

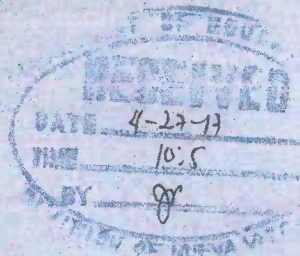



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
Regional Office No. 02 (Cagayan Valley)



MEMORANDUM

To : All Schools Division Superintendents
 Chief, SGOD
 School Heads of Senior High School
 All Others Concerned
 This Region



From : 
ESTELA L. CARINO, CESO IV
 Director III
 Officer-In-Charge
 Office of the Regional Director

Date : April 12, 2017

Subject : **SCHOOL HEADS DEVELOPMENT PROGRAM (SHDP)
 RE-ENTRY ACTION PLAN (ReAP) VALIDATION PROCESS**

As an offshoot of the Consultative Meeting with SGOD Chiefs, HRDS and SMME Staff on March 17, 2017 regarding the conduct of School Heads Development Program (SHDP), Advanced Course for Senior High School Principals Re-Entry Action Plan (REAP) Validation Process, the following must be considered and facilitated:

1. The School Heads Development Program (SHDP) is intended to improve the capacity of the school heads to lead and manage their schools and handle responsibilities of a school head. The program design is anchored on the National Competency-based Standards for School Heads (NCBSHS). It started on December, 2015 with its Advanced Course for Senior High School Principals, a 2-module program that focused on the school heads' role in leading change, instructional supervision and managing school operation in the 21st century. As a course completion requirement, the participants were entailed to submit their Re-entry Action Plan along their area of priority needs as captured in the school's SIP subsequently, their implementation.
2. The ReAP implementation period is 3-6 months. It is expected that at least towards the end of 2016, all Project Plans are/or on the process of implementation. The participants should be able to obtain an overall rating of at least 80% to be able to get a Certificate of Completion from National Educator's Academy of the Philippines (NEAP)-Central Office.

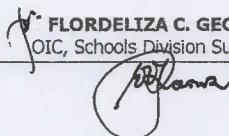
Regional Government Center, Cagayan

Division Memorandum No. 254, s.2017 May 3, 2017

To: OSDS (B.A.L.I.T.A)
 CID (Chief, EPS, PSDS/DICs)
 SGOD (Chief, HRD)
 All Others Concerned

For information and guidance.

sgod/seps_hrd


FLORDELIZA C. GECOBE, Ph. D.
 OIC, Schools Division Superintendent



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3. NEAP, as it adapts Kirkpatrick's 70-20-10 model of learning and development intervention, ensures that the impact of the training program should be seen through REAP/JEL or impact study. The project implementation will have to be monitored and validated by a regional monitoring and validation team in coordination with the Schools Division Offices.
4. The RO and SDO monitoring and validation team are expected to:
 - a. Organize the team with the following composition

Team composition		Function
Regional Office		
Chairperson	Regional Director	<ul style="list-style-type: none"> • Ensure and certify the course completion of the participants • Endorse to NEAP-CO the REAP reports for the issuance of certificate of completion
Co-chairman	Assistant Regional Director	<ul style="list-style-type: none"> • Assist in ensuring the course completion of the participants.
Focal Person	HRDD Chief	<ul style="list-style-type: none"> • Monitor and validate the ReAP implementation
Members	EPS, HRDD EPS, QAD EPS, FTAD EPS 1, HRDD	<ul style="list-style-type: none"> • Assist in the monitoring and validation of the ReAP implementation • Provide technical assistance to the participants as needed
Schools Division Office		
Chairman	SDS	<ul style="list-style-type: none"> • Approve school heads' ReAP and ensures its implementation/completion
Co-chairman	ASDS	<ul style="list-style-type: none"> • Recommend the ReAP for approval by the SDS • Assist the SDS in ensuring the submission of quality ReAP, monitoring and validation of its implementation
Focal Person	SGOD Chief	<ul style="list-style-type: none"> • Ensure the submission of quality ReAP by the school heads • Monitor and validate the ReAP implementation necessary for the course completion
Member	SGOD EPS	<ul style="list-style-type: none"> • Assist in ensuring the submission of a quality ReAP • Monitor and validate the ReAP implementation necessary for the course completion
Member	HRDS SEPS	<ul style="list-style-type: none"> • Check and verify the submitted ReAP • Monitor and validate the ReAP implementation necessary for the course completion
Member	MME SEPS	<ul style="list-style-type: none"> • Check and verify the submitted ReAP • Monitor and validate the ReAP implementation necessary for the course completion
On-call Member	CID Chief and EPS	<ul style="list-style-type: none"> • Assist in monitoring and validation of the ReAP implementation • Provide technical assistance as needed on a specified area relevant to ReAP implementation



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- b. SDOs should orient or plan with the school heads on the underlying processes, schedule and necessary agreements.
 - c. School heads should submit Re-entry Action Plan in triplicate, copy furnished to the Regional Director through HRDD.
 - d. During the validation process, Monitoring and Evaluation Tool will be accomplished. (See Enclosure 1 for a sample copy) The SDO validation team, upon receipt of the ReAP will monitor its implementation according to the set timeline starting April 24, 2017 while the regional validation team will start on May 15, 2017 and will end on September 15, 2017.
 - e. The school heads will develop an audio visual presentation highlighting the milestones and results of the project implementation. Proper and complete documentation is necessary.
5. After the validation and project completion, the SDO through the SDS will recommend the school heads for a 3-day colloquium conference which will conclude with a Graduation day on September 29, 2017. Each school head is expected to present his/her Audio Visual Presentation during the colloquium conference. A separate memorandum will be issued for the Graduation Day.

The same validation processes will be adapted to the participants of SHDP, Foundation Course, thus for those who were done with the 3-module course may start with the submission of the ReAP to their respective SDOs. The monitoring and validation by the regional office through its validation team will commence on June, 2017.

For more information and inquiries, you may visit hreddro2@gmail.com or contact 078-396-2286.

For your information and guidance.

HRDD/jbs/mna_ReAPvalidation-03-31-17