



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
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SGOD Office (035) 225 - 6180

March 29, 2016


**DIVISION MEMORANDUM**

No. 222 s. 2016

**SCHOOL HEADS DEVELOPMENT PROGRAM AND NEAP UPDATES**

TO: *All District Supervisors*  
*Secondary School Heads*  
*All Others Concerned*

1. *Attached is a communication from National Educators Academy of the Philippines (NEAP) announcing their School Heads Development Program and NEAP Updates.*
2. *Attention is hereby directed to paragraph No. 2 of the attached Memorandum.*
3. *For the information and guidance of all concerned.*

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge

31 MAR 2016



Be One of Us! Be Counted! Let's Practice  
**W.A.T.C.H.**  
We Advocate Time Consciousness and Honesty




DEPARTMENT OF EDUCATION  
GOVERNANCE AND OPERATIONS  
NATIONAL EDUCATORS ACADEMY  
OF THE PHILIPPINES



MEMORANDUM  
OM-GO-2016-NEAP-0003

D: 3/22/16

FOR: Regional Directors  
Chiefs, Human Resource Development Division - NEAP  
Schools Division Superintendents  
NEAP Central Office Employees  
All Others Concerned

FROM:  JOHN ARNOLD S. SIENA  
Director IV, National Educators Academy of the Philippines

SUBJECT: School Heads Development Program and NEAP Updates

DATE: March 16, 2016

**A. School Heads Development Program: Specialized Course for School Heads of Senior High School**

1. The National Educators Academy of the Philippines commends the Regional Offices and the Human Resource Development Division (HRDD) for the successful conduct of the School Heads' Development Program: Specialized Course for School Heads of Senior High School (SHDP-SHS).
2. All SHDP-SHS participants are requested to personally answer an online survey. The objectives of this are the following: (1) to identify the program's areas of strength and areas for improvement (2) to gather feedback on how the program affected the school heads (3) to capture practices in preparation for Senior High School. The online survey can be answered in <http://tinyurl.com/NeapSHDPshs>. The link will be made available until April 6, 2016.
3. The Academy is highly encouraging the regions to gather the participants of SHDP Advanced Course to share their experiences in preparing for the implementation of Senior High School. This can be done in 2-3 days where the school heads will present the practices and status of preparations after attending the SHDP-SHS.
4. HRDD shall submit the SHDP - SHS Program Completion Report on or before April 8, 2016 via email to [deped\\_neap@gmail.com](mailto:deped_neap@gmail.com).



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**B. School Heads Development Program: Foundation Course**

**5. The Pilot Run Schedule is as follows:**

Module	Dates & Venue	Facilitators	School Heads
Module 1: Understanding DepEd Mandate	March 13-20, 2016 Ecotech Center, Cebu City	1 per region Regions I, II, VI, NIR, IX, X	2 school heads per region a. Preferably 0-3 years as school head b. High performing and pro-active school heads from either elementary or secondary schools c. From varied school typologies and size d. Must come from different schools divisions e. 30-45 years old f. Must be recommended by the SDO and RO
Module 2: Leading the School Improvement Process	April 2-10, 2016 NEAP Baguio City	1 per region Regions III, IV-A, VII, NIR, XI, XII	
Module 3: Embracing the Leadership Role	April 18-26, 2016 NEAP IV-A Malvar, Batangas	1 per region IV-B, V, NCR, Caraga, VIII and ARMM	
Note: In preparation for the roll-out, the regional office may send one process observer in the pilot run per module preferably those who attended the first module. This may be the HRDD Chief/ HRDD EPS or NEAP facilitator.			

**6. Related Activities**

Activities	Dates & Venue	Participants
Revision and Approval of Final Foundation Course Modules	Metro Manila May 2-5, 2016	<ul style="list-style-type: none"><li>Facilitators who attended the Pilot Run Modules (1 per region)</li><li>NEAP Central Office Team</li></ul>
Training of Trainers	Ecotech Center, Cebu May 15-21, 2016	<ul style="list-style-type: none"><li>Five NEAP Facilitators per region (preferably Team C)</li><li>HRDD Chief</li></ul>

7. Participants are expected to bring laptops. Transportation of all participants, facilitators and HRDD Chiefs shall be charged against HRTD/ local funds.

**C. Roll-Out of the SHDP Foundation Course**

8. The nationwide roll-out in the regions will start in Quarter 3 of 2016.
9. Request for funds to be utilized is still being processed. To facilitate this, regions shall submit the complete list of names and schools to be covered in this program on or before March 30, 2016.

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10. Participants are the following:
  - a. NQEP/NQESH/ Principals' Test Passers (2008-2015)
    - i. Including school heads who have attended Basic Course on School Based Management (BCSBM)
    - ii. Who have not attended the SHDP Specialized Course on SHS
  - b. incumbent schools heads/ Teacher-in-Charge (TICs) or Officer-in-Charge (OICs) of elementary, secondary or integrated schools who:
    - i. passed the regional qualifying examination for Principals before 2008 without NEAP accredited training
    - ii. are not yet Principal's Test passers
11. The regional HRDD shall submit the names and schools per division on or before March 30, 2016 via email. The final number of participants will be determined by the regional office based on the funding allocation as approved by Central Office.
12. For further inquiries and clarifications, kindly contact NEAP Central Office in the following numbers: 02- 638-8638, 633-9455 or [deped.neap@gmail.com](mailto:deped.neap@gmail.com).
13. Immediate dissemination of and appropriate action for this Memorandum is desired.