



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



REGIONAL MEMORANDUM

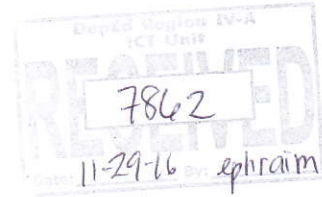
No. 397 s, 2016

TO : **SCHOOLS DIVISION SUPERINTENDENT**

FROM : **DIOSDADO M. SAN ANTONIO**
Director IV

SUBJECT : **PERFORMANCE EVALUATION ON THE CONDUCT OF SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE**

DATE : November 24, 2016



Cognizant of the Regional thrust on transparent and efficient delivery of quality basic education services and recognize the significant contribution of the members of the Training Management Team in the conduct of the SHDP Foundation Course, this Office through the Human Resource Development Division (HRDD) shall conduct Performance Evaluation on December 20-21, 2016 at M.I. Sevilla's Farm and Resort, Brgy. Domoit, Lucena City.

The activity aims to:

- consolidate the Completion Reports of the Class Managers as well as the Quality Assurance Monitoring and Evaluation (QAME) results of the M&E monitors in all venues;
- finalize and submit all reports including the total expenditures to the National Educators Academy of the Philippines (NEAP) Central Office; and
- commend the noteworthy and collaborative efforts of the members of the Training Management Team.

Participants to the said activity are those who serve as facilitators, class managers, and QAME monitors in all tranches. They are expected to be at the venue on December 20, 2016 at 1 p.m. Kindly log on @ www.tinyurl.com/SHDPPE to confirm attendance on or before December 1, 2016. Only confirmed participants will be accommodated.

All Class Managers and QAME monitors are requested to submit the hard and soft copies of the report on the module they were assigned.

The first meal to be served is p.m. snacks of Day 1 and the last meal is lunch of the last day of the activity.

Expenses relative to the conduct of the said activity which include board and lodging of



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the management team, participants, travel expenses of the RO participants shall be charged against the downloaded HRDT Fund while transportation expenses of the participants from the SDOs shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is earnestly desired.

