





RELEASED
12 APR 2017

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100

Division Memorandum

No. 122, s. 2017

TO : **Public Schools District Supervisors**
Public Elementary and Secondary School Heads
This Division

FROM : 
NATIDAD P. BAYUBAY, CESO VI
Officer In-Charge 
Office of the Schools Division Superintendent

SUBJECT : **CHANGES AND REMINDERS ON THE CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATIONAL COURSE: (MODULE 3) "School Head as Exemplar"**

DATE : April 3, 2017

1. This has reference to the Regional Memorandum from Dr. Isabelita M. Borres, CESO III, Director IV, Regional Director dated March 8, 2017, regarding the conduct of the School Heads Development Program: Foundational Course (Module 3) "School Head as Exemplar" with the following changes:

a. On the schedule:

Clusters	Instead of	Moved to	Venue
Clusters 1 & 2	April 3-9, 2017	March 21- 27, 2017	Same
Clusters 3 & 4	April 16- 22, 2017	March 28, 2017- April 3, 2017	
Clusters 5 & 6	April 24- 30, 2017	April 6- 12, 2017	
Clusters 7& 8	May 3-9, 2017	April 17- 23, 2017	
Clusters 9 & 10	May 10- 16, 2017	April 24- 30, 2017	
Clusters 11 & 12	May 17- 23, 2017	May 1- 7, 2017	

- b. School Heads whose training venue assignment were changed per Regional Advisory dated March 7, 2017 specifically for Zamboanga del Norte and Zamboanga del Sur will still report to the same venue as stipulated in the advisory.
- All participants, Learning Facilitators, Class Managers and QAME Monitors are to present their **Travel Orders (TOs)** duly signed by respective Schools Division Superintendents to the class secretariat **upon registration.**
 - Only those who were able to complete Module 1 & 2 are allowed to proceed to Module 3.
 - Participants are reminded to submit their **Application Project Implementation Paper and Leadership Journal** upon registration on Day O. Registration will start at 1:00pm. Opening Program in every cluster will be at 4:00pm.
 - Learning Facilitators/ Resource Speakers are expected to be at the training venue two days before the start of the training for an orientation and Hand Outs/ Materials preparation. Food and accommodation is chargeable against Regional InSet/ RELC Funds while travel expenses will be charged to respective local funds subject to the usual COA auditing rules and procedures.
 - Participants, learning facilitators, QAME monitors, class managers and training management team shall be entitled to **Compensatory Time Off (CTO)** per CSC and DBM Joint Circular No. 2, 2014, for sessions that fall on weekends and holidays.
 - Everyone is advised to bring their own **extra sets of beddings:** malong, toiletries and medicines for personal use.
 - Widest and immediate dissemination of the contents of this memorandum is hereby desired.