



**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**

Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

June 30, 2016

**TRAVEL ORDER**

NO. 255, s. 2016

TO : **MS. SUSAN AUSTERO**  
**Bacong District**

OFFICE : **Bacong District, Division of Negros Oriental**

PURPOSE : **To attend the School Heads Development Program (SHDP):**  
**Intermediate Course, Batch II**

DATE OF TRAVEL : **July 3, 2016**

VENUE/PLACE : **Cebu City**

ALLOWED/CHARGED TO: (Local funds subject to the usual accounting and auditing rules and regulations)

  X   : Registration/Transportation and other incidental expenses


       : Transportation

       : Per Diems

       : On official time/business

       : Transportation/per diem & other incidental expenses

(For details, see attached communication, giving attention to paragraph 4).

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge  
06/30/16



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**



June 28, 2016

Regional Memorandum  
No. 135, s. 2016

O: 6/29/16  
8

<b>RELEASED</b>	
CONTROL NO.	971
RELEASED BY:	[Signature]
DATE RELEASED:	6/29/16

**SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP): INTERMEDIATE COURSE,  
BATCH II**

To: Schools Division Superintendents of:


**Dumaguete City Division**  
**Bacolod City Division**  
**Negros Occidental Division**  
**Bayawan City Division**  
**Negros Oriental Division**  
**Guihulngan City Division**

1. Please inform the following school heads and learning facilitator of their attendance of the coming School Heads Development Program (SHDP): Intermediate Course, Batch II on July 3 to 9, 2016 at Cebu City.

<b>Florante Cenas</b>	-	<b>Dumaguete City Division</b>	-	<b>Class a</b>
<b>Solyma Dela Cruz</b>	-	<b>Bacolod City Division</b>	-	<b>Class b</b>
<b>Verna Saldo</b>	-	<b>Bayawan City Division</b>	-	<b>Class c</b>
<b>Susan Austero</b>	-	<b>Negros Oriental Division</b>	-	<b>Class c</b>
<b>Jenelin Talita</b>	-	<b>Negros Occidental Division</b>	-	<b>Class d</b>
<b>Cristian Edu Villegas</b>	-	<b>Guihulngan City Division</b>	-	<b>Learning Facilitator</b>

2. The course include the following classes which the participants will have to attend.
  - a. **Fiscal Sustainability and Principled Partnership**
  - b. **Instructional and Curricular Innovation**
  - c. **Organizational Culture and Professional Development**
  - d. **Education in Emergencies**
3. Participants are expected to be at the training venue on July 3, 2016 at 3:00 pm for the opening program. First meal to be served will be snack/merienda. Check out will be in the morning of July 9 2016. Participants who will leave before the closing ceremony shall only be given the certificate of Appearance.

4. Aside from personal laptops, participants are likewise required to bring to the training venue the following:
  - a. **Current Enhanced School Improvement Plan (E-SIP)**
  - b. **Personal Profile**
  - c. **Enhanced Basic Education Information System (EBEIS) data**
  - d. **School Report Card (SRC)**
  - e. **School Budget**
  - f. **List of current school partners and partners' profile (if available)**
5. For class D, "Education in Emergencies" as well as the learning facilitator in charge will attend the training in NEAP NCR Marikina City on July 10 to 16, 2016.
6. Travel expenses of the participants, learning facilitators, and the HRDDs including their per diems shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. For further inquiries and clarifications, kindly contact **Mr. Karl T. Credo** HRDD of Negros Island Region at telephone number 422-6227.
8. This serves as travel order.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
Assistant Regional Director  
Negros Island Region 