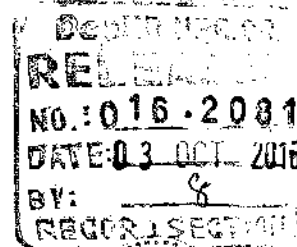




DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF

NEGROS ORIENTAL

Reversing the Paths to Educational Excellence



TRAVEL ORDER

October 3, 2016

TO : Miss Katherine Y. Sedillo, EPS
Dr. Nilita L. Ragay, EPS
Dr. Renante Juanillo, EPS

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Please be informed of your travel as facilitators in the School Heads Academy for Professional Enhancement (SHAPE) at Ecotech Center, Cebu City on October 3-6, 2016 per Regional Memorandum No. 238, s. 2016 dated September 21, 2016 entitled SCHOOL HEADS ACADEMY FOR PROFESSIONAL ENHANCEMENT (SHAPE).

Kindly refer to the above-quoted Regional Memorandum for details.

This serves as your travel order.

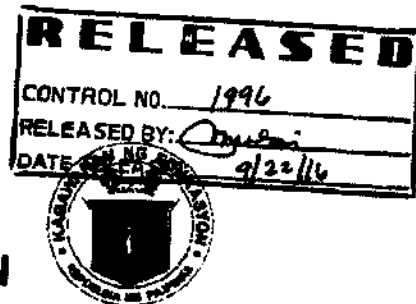

LELANIE J. CABRERA

Asst. Schools Division Superintendent

Officer In-Charge
10/3/16 4



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION



September 21, 2016

REGIONAL MEMORANDUM

No. 238, s. 2016

SCHOOL HEADS ACADEMY FOR PROFESSIONAL ENHANCEMENT (SHAPE)

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. To augment the management skills of School Heads in the implementation of school reforms and in the management of fiscal and physical resources, DepEd Negros Island Region will conduct the **School Heads Academy for Professional Enhancement (SHAPE)** on **October 2-6, 2016** at the **Ecotech Center, Sudioh Lahug, Cebu City**.
2. The program aims to:
 - a. Assess competence levels of school managers through locally-made assessment materials;
 - b. provide competency-based trainings;
 - c. track performance of school head-participants; and
 - d. provide avenues to support and enhance the competencies of school heads.
3. Participants in the program are Teachers-in-Charge (TICs) and Head Teachers identified by their respective Schools Division Superintendents a list of which must be submitted to this Office on or before September 23, 2016 through email address: depednrcares@gmail.com.
4. All participants are required to take the Assessment/Pre-Test on October 2, 2016 at 8:30 AM at the training venue. Participants are required to complete all sessions of the program.
5. Further, participants are requested to wear proper attire during the program sessions. Participants wearing sando, spaghetti-strapped blouses, short pants, summer shorts, micro-mini skirts, flipflops, slippers, and the like will not be allowed inside the session halls.
6. All Schools Division Superintendents are hereby instructed to make sure that arrangements are made by the participating TICs and Head Teachers to ensure that classes are not disrupted.
7. Expenses for board and lodging and training materials shall be charged against Regional Funds. Travelling expenses of the Management Team and Facilitators shall also be charged against Regional funds, while travelling expenses of participants shall be charged against School MOOE/local funds. All expenses are subject to the usual accounting and auditing rules and regulations.
8. Members of the management team and the facilitators are expected to be at the venue on Day 0. Their first meal shall be dinner of October 1, 2016. First meal of participants is breakfast of Day 1, October 2, 2016 while last meal of management team, facilitators, and participants is afternoon snack of Day 5, October 6, 2016.
9. Attached hereto is the list of the Regional Management Team, Facilitators, Class Monitors, and Working Committees.
10. Immediate and wide dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ
Officer-in-Charge

Office of the Asst. Regional Director

HRDO/RMAV

THE TEAM of FACILITATORS/ WRITERS

Domain	Facilitator
1. School Leadership	Team Leader: Ofelia Hermosa Members: Maria Theresa V. Avanzado Dr. Eduardo L. Lagos Emma Apdian Mary Grace Guerrero Jay Garry Tangente
2. Instructional Leadership	Team Leader: Dr. Orlando Cadano Members: Dr. Neri c. Ojastro Dr. Lorenzo M. Arcon Dr. Alex Parane
3. Creating a Student Centred Learning Climate	Team Leader: Ernesto Alas-as Jr. Member Edmark Ian L. Cabio Bernar Torres Cristy Jabonillo
4. HR Management and Professional Development	Team Leader: Mrs. Joesan Ramos Members Dr. Grace Calacutan Dr. Jaymart Umbac Mrs. Ma. Cristina P. Claros
5. Parental Involvement and Community Partnership	Team Leader: Dr. Woodrow M. Dinuyo Members: Ma. Maya Regala Florante Bacang Groselle Ragay
6. School Management and Operation	Team Leader: Dr. Portia Mallorca Members: Dr. Leo Sichon Dr. Leny Nillos Mrs. Annaliza Villanueva
7. Personal and Professional Attributes and Interpersonal Effectiveness	Team Leader: Dr. Erlinda Calumpang Members: Dr. Nilita Ragay Miss Katherine Sedito Dr. Reynante Juanillo
IT Group	ICT Team Leader: Mrs. Emily Portunes Asst. Team Leader: Eric E. Golez Members: Lloyd Dionson Mary Ann Espadilla Florie May Salva

THE REGIONAL MANAGEMENT TEAM

- Overall Program Director** : Dir. Gilbert T. Sadsad
Assistant Program Director : Salustiano Jimenez
- Operations and Resource Managers** : Gladys Amylaine Sales
Adolf Aguilar
- Fiscal Manager s** : Emma Muleta
: Corazon Punay
: Mary Rose Villavicencio
- A. Secretariat**
Chairperson : Rose Marie A. Valloces
Members : Dency Grace Padillon
Gilbert Laxina
Elizabeth Romo
Grace Nicavera
Rebonie Embolterio
- B. Registration, Attendance, and Certificates of Participants and Writers/Trainers**
Chairperson: : Jocelyn Luba
Members : Agustin Lood
Emma Mate
- C. Coordination/Arrangement of Session Rooms**
Chairperson : Nonale Resoor
Members/ Class Monitors:
Fe G. Balos
Josanto Caldera
Nelson Escobin
Karl Credo
Baviano Tuayon
Antonio G. Baguio jr.
Cynthia Visperas
- D. Monitoring and Quality Assurance**
Chairperson : Sofia A. Tundag
Members:
Gemuel R. Baena- Bacolod City Division
Glenda Catacutan- Tanjay City Division
- E. Opening/Closing Programs and Plenary MOs**
Chairperson : Anna Lee Amores
Members(2) : Andrea Luz Englis
Ma. Melba T. Real