



Republic of the Philippines
Cordillera Administrative Region
Department of Education
SCHOOLS DIVISION OF BENGUET
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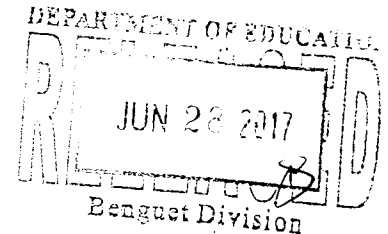
June 26, 2017

DIVISION MEMORANDUM

No. 115 s. 2017

To:

**Public Schools District Supervision
Elementary and Secondary School Heads**



Subject:

**SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): FOUNDATION
COURSE UPDATES**

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 in Benguet Division. Venue will be announced upon finalization of the procurement process.
2. Relative to this, all participants in the recently conducted School Heads Development Program- Foundation Course are required to submit their application Project Completion Report at the SGOD-HRD Office on or before July 30, 2017 (**pls. see enclosure for the format**). The Project Completion Report is a requirement for the graduation of all participants in the said training.
3. School Heads are also reminded to prepare their data and other relevant documents for monitoring of their application projects.
4. Immediate dissemination of this memorandum is desired.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

Enclosure 1

Format to be used in the Preparation of the School Heads Development Program (SHDP)- Foundation Course Application Project Completion Report (PCR)

- I. Project Title
- II. Project Location
- III. Project Summary
- IV. Actual Results of the Project
- V. Problems Met and Solutions Applied
- VI. Lessons Learned
- VII. Recommendations for Replication and Sustainability

Required Attachments:

1. Project Proposal
2. Project Pictorials with caption from pre- to post project implementation
3. Sample materials used
4. Other relevant documents