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March 17, 2016

REGIONAL MEMORANDUM
No. 35, 2016

To : ALL SCHOOLS DIVISION SUPERINTENDENTS

SUBMISSION OF LIST OF NAMES OF SCHOOL HEADS AS ATTENDEES TO THE REGIONAL ROLL-OUT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE

1. Per Unnumbered Memorandum from NEAP dated March 16, 2016 on School Heads Development Program and Roll-out of the SHDP foundation course, please submit the list of names of school heads who will attend the said program on or before March 29, 2016 via email at ro3.deped.tdd@gmail.com.
2. Attached is the format of the said report as Enclosure Number 1.
3. Immediate dissemination of and appropriate action for this Memorandum is desired.

MALCOLM S. GARMA, CESO V
Director III
Office-in-Charge
Office of the Regional Director

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"Collaborating with our Leaders, Caring for our Learners"

Enclosure No. 1 to Regional Memorandum No. _____, s. 2016

LIST OF NAMES OF SCHOOL HEADS AS ATTENDEES TO THE ROLL-OUT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP) FOUNDATION COURSE as of March 2016

Division : _____

A. NQEP/NQESH/Principal's Test Passers (2008-2015) with Basic Course on School Based Management and have not attended the SHDP Specialized Course on Senior High School

B. Incumbent School Heads/Teacher-In-Charge (OICs) of Elementary, Secondary and integrated schools who passed the regional qualifying exam for principals before 2008 without NEAP accredited training

C. Incumbent School Heads/Teachers-in-Charge (TICs) or Officer – In – Charge (OICs) of Elementary, Secondary and integrated schools who are not yet principal's test passers

NAME OF SCHOOL HEAD	NAME OF SCHOOL	Designation	Age	NO. OF YEARS IN SERVICE as SCHOOL HEAD	REMARKS Elem/Seco/integrated School Head
TOTAL					

Prepared by :

Attested by :

SDS