

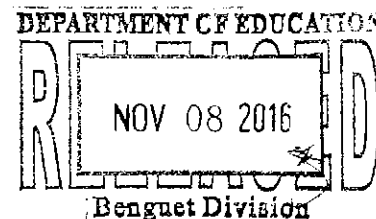


November 7, 2016

**DIVISION MEMORANDUM**

No. 213 s. 2016

**To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary School Heads (principals, selected head teachers & TIC's)  
Secondary School Heads (principals, selected head teachers & TIC's)**

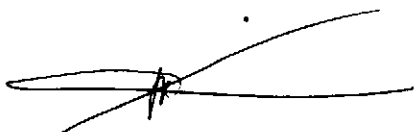


**Subject: Regional Rollout for the School Heads Development Program (SHDP):  
Foundational Course**

1. Pursuant to Regional Memo No. 283 s. 2016 RE: Roll Out for the School Heads Development Program (SHDP), there will be a 19-day Foundational Course to be attended by all identified School Heads and department heads to be held at Teachers' Camp, Baguio City on November 11-17 (Module 1), November 26 – December 1 (Module 2) and December 4-13, 2016 (Module 3).
2. The course aims to enable School Heads to lead and manage K-12 schools in the 21<sup>st</sup> century. The three (3) module program is anchored on the National Competency-Based Standards for School Heads (NCBSSH).
3. The following guidelines are required from the participants for the smooth implementation of the training:
  - a. School Heads are expected to prioritize their attendance to the training program but must assign OICs during their absence;
  - b. Complete attendance and active participation are required;
  - c. Outputs after sessions and modules must be submitted. The final requirement is the Application Project as proof of learning;
  - d. An entry requirement for the Course is the submission of a duly accomplished concept note that identifies three (3) specific areas of school operations that need significant improvement in the school. The area for consideration include:
    - i. Curriculum, core, and support programs
    - ii. Instructional leadership
    - iii. School leadership: SBM, SIP, CI, Partnership
    - iv. Strategic Human Resource Development
    - v. Fiscal Management.
- Output on this will be evaluated by the NEAP-R with the support of the Division Office during the Colloquium using the following criteria:

○ Efficiency of Implementation	40%
○ Impact on the School Improvement	40%
○ Replicability	20%
○ <b>TOTAL</b>	<b>100%</b>
- A PARTICIPANT HAS TO GET AT LEAST A GRADE OF **85% TO PASS**.

- e. Bring the following files / documents / equipment/ materials:
- (1) School Performance Indicator which are already compared to the national data;
  - (2) Old Magazines for the activities (one magazine per participant will do);
  - (3) School e-BEIS data;
  - (4) School Enrollment Data; and
  - (5) Laptop (most important during the LRMS Session and session evaluation).
4. Board and Lodging will be provided. Those who have allergies on specific food and those who are following a strict diet due to religion, health and the like are requested to inform the HRD of the Division Office on or before November 10, 2016.
  5. Check-in for Module 1 will be on November 11, 2016 it will start at 5:00 in the afternoon, opening program will start at exactly 8:00 AM on November 12, 2016, dinner will be the first meal to be served. November 17, 2016 will be the closing program, where last meal will be lunch and last snack will be in the afternoon.
  6. Certificate of Appearance and Participation indicating the actual number of hours will be given after each module, while the Certificate of Completion shall be distributed during the colloquium.
  7. Travel and other incidental expenses of participants relative to their participation to this course may be charged against local funds subject to the usual accounting and auditing rules and regulations.
  8. The following are attached for reference:
    - (1) Enclosure No. 1 List of participants in their corresponding class number
    - (2) Enclosure No. 2 Division Training Management Team
    - (3) Enclosure No. 3 SHDP: Foundation Course APPLICATION PROJECT CONCEPT PAPER (Note: to be submitted upon registration)
  9. Please be guided accordingly.



FEDERICO P. MARTIN, Ed. D., CESO VI  
Schools Division Superintendent

## LIST OF BENGUET PARTICIPANTS AND THEIR CORRESPONDING CLASS NUMBER

	Name	Position	School	Class Number
1	Asunta D. Mayos	School Principal I	Camp 30 Elementary School	1
2	Candida A. Galagal	TIII/Teacher In-Charge	Bilis Elementary School	1
3	Conchita L. Anitao	Head Teacher III	Boslang Elementary School	1
4	Crestita B. Alawas	School Principal I	Bonglo Elementary School	1
5	Flynn M. Melecio	Head Teacher III	Cagui-ing Elementary School	1
6	Gordencio A. Dino	Head Teacher I	Caliking Elem. School	1
7	Julie M. Albo	Head Teacher I	Bekkes - Pol-oc Primary School	1
8	Maria S. Sabog	Head Teacher III	Rufino Alawas ES (Tulodan ES)	1
9	Norman A. Pablito	School Principal I	Ja'pa Primary School	1
10	Romualdo M. Tiden	Head Teacher I	Boneng Elementary School	1
11	Rosita A. Ce-ing	SP I - Cluster Head	Adoyunan Elementary School	1
12	Simon T. Backian	SPI / District Coordinator	Celo Haight Elementary School	1
13	Teresita B. Simsim	SP I - Cluster Head	Filomena P. Cating Elementary School	1
14	Wilson E. Taquio	Head Teacher III	Naguey Elementary School	1
15	Alejo T. Baday	Head Teacher III	Cadsi-Amoy ES-Main (Bilig ES)	1
16	Anesita K. Pascaden	Head Teacher III	Tap-ayao-Abiyang ES (Dada ES)	1
17	Aurelia B. Atonen	Head Teacher III	Bulisay Elementary School	1
18	Christina F. Fongafong	Head Teacher III	Labinio-Mariano ES (Alibacong ES)	1
19	Concepcion A. Sukil-ap	Head Teacher III	Tanas ES (Namagtey ES)	1
20	Emily T. Bagayao	HT-I	Legab Elementary School	1
21	Feler A. Domyong	Principal I	Bagtangan Elementary School	1
22	Fernando C. Bagayao	Head Teacher III	Bakun Central School	1
23	Noeme M. Balangeg	School Principal I	Talbino ES (Sipitan ES)	1
24	Pepito B. Pulquiso	School Principal I	Ampusongan Elementary School	1
25	Ronillon Pinmiliw Jr.	HT- I	Masalin PS	1
26	Brando K. Epe	HTI/Teacher In-Charge	Bawen Peta PS	1
27	Emilyn E. Medina	P1-Cluster Head	Bangao ES	1
28	Esther B. Basilio	School Principal I	Kawal Elementary School	1
29	Gloria A. Hilario	Head Teacher III	Bila Elementary School	1
30	Guia C. Sinot	P1-Cluster Head	Poodan Elementary School	1
31	Jenefer B. Kiong	Head Teacher III	Alfredo P. Chanao ES (Lebeng ES)	1
32	June D. Corpuz	School Principal I	Bokod Central School	1

33	Margarita B. Catao	Head Teacher III	Daklan Elementary School	1
34	Maxima S. Onil	School Principal I	Ambangeg Elementary School	1
35	Mea C. Madayag	School Principal I	Pilpiok Elementary School	1
36	Roberto Pablo Jr.	Head Teacher I	Ekip ES	2
37	Rosaline B. Fianza	School Principal I	Ambuklao Elementary School	2
38	Santos L. Medina	TIII / Teacher In-Charge	Camanggaan Elementary School	2
39	Teresita M. Suayan	School Principal I	Karao Elementary School	2
40	Agrifina B. Magan	School Principal I	Alapang Elem. School	2
41	Aurea A. Nguepan	Head Teacher III	Cotcot-Talabis Elementary School	2
42	Delia D. Ignacio, Ed. D.	Head Teacher III	Paing Elementary School	2
43	Irenie P. Bela-o	School Principal I	Abatan Elementary School	2
44	Isabel D. Licuasen	Head Teacher I	Buyacaoan Elementary School	2
45	Jocelyn S. Pilas	HT I - Cluster Head	Ambanglo Primary School	2
46	Juan T. Polinney	Head Teacher III	Lengaoan-Waking Elementary School	2
47	Junia N. Payangdo	Head Teacher II	Cayapas Elementary School	2
48	Ludinia A. Sano-an	P-II/ Cluster Head	Cabuguisan-Kigangan PS	2
49	Mencio G. Sapitan	School Principal I	Sinipsip elementary School	2
50	Nerrissa S. Colas	Head Teacher I	Bekes Elementary School	2
51	Robert G. Tuguinay	Head Teacher III	Bangao Elementary School	2
52	Romeo C. Dulnuan	Head Teacher III	Bad-ayan Elementary School	2
53	Rosita C. Agnasi	School Principal I	Buguias Central School	2
54	Samuel A. Sagpa-ey	Head Teacher II	Pan-ayaoan Elementary School	2
55	Saturnina P. Bacasen	School Principal I	Amlimay Elementary School	2
56	Benjamin C. Fianza Jr.	School Principal I	Binga Elementary School	2
57	Christine D. Puguon	School Principal I	Gumatdang Elementary School	2
58	Conrado M. Caniero Jr.	HT I - Teacher In-Charge	Domolpos Elementary School	2
59	Elena B. Bumatay	School Principal I	Loacan Elementary School	2
60	Ferdinand T. Carantes	Head Teacher III	Tocmo Elementary School	2
61	Frederick V. Ladia	Head Teacher III	Midas Elementary School	2
62	Jose F. Gaerlan	School Principal I	Ucab Elementary School	2
63	Lita P. Casao	Head Teacher I	Tinongdan Elementary School	2
64	Martin E. Napeek Jr.	School Principal I	Pacalso Elementary Schol	2
65	Marjorie L. Bacdangan	Head Teacher	Guioeng Elementary School	2
66	Mateo L. Mayos	SP I - Cluster Head	Liang Primary School	2
67	Nestor M. Asiong	School Principal I	Tuding Elementary School	2
68	Patricia Allatis	Head Teacher	Calamagan Elementary School	2
69	Segundino M. Bolide	Head Teacher II	Maximino F. Lopez ES (Anteg-in ES)	2

70	Sheila K. Wakit	HTIII -Teacher In-Charge	Gold Creek Elementary School	2
71	Rose M. Acay	P-I	Acupan Elementary School	3
72	Emelda G. Amancio	School Principal I	Dalicno Elementary School	3
73	Felecitas S. Mang-osan	Head Teacher III	Manganese ES (Nagawa ES)	3
74	Jocelyn P. Buslotan	Head Teacher II	Tabu Elementary School	3
75	Jonathan G. Sadey, Ed. D.	School Principal II	Balatoc Elementary School	3
76	Juliet K. Baldo	School Principal II	Itogon Central School	3
77	Leo Golingab	HT III	Ampucao Elementary School	3
78	Marjorie T. Visaya	Head Teacher III	Goldfield Elementary School	3
79	Ricardo S. Samson Jr.	School Principal I	Fianza Elementary School	3
80	Rolando G. Rimban, Ed. D.	School Principal I	Virac Elementary School	3
81	Theresita F. Olayan	School Principal I	Banget Elementary School	3
82	Arnulfo S. Puddos	School Principal I	Asokong Pacso ES-Annex	3
83	Aurea A. Cabauatan	HT I - Cluster Head	Anchokey ES	3
84	Bhede B. Martin	School Principal I	Bio B. Modol ES (Ballay ES - Annex)	3
85	Corazon C. Molitas	School Principal I	Kabayan Bo. ES	3
86	Florelia A. Pascian	School Principal I	Tamang ES (Batan ES-Annex)	3
87	Jenneth M. Bastian	Head Teacher III	Ballay ES	3
88	Julia B. Matias	Head Teacher III	Tawangan ES	3
89	Marcela C. Libag	TI - Teacher In-Charge	Awing PS	3
90	Mary M. Anape	Head Teacher III	Abucot ES	3
91	Nobres M. Meno	Head Teacher III	Adaoay ES	3
92	Pacito C. Cosinte	HT III - Cluster Head	Lusod ES	3
93	Remedios Carpio	School Principal I	Kabayan CS	3
94	Agrifina Compala	PI	Balalbak Elementary School	3
95	Chumbian S. Biang	Head Teacher III	Pudong Elementary School	3
96	Evangeline L. Pinong	School Principal I	Taba-ao Elementary School	3
97	Francisco M. Contero	School Principal I	Kapangan Central School	3
98	Harvey L. Banciong	School Principal I	Lomon Elementary School	3
99	Josie D. Moltio	School Principal I	Gadang Elementary School	3
100	Milagros C. Bolayo, Ed. D.	School Principal I	Datakan Elementary School	3
101	Narcing A. Colistong	Head Teacher I	Tadayan Barrio School	3
102	Noel T. Winnan	School Principal I	Longboy Elementary School	3
103	Rinan C. Bruno	School Principal I	Sagubo Elementary School	3
104	Virginia B. Salio-an	School Principal I	Paykek Elementary School	3
105	Agosto K. Guintodan	School Principal I	Camilo Lucaben ES (Madaymen ES)	3
106	Concepcion B. Viray	School Principal I	Saddle ES	3

107	Daniel B. Pascaden	School Principal I	Kibungan CS	4
108	Doroteo B. Cadley	Head Teacher I	Sagpat ES	4
109	Joel P. Bekseng	School Principal I	Es-esa S. Alodos ES (Tacadang ES)	4
110	Jonathan C. Lagan	School Principal I	Enrique Jose ES (Masala ES)	4
111	Margarita S. Baldo	Head Teacher I	Batangan Bo. ES	4
112	Norma P. Capiato	School Principal I	Ewa-Bokes Bo. Sch.	4
113	Tony L. Tibao	Head Teacher I	Mocgao ES	4
114	Amida L. Sauri	Head Teacher III	Bahong Elementary School	4
115	Asian S. Canuto	School Principal I	Taccian Elementary School	4
116	Bridget A. Dacquigan	School Principal I	Tawang Elementary School	4
117	Edgar D. Vicente	School Principal I	Lamtang Elementary School	4
118	Franklyn B. Fianza	School Principal I	Lubas Elementary School	4
119	Grace T. Calatan	School Principal I	Bineng Elementary School	4
120	Jerome Tulic	School Principal I	Pico Elementary School	4
121	Johnson B. Legaspi	School Principal I	Ambiong Elementary School	4
122	Josefa A. Belleza	School Principal II	Buyagan Elementary School	4
123	Joselito M. Tabayoyong	Head Teacher III	Balukas Elementary School	4
124	Lesio B. Nga-ew	School Principal I	La Trinidad Central School	4
125	Lilian T. Ulep	School Principal I	Alapang-Camp Dangwa Elem. School	4
126	Marcelino S. Baldo	School Principal I	Balili Elementary School	4
127	Mark L. Binay-an	Head Teacher III	Wangal Elementary School	4
128	Nancy C. Rosado	School Principal I	Lamut Elementary School	4
129	Nancy M. Pantaleon	School Principal I	Aino-Kadoorie Elementary School	4
130	Regina D. Sarmiento	MTII - Teacher In-Charge	Longlong Elementary School	4
131	Remedios B. Lamsis	School Principal I	Benguet SPED Center	4
132	Rosalina O. Laureta	School Principal I	Bekkel Elementary School	4
133	Shirley M. Comila	School Principal I	Puguis Elementary School	4
134	Abdon C. Costian	School Principal I	Mankayan Central School	4
135	Asterio C. Madalla	SP I - Cluster Head	Bato PS (Bato-Kema MC)	4
136	Domondon B. Paydoen	TIII - Teacher In-Charge	Cabacab Elementary School	4
137	Elena Balong-angey	TIC	Bedbed Elementary School	4
138	John B. Pacio	School Principal I	Am-am Elementary School	4
139	John D. Aquision	Head Teacher III	Colalo Elementary School	4
140	Judith G. Tip-ac	Head Teacher III	Mogao Elementary School	4
141	Juliet P. Daganos	HT II	Taneg Elementary School	4
142	Karen Tegan	School Principal I	Lepanto Elementary School	4
143	Marilyn W. Zarate	School Principal I	Suyoc Elementary School	5

144	Meya S. Mi-ing	SP I - Cluster Head	Guiweng PS (Dong-as-Lap-angan) MC	5
145	Nathalie P. Lagan	MTII/TIC	Balili Elementary School	5
146	Nilda B. Anton	Head Teacher III	Ca-ew Elementary School	5
147	Noreen Espenocilla	HTII	Paco Elementary School	5
148	Delia Bandao	School Principal I	Cabitin Elementary School	5
149	Romana P. Mates	School Principal I	Marivic Elementary School	5
150	Rosemarie D. Colas	School Principal I	Bulalacao Elementary School	5
151	Ruth M. Gomez	TIII - Teacher In-Charge	Mantiyeng Primary School	5
152	Adoracion T. Simon	School Principal I	Mating Mang-osan ES (Banangan ES)	5
153	Delarosa V. Delmas, Ed. D.	School Principal III /OIC	Sablan Central School	5
154	Dennis E. Pistula, Ed. D.	SP I - Cluster Head	Amsalsal PS	5
155	Elena L. Tanas	School Principal II	Michael G. Angel ES (Kamog ES)	5
156	Gina D. Panagan, Ed.D.	Head Teacher I	Pappa Multi-Grade School	5
157	Lavi C. Pistula	Head Teacher III	Jose Gonzales ES (Bagong ES)	5
158	Luz M. Merino	School Principal I	Palali Elementary School	5
159	Meriam B. Mapile	School Principal I	Bayabas MG School	5
160	Nilo P. Oyam	School Principal I	Omas Ampaguey ES (Balluay ES)	5
161	Teresita S. Dolo	Head Teacher II	Talete MG School	5
162	Ben G. Aromin	Head Teacher III	Batuan Elementary School	5
163	Clifford B. Abance	Head Teacher III	Saguifang Elementary School	5
164	Emil Jun B. Rivas	School Principal I	Camp 4 Elementary School	5
165	Gloria S. Canias	School Principal I	Kiwas Elementary School	5
166	Joan B. Culbengan, Ed. D.	School Principal I	Nangalisan Elementary School	5
167	Leonardo S. Bayeng	School Principal I	Taloy Sur Elementary School	5
168	Lucila M. Abance	School Principal I	Poyopoy Elementary School	5
169	Mildred D. Marquez	School Principal I	Gilbert Semon Elementary School	5
170	Minda B. Pagnas	TIII - Teacher In-Charge	Toybongan Elementary School	5
171	Modesto A. Pisando	School Principal I	Yagyagan Elementary School	5
172	Molly M. Ablaza, Ed. D.	School Principal III	Tuba Central School	5
173	Nena T. Bangala, Ed. D.	School Principal I	Gavino Palaoag Elementary School	5
174	Oliver B. Cas-ing	TIII - Teacher In-Charge	Sioco Carino Elementary School	5
175	Remy N. Dum-ao	TIII - Teacher In-Charge	Ligay Elementary School	5
176	Robert C. Tican	School Principal I	Miguel Palispis Elementary School	5
177	Romeo L. Pasamic	Head Teacher III	Salpang Elementary School	5
178	Rosalina E. Taqued	School Principal I	Asin Elementary School	5
179	Santos L. Losnong, Ed. D.	School Principal I	Paran Laruan Elementary School	6
180	Wilfredo E. Fernando	School Principal I	San Pascual Elementary School	6

181	Melbert Cocoy	TIII	Salpang Elementary School	6
182	Ana T. Pakias	Head Teacher III	Moran Elementary School	6
183	Angel C. Budong	School Principal I	Palew ES (Paoad ES - Annex)	6
184	Albert B. Cipriano	School Principal I	Dorencio Elem. School (Coroz ES)	6
185	Brigitte Q. Beray	School Principal I	Pontino Elementary School	6
186	Cesar C. Campulat	Head Teacher III	Luisa-Becka Elem. School (Labey ES)	6
187	Charlie T. Ricardo	School Principal I	Sto. Niño ES (Coroz ES - Annex)	6
188	Claire W. Felipe	School Principal I	Basil Elementary School	6
189	Edwin B. Marino	TIII / Teacher In-Charge	Balangabang Elementary School	6
190	Emerald S. Olsina	TIII - Teacher In-Charge	Ambongdolan Elementary School	6
191	Glory L. Arciso	HTIII -Teacher In-Charge	Dackias ES (Tuel ES)	6
192	Jack K. Nebalasca	School Principal I	Baayan Elementary School	6
193	Angelita Laoyan	School Principal I	Tublay Central Elem. School	6
194	Linda C. Tambic	School Principal I	Baayan ES -Annex ( Domolpot)	6
195	Nora T. Suaking, Ph. D.	School Principal I	Albis Elementary School	6
196	Remus M. Beray	School Principal I	Ciriaco Magno ES (Belong - Sayatan MC)	6
197	Arnold L. Manio	Head Teacher I	Tawangan-Lusod NHS (R. A. 9901 s. 2009)(Kamora National High School Ext'n -Tawangan)	6
198	Abigail N. Ceferino	HTIII	Lepanto National High School	6
199	Alexander L. Bocanog	HT III	Mankayan National High School	6
200	Alfredo D. Polan	HTIII	Mankayan National High School	6
201	Bernabe P. Wasen	HT4	Gov.Bado Dangwa Agro-Industrial Scgool	6
202	Caraphan C. Olas	HTIII	Benguet National High School	6
203	Carolyn Y. Leon	Master Teacher I / TIC	Tuba Central NHS RA#9545, s. 2009 (Tuba NHS Extension -Poblacion)	6
204	Constancia Jane Cadias	HTIII	Benguet National High School	6
205	Corazon S. Alos	HTIII	Benguet National High School	6
206	Clarissa Tad-o	HTIII	Bulalacao National High School	6
207	Divina T. Calubandi	TIII/TIC	Catlubong National High School	6
208	Edwin S. Ayangdan	HTIII	Mankayan National High School	6
209	Emelda P. Mang-osan	Teacher III / TIC	Ballii NHS Annex-Cabacab (new school)	6
210	Emilia A. Baltazar	HTIII	Benguet National High School	6
211	Estefania P. Galasa	HTIII	Kibungan National High School	6
212	Evelyn B. Ackiapat	HTIII	Tublay School of Home Industries	6
213	Faustino M. Gaewen	HTVI	Tabio National High School	6
214	Gerald A. Salda	TI/TIC	Sablan National High School-Balluay Ext.	6



215	Isabel A. Aquino	Principal I	Evelio Javier Memorial National High School	7
216	Jeffrey C. Japson	HTIII	Mankayan National High School	7
217	Jerry L. Esnara	HTIII	Tublay School of Home Industries	7
218	Jessica C. Allan	HTVI	GBDAIS	7
219	Jimmy B. Tanguid	Head Teacher III	Evelio Javier Memorial National High School	7
220	Joan Palpeg	HTIII	Cordillera Reg. Science High School	7
221	Juan A. Olao	HTIII	Atok National High School	7
222	Junalyn S. Palking	HTIII	Mankayan National High School	7
223	Leah A. Alos	HTIII	Benguet National High School	7
224	Leonardo B. Delias	School Principal I	Sinipsip National High School-Main	7
225	Madison B. Kiong	Head Teacher III	Benguet NHS- Annex (Puguis)	7
226	Manuel I. Dagiw-a	HTIII	Lepanto National High School	7
227	Melchor L. Bolayo	Head Teacher III/OIC	Kapangan NHS - Sagubo	7
228	Michael M. Bistid	Head Teacher II	Benguet National High School- Annex (Bineng)	7
229	Mila I. Simeon	School Principal IV	Buguias National High School	7
230	Mildred V. Sepulchre	School Principal I	Kibungan National High School	7
231	Myrna P. Cholin	HTIII	Alejo M. Pacalso Memorial NHS	7
232	Ofelia E. Calpasi	Head Teacher I	Bedbed National High School	7
233	Oscar D. Banglot	HTI	Benguet National High School	7
234	Pablo A. Baludda	Head Teacher I	Bakun National High School-Sinacbat Extension	7
235	Ricky C. Quodala	HTIII	GBDAIS	7
236	Rico L. Socte	Head Teacher I	Adaoay NHS (Abucot Ex'n)	7
237	Sonia Jovelyn A. Sab-it	HTIII	Lepanto National High School	7
238	Teodoro Tillama	Teacher III / TIC	Laurencio Fianza NHS Annex-Bantic	7
239	Thomas B. Dacawe	HTIII	Tuba National High School	7
240	Geltrude L. Palod	HTII	Lepanto National High School	7
241	Josie S. Cayat	HT I	Tapsan ES	7
242	Agnes L. Manzano	HT I	Itogon Central School	7
243	Danio Camodag	HT 1	Taneg Elementary School	7
244	Lillbeth B. Kiwas	TIII-TIC	Baculongan Norte ES	7
245	Dolores Pagongan	TIII	Solomon Solano ES	7
246	Carmen M. Matias	HTIII	Bashoy ES	7
247	Suela A. Vencio	HTI	Bekes ES	7
248	Dolores P. Cayat	HTIII	Sagandoy ES	7
249	Elmer R. Sagubo	EPS II	SDO ( Principals Test Passer)	7
250	Sharon B. Angupa	SEPS	SDO ( Principals Test Passer)	7





Enclosure No. 3 to Regional Memorandum No. \_\_\_\_\_, s. 2016

**School Head's Application Project Implementation Paper**

The School Head's Application Project is a requirement for a Certificate of Completion in the Foundational Course of the School Heads Development Program.

**The Project requires the participant to identify a specific area of school operations that require improvement and that will deliver the best impact on school measures in three (3) to six (6) months. The choice of project will be derived from the three priority concerns he/she identified in the Concept Note he/she submitted at the start of the Foundational Course. Project Results will be presented by the school head at a colloquium of Foundational Course participants.**

This Implementation Paper guides the school head on planning for the his/her final choice of project. It must be completed and submitted by the end of Module 3.

**A. Project Context**

<b>NEAP PROGRAM</b>	School Heads Development Program - Foundational Course
<b>Name of School Head</b>	
<b>Region, Division, District</b>	
<b>Name of School</b>	
<b>Key changes in my school as a result of this project</b>  <i>What key changes do you want to see in your school as a result of your having attended the SHDP Foundational Course? What are your specific, verifiable indicators of these changes?</i>	

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-301
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-399
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-516
						Commission on Audit	-422743



Republic of the Philippines  
 Department of Education  
**CORDILLERA ADMINISTRATIVE REGION**  
 Wangal, La Trinidad, Benguet



<p><b>Target Competency Improvement</b></p> <p><i>What school head competency/ies will you apply through your project Identify maximum of three that are directly related to your project.</i></p>	
<p><b>Describe current situation (problem or opportunity) in your school that you need to address through your project.</b></p> <p><i>Give specific, quantifiable, observable details. For example, number of non-readers in Grade 2. Or, number of teachers that need training by a certain period. Or, timely utilization of MOOE.</i></p>	
<p><b>Title of Application Project</b></p>	
<p><b>PROJECT OBJECTIVE/S:</b>  <b>SMART-Specific, measurable, attainable, result-oriented and with timeframe</b></p>	<p>TO:</p>
<p><b>Start date</b></p>	
<p><b>Length of project</b></p> <p><i>The project should be completed within 3 to 6 months.</i></p>	
<p><b>Expected Outputs</b></p>	
<p><b>Beneficiary/ies</b></p>	
<p><b>Identify Success Indicators or measures of success</b></p>	<p><i>This project will be a success when the following indicators have been achieved and verified through unbiased means (maximum of 3):</i></p>



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**B. Action Steps -**

*Identify significant Milestone targets that could be achieved by the end of 30 days and every 30 days thereafter. Milestones are (a) significant changes achieved; and/or, (b) major steps taken towards achieving the desired improvement in your school*

Target Milestone	Actions	Responsible Person <i>Who will do this step?</i>	Support Needed from:	Target Date <i>When will this step be accomplished?</i>
<b>Milestone 1</b>	Action Step 1			
	Action Step 2			
	Action Step 3			
	Etc.,			
<b>Milestone 2</b>	Action Step 1			
<b>Milestone 3</b>	Action Step 1			

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167



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Target Milestone	Actions	Responsible Person <i>Who will do this step?</i>	Support Needed from:	Target Date <i>When will this step be accomplished?</i>
Etc				

**C. Required Resources**

*Provide Specific Details of the physical and human resources required to successfully implement your Application Project.*

Milestone	Resources Needed	Budget	Approvals needed
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**D. Risk Management Plan**

*All projects are exposed to risk. Risks are unpredictable events that might or might not happen, and endanger the achievement of your project objectives. You should therefore know what risks to prioritize and what to do when the risk happens.*

Milestone	Likely Risk	Impact on Project if Risk Happens	Specific Action to Prevent Risk	If Risk Happens, Specific Action to Soften Impact of Risk
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**Telephone Numbers:**

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
		Secondary Education Division	309-3014	Special Unit	-422-2198	Commission on Audit	-4227434