



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
DIVISION OF BENGUET
 Upper Session Rd., Baguio



DepED DIVISION OF BAGUIO CITY

NOV 24 2016

RELEASE

Office of the Superintendent
 Division Memorandum No. 400,s., 2016

**ADDENDUM: SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE-MODULE 2
 TRAINING MATRIX AND REMINDERS**

To: Division Chiefs
 Public Schools District Supervisors
 Schools Heads
 Head Teachers
 All Others Concerned

1. This refers to Division Memorandum No. 397 s. 2016, regarding the conduct the SHDP Foundation Course Module 2 on **November 27 to December 3, 2016**, at Brentwood Apartelle, Brentwood Village, Baguio City.

2. Please be reminded of the following:

a. The said activity is a stay in training. Check in will be from **1:00 to 3:00 P.M. on November 27 (Day 0)**. For the participants' convenience, room assignments shall be near their session venues. The opening program subsequently follows at **3:30 P.M.**

b. To make the registration systematic, please be guided of the following registration procedure, area and time:

Class Number	Check in/Registration Area	Time
Classes 1-2	Brentwood Apartelle Main Building	1:00-2:00
Classes 3-4	Brentwood Apartelle Main Building	2:00-3:00
Class 5	Amaya Building- Brentwood Annex	1:00-2:00
Classes 6-7	Amaya Building -Brentwood Annex	2:00-3:00

b. Compensatory Overtime Credit shall be granted to all participants and training team for November 27 (Sunday) and November 30 (Holiday).

3. Attached is a copy of the training matrix per class for reference.

4. For your appropriate action.

FEDERICO MARTIN, Ed.D.
 Schools Division Superintendent
 Benguet Division

ATTY.AUGUSTIN P. LABAN III
 Legal Officer III
 OIC- Office of the Schools Division Superintendent
 Baguio City

FOR THE OIC- SCHOOLS DIVISION SUPERINTENDENT

Ann L. Donaal
ELMA D. DONAAL, EDD
 Chief, School Governance
 and Operations Division



SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE

CLUSTER 2 (BAGUIO AND BENGUET DIVISIONS)

MODULE 2– THE ROLE OF THE PRINCIPAL IN IMPROVING THE SCHOOL

November 28- December 3, 2016



CLASS 1 – Facilitators:- J.BALANTIN AND M.TOLBE

Class Manager: D. COMOM

QAME – G. API-IT

TIME	Day 0- Nov. 27	DAY 1 – Nov. 28	DAY 2- Nov. 29	DAY 3- Nov. 30	Day 4- Dec. 1	Day 5- Dec. 2	DAY 6- Dec. 3
7:45-8:00							
8:00-8:30		Pre-test	Part 1B Understanding school Systems and Processes <i>SPEAKER:</i> <i>FEDERICO MARTIN</i> <i>SDS, BENGUET</i>	Continuation Part 1C CI	Revisit SIP <i>SPEAKER:</i> <i>MELCHOR TICAN</i> <i>BENGUET DIVISION</i>	Part 2A Partnership <i>SPEAKER:</i> <i>JOVELYN T.BALANTIN</i> <i>SEPS, BAGUIO</i>	Integration: School Leadership School Diagnosis and Planning <i>c/o-Facilitators</i>
8:30-10:00		Part A1- SBM <i>SPEAKER:</i> <i>ELMA D. DONAAL</i> <i>CHIEF- SGOD</i> <i>BAGUIO</i>					
10:00-10:15		MORNING BREAK					
10:15-12:00		Continuation Part A1 -SBM	Part 1B Understanding school Systems and Processes	Part 1C Continuous Improvement	Revisit SIP	Continuation Partnership	<i>Clearing House</i> <i>Home Sweet Home</i>
12:00-1:00		Registration	LUNCH BREAK				
1:00-3:00	Arrival/Registration	Continuation Part A1- SBM	Part 1C- Continuous Improvement <i>SPEAKER:</i> <i>SANTIAGO BUGTONG</i> <i>PSDS, BAGUIO</i>	Part 1C Continuous Improvement Write shop 1:	Continuation SIP <i>SPEAKER:</i> <i>MARYLIN TOLBE</i> <i>PRINCIPAL</i> <i>ITOGON NHS</i>	Part 2B- Communication DOLORES COMOM HT III BCHS	
3:00-3:15		AFTERNOON BREAK					
3:15-5:30	Opening Program Review of Module1	Continuation Part A1- SBM	Part 1C- Continuous Improvement	Part 1C Continuous Improvement Write shop 2	Continuation SIP	Post test	
5:50-6:00	Dinner	Dinner/	Dinner	Dinner/FGD	Dinner	Dinner	Dinner/FGD



SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE

CLUSTER 2 (BAGUIO AND BENGUET DIVISIONS)

MODULE 2- THE ROLE OF THE PRINCIPAL IN IMPROVING THE SCHOOL

November 28- December 3, 2016



CLASS 2 –

Facilitators:-C. IGUALDO AND M.API-IT

Class Manager: M. FLORES

QAME - E. MADLAING

TIME	DAY 0 –Nov. 27	DAY 1 – Nov. 28	DAY 2- Nov. 29	DAY 3- Nov. 30	Day 4- Dec. 1	Day 5- Dec. 2	DAY 6- Dec. 3
7:45-8:00							
8:00-8:30		Pre-test	Part 1B Understanding school Systems and Processes	Part 1C Continuous Improvement	Revisit SIP	Part 2A Partnership	Integration: School Leadership
8:30-10:00		Part A1- SBM <i>SPEAKER:</i> <i>SUSANA C. ALIPING</i> <i>PSDS, BAGUIO</i>	<i>Speaker:</i> <i>SLYVIA RIMBAN</i> <i>EPS MAPEH</i> <i>BENGUET</i>		<i>SPEAKER/FACILITATOR:</i> <i>MARILYN API-IT</i> <i>EPS-FILIPINO</i> <i>BAGUIO</i>	<i>SPEAKER:</i> <i>VIRGINIA ALINDAYO</i> <i>ASSIST. PRINCIPAL II</i> <i>STO TOMAS NHS</i>	School Diagnosis and Planning <i>c/o- Facilitators</i>
10:00-10:15	MORNING BREAK						
10:15-12:00		Part A1 -SBM	Part 1B Understanding school Systems and Processes	Part 1C Continuous Improvement	Revisit SIP	Part 2 B- Communication	<i>CLEARING HOUSE</i> <i>HOME SWEET HOME</i>
12:00-1:00	LUNCH BREAK						
1:00-3:00	Arrival Registration	Part A1- SBM	Part 1C- Continuous Improvement <i>SPEAKER:</i> <i>FRANCISCO COPSIYAN</i> <i>EPS-MATH</i> <i>BAGUIO</i>	Part 1C Continuous Improvement Write shop 1:	Continuation SIP	Part 2B- Communication	
3:00-3:15	AFTERNOON BREAK						
3:15-5:30	Opening Program Review of Module1	Part A1- SBM	Part 1C- Continuous Improvement	Part 1C Continuous Improvement Write shop 2	Continuation SIP	Post Test	
5:50-6:00	Dinner	Dinner/	Dinner	Dinner/FGD	Dinner	Dinner	Dinner/FGD



SCHOOL HEADS DEVELOPMENT PROGRAM(SHDP)FOUNDATION COURSE

CLUSTER 2 (BAGUIO AND BENGUET DIVISIONS)

MODULE 2– THE ROLE OF THE PRINCIPAL IN IMPROVING THE SCHOOL

November 28- December 3, 2016



CLASS 3 – Facilitators:- W. BAGSAO AND X. KINOMIS

Class Manager: C. PAWID

QAME – B. CUH-ING

TIME	DAY 0 –Nov. 27	DAY 1 – November . 28	DAY 2- November. 29	DAY 3- November. 30	Day 4- December. 1	Day 5- December.2	DAY 6- December. 3
7:45-8:00		MANAGEMENT OF LEARNING					
8:00-8:30		Pre-test	Part 1B	Continuation	Revisit SIP	Part 2A	Integration:
8:30-10:00		Part A1- SBM <i>SPEAKER:</i> <i>RACHEL M. BUGTONG</i> <i>CHIEF SPEAKER - CID BAGUIO</i>	Understanding school Systems and Processes <i>Speaker:</i> <i>MILA CALIGUING</i> <i>EPS- SCIENCE</i> <i>Benguet Division</i>	Part 1C Continuous Improvement <i>Speaker:</i> <i>LUCIO ALAWAS</i> <i>CHIEF-CID</i>	<i>Speaker:</i> <i>NESTOR DALAY-ON</i> <i>PRINCIPAL</i> <i>Benguet Division</i>	Partnership <i>Speaker:</i> <i>WHITNEY DAWAYEN</i> <i>PRINCIPAL</i> <i>MILA-AN NHS</i>	School Leadership School Diagnosis and Planning <i>c/o-Facilitators</i>
10:00-10:15		MORNING BREAK					
10:15-12:00		Part A1 -SBM	Part 1B Understanding school Systems and Processes	Part 1C Continuous Improvement	Revisit SIP	Part 2A Partnership	<i>CLEARING HOUSE</i> <i>HOME SWEET HOME</i>
12:00-1:00	LUNCH BREAK						
1:00-3:00	Arrival Registration	Part A1- SBM	Part 1C- Continuous Improvement <i>Speaker:</i> <i>LUCIO ALAWAS</i> <i>CHIEF-CID</i> <i>BENGUET</i>	Part 1C Continuous Improvement Write shop 1:	Continuation SIP	Part 2 B- Communication	
3:00-3:15	AFTERNOON BREAK						
3:15-5:30	Opening Program Review of Module1	Part A1- SBM	Part 1C- Continuous Improvement	Part 1C Continuous Improvement Write shop 2	Continuation SIP	Post test	
5:50-6:00	Dinner	Dinner/	Dinner	Dinner/FGD	Dinner	Dinner	



SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE

CLUSTER 2 (BAGUIO AND BENGUET DIVISIONS)

MODULE 2- THE ROLE OF THE PRINCIPAL IN IMPROVING THE SCHOOL

November 28- December 3, 2016



CLASS 4 – Facilitators:- M. TABANGCURA AND S. DOPAGAN Class Manager: J. ANDAYAN

QAME – C. QUIPOT

TIME	DAY 0 –Nov. 27	DAY 1 – Nov. 28	DAY 2- Nov. 29	DAY 3- Nov. 30	Day 4- Dec. 1	Day 5- December 2	DAY 6- December 3
7:45-8:00							
8:00-8:30		Pre-test	Part 1B	Part 1C	Revisit SIP	Part 2A	Integration:
8:30-10:00		Part A1- SBM <i>SPEAKER:</i> DANIEL PERREDO PRINCIPAL BENGUET DIVISION	Understanding school Systems and Processes <i>SPEAKER:</i> RIZALYN GUZNIAN CHIEF- CID BENGUET DIVISION	Continuous Improvement	<i>Speaker:</i> DOBINTO ALADIN PSDS, Kibungan	Partnership <i>SPEAKER:</i> MARIA JOAN ANDAYAN PRINCIPAL MAGSAYSAY NHS	School Leadership School Diagnosis and Planning c/o -Facilitators
10:00-10:15	MORNING BREAK						
10:15-12:00		Part A1 -SBM	Part 1B	Part 1C	Revisit SIP	Part 2A	CLEARING HOUSE
			Understanding school Systems and Processes	Continuous Improvement		Partnership	HOME SWEET HOME
12:00-1:00	LUNCH BREAK						
1:00-3:00	Arrival Registration	Part A1- SBM <i>Speaker:</i> VICENTA DANIGOS BENGUET DIVISION	Part 1C- Continuous Improvement <i>Speaker:</i> WARDEN BALTAZAR BENGUET DIVISION	Part 1C Continuous Improvement Write shop 1:	Continuation SIP	Part 2 B- Communication	
3:00-3:15	AFTERNOON BREAK						
3:15-5:30	Opening Program Review of Module1	Part A1- SBM	Part 1C- Continuous Improvement	Part 1C Continuous Improvement Write shop 2	Continuation SIP	Post test	
5:50-6:00	Dinner	Dinner/	Dinner	Dinner/FGD	Dinner	Dinner	



SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE

CLUSTER 2 (BAGUIO AND BENGUET DIVISIONS)

MODULE 2– THE ROLE OF THE PRINCIPAL IN IMPROVING THE SCHOOL

November 28- December 3, 2016



CLASS 5 – Facilitators:- M. MALANES AND L. LOMAS-E

Class Manager: R. PADSOYAN

QAME – V. BASATAN

TIME	DAY 0 – November . 27	DAY 1 – November. 28	DAY 2- November. 29	DAY 3- November. 30	Day 4- December 1	Day 5- December 2	DAY 6- December 3
7:45-8:00		MANAGEMENT OF LEARNING					
8:00-8:30		Pre-test	Part 1B	Part 1C	Revisit SIP	Part 2A	Integration: School Leadership School Diagnosis and Planning c/o- Facilitators
8:30-10:00		Part A1- SBM <i>SPEAKERS: CONCHITA DE GUZMAN PRINCIPAL I BENGUET DIVISION</i>	Understanding school Systems and Processes <i>SPEAKERS: JERRY YMSON EPS- LRMDS VICTOR FERNADEZ EPS II, BAGUIO</i>	Continuous Improvement	<i>SPEAKERS/FACILITATORS: REYNALYN PADSOYAN SEPS, BAGUIO LOURDES LOMAS-E PSDS VICTOR FERNANDEZ EPS II BAGUIO</i>	Partnership <i>SPEAKER: LUCIA T. CASIM PRINCIPAL GUISAD VALLEY NHS</i>	
10:00-10:15		MORNING BREAK					
10:15-12:00		Part A1 -SBM	Part 1B Understanding school Systems and Processes	Part 1C Continuous Improvement	Revisit SIP	Part 2A Partnership	<i>CLEARING HOUSE HOME SWEET HOME</i>
12:00-1:00		LUNCH BREAK					
1:00-3:00	Arrival Registration	Part A1- SBM (Cont.) <i>MACARTHY MALLANES EPS- FILIPINO BENGUET</i>	Part 1C- Continuous Improvement	Part 1C Continuous Improvement Write shop 1:	Continuation SIP	Part 2 B- Communication	
3:00-3:15	AFTERNOON BREAK						
3:15-5:30	Opening Program Review of Module1	Part A1- SBM	Part 1C- Continuous Improvement	Part 1C Continuous Improvement Write shop 2	Continuation SIP	Post Test	
5:50-6:00	Dinner	Dinner/	Dinner	Dinner/FGD	Dinner	Dinner	



SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE

CLUSTER 2 (BAGUIO AND BENGUET DIVISIONS)

MODULE 2- THE ROLE OF THE PRINCIPAL IN IMPROVING THE SCHOOL

November 28- December 3, 2016



CLASS 6- Facilitators:- J. YMSON E. QUINUAN AND V. FERNADEZ

Class Manager: J. LAMPAC

QAME – B. MORESTO

TIME	DAY 0 –November. 27	DAY 1 – November. 28	DAY 2- November. 29	DAY 3- November. 30	Day 4- December 1	Day 5- December 2	DAY 6- December 3
7:45-8:00		Pre-test	Part 1B Understanding school Systems and Processes <i>SPEAKER:</i> SAMUEL AYANGDAN EPS-TLE	Part 1C Continuous Improvement	Revisit SIP <i>SPEAKER:-</i> BIVIAN CUHING PRINCIPAL TSHI, BENGUET	Part 2A Partnership <i>SPEAKER:</i> ELAINE CABUAG SOCMOB, BAGUIO	Integration: School Leadership School Diagnosis and Planning c/o-Facilitators
8:00-8:30		Part A1- SBM <i>SPEAKERS:</i> GEORGINA DUCAYSO MANA EUSTAQUIO BENGUET DIVISION					
8:30-10:00							
10:00-10:15		MORNING BREAK					
10:15-12:00		Part A1 -SBM	Part 1B Understanding school Systems and Processes	Part 1C Continuous Improvement	Revisit SIP	Part 2A Partnership	CLEARING HOUSE HOME SWEET HOME
12:00-1:00	LUNCH BREAK						
1:00-3:00	Arrival Registration	Part A1- SBM	Part 1C- Continuous Improvement <i>SPEAKERS:</i> BRYLEN MORESTO SEPS, BENGUET TITO BESTRE ALS SUPERVISOR BENGUET	Part 1C Continuous Improvement Write shop 1:	Continuation SIP	Part 2 B- Communication	
3:00-3:15	AFTERNOON BREAK						
3:15-5:30	Opening Program Review of Module1	Part A1- SBM	Part 1C- Continuous Improvement	Part 1C Continuous Improvement Write shop 2	Continuation SIP	Post test	
5:50-6:00	Dinner	Dinner/	Dinner	Dinner/FGD	Dinner	Dinner	

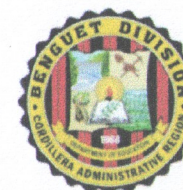


SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE

CLUSTER 2 (BAGUIO AND BENGUET DIVISIONS)

MODULE 2– THE ROLE OF THE PRINCIPAL IN IMPROVING THE SCHOOL

November 28- December 3, 2016



CLASS 7 – Facilitators:- F. PECKLEY AND R. DIZON

Class Manager: F. COPSIYAN

QAME – C. CADIAS

TIME	DAY 0 – November . 27	DAY 1 – November. 28	DAY 2- November. 29	DAY 3- November. 30	Day 4- December 1	Day 5- December 2	DAY 6- December 3	
7:45-8:00		Pre-test	Part 1B	Continuation	Revisit SIP	Part 2A	Integration:	
8:00-8:30		Part A1- SBM	Understanding school Systems and Processes	Part 1C	<i>SPEAKER:</i> <i>FRANCIS PECKLEY</i>	Partnership	School Leadership	
8:30-10:00		<i>SPEAKER:</i> <i>WILBERT CUIDNO</i> <i>PRINCIPAL IV</i> <i>BENGUET NHS</i>	<i>SPEAKER:</i> <i>ROSANNA DIZON</i> <i>PRINCIPAL</i> <i>JOAQUIN SMITH NHS</i>	Continuous Improvement	<i>SPEAKER:</i> <i>CORAZON QUIPOT</i> <i>BENGUET PROVINCE</i>	<i>EPS ENGLISH</i> <i>BAGUIO</i>	<i>CEASAR LUMA-ANG</i> <i>EPS-SGOD</i> <i>BENGUET</i>	School Diagnosis and Planning <i>c/o- Facilitators</i>
10:00-10:15		MORNING BREAK						
10:15-12:00	Part A1 -SBM	Part 1B	Understanding school Systems and Processes	Part 1C	Revisit SIP	Part 2A	<i>CLEARING HOUSE</i>	
				Continuous Improvement		Partnership	<i>HOME SWEET HOME</i>	
12:00-1:00	LUNCH BREAK							
1:00-3:00	Arrival Registration	Part A1- SBM	Part 1C- Continuous Improvement	Part 1C	Continuation	Part 2 B-		
			<i>SPEAKER:</i> <i>ROSANNA DIZON</i> <i>PRINCIPAL</i> <i>JOAQUIN SMITH NHS</i>	Continuous Improvement	SIP	Communication		
				Write shop 1:				
3:00-3:15	AFTERNOON BREAK							
3:15-5:30	Opening Program Review of Module1	Part A1- SBM	Part 1C- Continuous Improvement	Part 1C	Continuation	Post test		
				Continuous Improvement	SIP			
				Write shop 2				
5:50-6:00	Dinner	Dinner/	Dinner	Dinner/FGD	Dinner	Dinner		