



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



Office of the Schools Division Superintendent
 Division Memorandum No. 147, s. 2017

RELEASED DIVISION OF BAGUIO CITY

JUN 20 2017

RELEASED

SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATION COURSE UPDATES

TO: Division Chiefs
 Public Schools District Supervisors (PSDSs)
 Elementary and Secondary School Heads (Public)
 All Others Concerned

1. The SHDP: Foundation Course Presentation of Application Project (AP) and Graduation Program for Cluster 2 (Baguio and Benguet Divisions) is moved from **July 14, 2017** to **August 11, 2017**. This is to give ample time for the monitoring team to visit all the schools especially for the Division of Benguet. Venue will be announced upon finalization of the procurement process.

2. Relative to this, School Heads are required to submit their SHDP Application Project Implementation report on or before **July 25, 2017** at the **SGOD- HRD office**, using the following format:

1. Title, name, school and brief background of the project
2. Describe the interventions used (tool or materials)
3. Discussion of the results
4. Highlight the learnings (How the learnings from the course are applied and its effectiveness?)
5. Reflections of the activities undertaken
6. Documentation

* The report must be encoded using **Times New Roman –font 12 on a legal bond paper**.

3. The assigned monitoring team shall likewise submit their accomplished SHDP Progress Monitoring Reports and evaluation of the project. The AP will be evaluated based on the following criteria:

a. Effectiveness -----	45%
(Extent to which the objectives of the AP have been expressed in terms of percentage of accomplishments vs. targets)	
b. Efficiency of Implementation -----	40%
(Expressed in terms of timeliness and resource-human, money, and materials used to attain AP objectives)	
c. Application of Learning -----	10%
(Extent to which the project has integrated learnings from SHDP)	
d. Replicability-----	5%
TOTAL - - - -	100%

A participant has to get at least a grade of **85%** to pass.

4. The Regional Office (RO) will validate the paper through school visitation. After the validation, the RO will release a memorandum for the schedule of their colloquium. Part of the visit will be the checking of the replicability manifested from SHDP training.

5. For dissemination and compliance.


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 Schools Division Superintendent