



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



DIVISION OF  
 BAGUIO CITY

Office of the Superintendent  
 Division Memorandum No. 410 s., 2016

... 0 2016

RELEASED

**SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE - MODULE 3**

TO: Division Chiefs- SGOD and CID  
 Public Schools District Supervisors  
 School Heads  
 All Others Concerned

1. With reference to Regional Memorandum No. 283, s. 2016, entitled "Regional Rollout for the School Heads Development Program (SHDP) Foundational Course", this office announces the continuation of the SHDP Foundation Course –Module 3, scheduled on **December 6 to 12, 2016 at Skyrise Hotel, Baguio City.**

2. As stipulated in the said memorandum, a colloquium will be conducted by the Region to provide avenue for the School heads to report the implementation and gains of their application project at the end of Module 3. Participants are advised to bring their old or new SIP, OPCRf and EBEIS as reference in the conduct of the sessions and in drafting of the application project which is scheduled on Day 6 and 7 of the module.

3. Compensatory overtime credit (COC) shall be granted to all participants and members of the training team for December 10 and 11 which fall on a Saturday and Sunday.

4. Check-in/registration will be at the hotel front desk on December 5 at 3:00 P.M. while opening program will be per class on Day 1- December 6, 2016.

5. Class assignments and session venues are as follows:

Class Number	Session Venue	Building
1	Session Hall	Main building
2	Fifth Floor	Extension building
3	Session Hall	Main building
4	Conference Hall	Main building
5	Ball room Hall	Extension building
6	Ball room Hall	Extension building
7	Banquet Hall	Main building

4. Please be guided accordingly.

**ATTY. AUGUSTIN P. LABAN III**  
 Legal Officer III  
 OIC- Office of the SDS