacks

2. Submission of first draft of modules via email	- submit the first draft of the crafted modules to RO td_calabarzon@yahoo.com	March 30, 2015	-	Regional Trainers of Basic on School Based Management (Pls. refer to attached sheet)
3. Critiquing, refinement and finalization of modules	- review, refine and finalize the crafted modules	April 8-10, 2015	NEAP Malvar	Regional Trainers of Basic on School Based Management (Pls. refer to attached sheet)
4. Submission of Modules	-submit modules for evaluation by the NEAP CO	April 15, 2015	-	RO-T&D Team

B. Progressing Principals' Training Course Module:

ACTIVITIES	OBJECTIVE/S	DATE	VENUE	PARTICIPANTS
1.Orientation on the Conduct of the National Competency Based Standards for School Heads-Training & Development Needs Assessment (NCBSSH-TDNA)	- Get oriented on the conduct of NCBSSH-TDNA to all SHs	Feb. 24, 2015 Note: Opening program 8:00 am	NEAP Malvar Regional Level	SDO Training & Development Team Leader (1 per SDO) & SGOD chief/OIC, RO T&D Team Note : first meal to be served will be am snacks and last meal is pm snacks
2.Orientation on the conduct of NCBSSH-TDNA in the SDOs	-Get oriented on the implementation of the NCBSSH-TDNA in the SDOs	March 3, 2015	By SDO level	SDO-WG composed of SDO's EPS,PSDS & T&D Team Leader as focal person
3. Implementation of NCBSSH-TDNA to all SHs at the SDO level	- Accomplish the NCBSSH-TDNA tool by the SHs - Monitor the implementation of NCBSSH-TDNA in the SDOs by the Regional TDNA-WG	March 17, 2015	By SDO level	SDO's NCBSSH-TDNA-WG, SHs, Regional TDNA-WG
4. Analysis and consolidation of NCBSSH-TDNA results	- Analyze and consolidates results of NCBSSH-TDNA by district and by division	March 24-27, 2015	By SDO level	SDO's NCBSSH-TDNA -WG

5.Submission of SDOs consolidated report on the results of NCBSSH-TDNA to the Region via email at td_calabarzon@yahoo.com	- Submit to the Region the SDO's consolidated report on the results of NCBSSH-TDNA	April 7, 2015	By SDO level	SDO's T&D Team Leader
6. Professional Development Planning (PDP)	- Develop the Regional Master Plan for Professional Development (RMPPD) for SHs	April 17-24, 2015	-	Regional T&D Team
7. Program Designing and Resource Development (PDRD)	- Develop the Training Course modules for progressing School Heads(SHs)/ Principals - Submit draft of developed modules via email to RO at td_calabarzon@yahoo.com	May 19-21, 2015 Note : Opening program - 8:00 am of day 1	NEAP Malvar	Regional Trainers/writers for SHs, Regional T&D Team Note : first meal to be served is am snacks of day 1 and last meal will be pm snacks of the last scheduled day
	- Refine and finalize the crafted modules	June 2-4, 2015 Note : Opening program - 8:00 am of day 1	NEAP Malvar	Regional Trainers/writers for SHs, Regional T&D Team Note : first meal to be served is am snacks of day 1 and last meal will be pm snacks of the last scheduled day
8. Submission of modules	- Submit modules for evaluation by the NEAP-CO	June 8, 2015	-	RO – T&D Team

Transportation of the participants relative to their attendance to the above activities shall be charged against local funds, while meals shall be charged against Regional and Schools Division Office (SDO) funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum to all concerned is earnestly desired.



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LIST OF NAMES OF REGIONAL TRAINERS /WRITERS FOR SCHOOL HEADS' FOUNDATION TRAINING
COURSE
AND PROGRESSING PRINCIPALS' TRAINING COURSE

NAME	DESIGNATION	SCHOOLS DIVISION OFFICE
1. Osias Monforte	OIC-SDS	Lipa City
2. Celedonio Balderas	ASDS	Quezon
3. Avelino Mortel	PSDS	Quezon
4. Jessie Vasquez	P-III	Quezon
5. Gregorio Racelis	P-III	Quezon
6. Monaliza Loayon	P-1	Quezon
7. Josephine Arquiza	P-1	Quezon
8. Luningning Mendoza	P-1	Quezon
9. Gerry Grimaldo	P-II	Quezon
10. Angelina Castillo	EPS	Quezon
11. Movita Crusat	Head Teacher	Batangas
12. Lerma Flandez	P-II	Rizal
13. Roselyn Gulfo	P-II	Lucena
14. Lerma Baldonado	P-II	San Pablo
15. Viernalyn Nama	EPS	RO-IV-A
16. Nolan Santoalla	EPS	RO-IV-A
17. Edenia Libranda	QA-TL	RO-IV-A
18. Luz E. Osmena	Chief, HRDD	RO-IV-A
19. Erico M. Habijan	Chief, CLMD	RO-IV-A