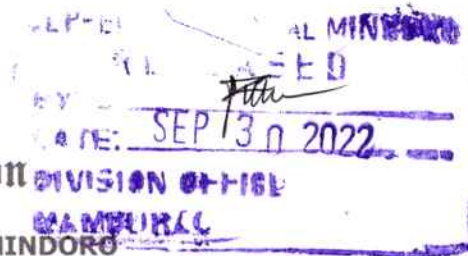




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division
Superintendent

September 29, 2022

DIVISION MEMORANDUM

No. 000361, s. 2022

**SCHOOL HEADS ACTIVITIES FOR PROFESSIONAL ENHANCEMENT
(S.H.A.P.E.)**

To: Asst. Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Identified Learning Facilitators
All Others Concerned

1. In response to Regional Memorandum No. 86, s. 2022 dated September 15, 2022, this Office announces the participation of the identified designated Teachers-in-Charge (TICs) in the Regional Training Batch 3 on **School Heads Activities for Professional Enhancement (SHAPE)** tentatively scheduled on **October 23-29, 2022** to be held at **RELC, Oriental Mindoro**.

2. As stated in the Regional Memorandum, the training which is NEAP recognized expects the participants to:

- demonstrate knowledge and understanding of the concepts of leading strategically;
- display appropriate behaviors in managing schools' operations and resources;
- demonstrate knowledge and understanding of managing teaching and learning processes;
- exhibit knowledge on developing self and other; and
- demonstrate competencies in building connections.

3. The participants, as reflected in Annex C, must undergo five (5) Modules anchored from the Philippine Professional Standards for School Heads (PPSSH) such as a) **Module 1 – Domain 1:** Leading Strategically; (b) **Module 2 – Domain 2:** Managing School Operations and Resources; (3) **Module 3 – Domain 3:** Focusing on Teaching and Learning; (d) **Module 4 – Domain 4:** Developing Self and Other; and (e) **Module 5: Domain 5:** Building Connections.

SGOD/hrds



✉ Brgy. Payompon, Mamburao, Occidental Mindoro
☎ 0906-550-1840/0929-630-1538
✉ occidental.mindoro@deped.gov.ph
f DepEd Tayo Occidental Mindoro

4. Per Regional Memorandum, only **twenty (20)** slots are allotted to this Division and the selection is guided by the following criteria, as follows:
 - a. Incumbent Schools Division Office – designated Teachers-in-Charge (TICs) or Officers-in-Charge (OICs) of elementary, secondary, or integrated schools and those who have not passed the Principal's Test
 - b. Three (3) years in holding a current position as Teacher-in-Charge (TIC)
 - c. At least with Very Satisfactory (VS) performance in the IPCRF/OPCRF in three (3) consecutive years
 - d. Moving to Career Stage 1 in the Philippine Professional Standards for School Heads (PPSSH)
5. Participants are instructed to be in the venue on ~~the~~ date stated in this Memorandum. **Check-in time is 2:00 in the afternoon of day zero (0) and check-out is at 12:00 noon on the last day. The training is a 6-day activity that covers Sunday as the check-in and opening program and Saturday as the last day of the session and closing program.** All participants (identified participants, Project Management Team, and Learning Facilitators) are entitled to earn their service credits both for school-based personnel and non-school-based personnel in accordance with CSC-DBM Joint Circular No. 2, s. 2004 on Compensatory Time Off (CTO).
6. The participants shall register in this link, <https://forms.gle/7UvgNKYpRRpdAkCy6> on or before **September 30, 2022** as a confirmation of their attendance to the aforementioned training and must answer the pre-activity survey questions included in the link.
7. Authority to Travel shall be prepared by this Office through the HRDS. Travel expenses of participants and learning facilitators shall be charged against the HRD Program Support Fund (PSF) subject to the usual accounting and auditing rules and regulations.
8. Attached in this Memorandum is the List of Facilitators (Annex A) and Schedule of Session Facilitators (Annex B) of the program.
9. For inquiries, please contact the HRDS-SGOD through contact numbers 0917-847-0081/0963-848-3936.
10. For information and immediate dissemination.



LYNN G. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Annex A – List of SHAPE Learning Facilitators

<i>Name</i>	<i>Position</i>
1. Ma. Rubynita T. Del Rosario	Education Program Supervisor
2. Elizabeth T. Delas Alas, PhD	Education Program Supervisor
3. Adelardo I. Malaluan, PhD	Education Program Supervisor
4. Marilu A. Federi	Principal IV
5. Mariphe M. Dusaran, EdD	Principal III
6. Revalyn B. Echivarre, PhD	Principal III
7. Leonora Privado	Master Teacher II
8. Eloisa C. Farenas, EdD	Senior Education Program Specialist

Annex B – School Heads Activities for Professional Enhancement (SHAPE) Facilitators

Batch No.	Batch 1	Batch 2	Batch 3	Batch 4	Batch 5
Division	Oriental Mindoro RELC	Romblon RELC	Occidental Mindoro RELC	Marinduque RELC	Palawan and Puerto Princesa City (within PPC)
Date	October 2-8, 2022	October 16- 22, 2022	October 23-29, 2022	November 6-12, 2022	November 20-26, 2022
Domain 1	MARILU FEDERI LEONORA PRIVADO	NORMAN P. ROMASANTA CORAZON BORJA	MARILU FEDERI LEONORA PRIVADO	NORMAN P. ROMASANTA CORAZON BORJA	CORAZON BORJA MARILU FEDERI
Domain 2	VICTOR GARDOCE ROCK AMIEL ARZOBAL	RICKY APOSTOL JULIE ACEVEDA	VICTOR GARDOCE ROCK AMIEL ARZOBAL	RICKY APOSTOL JULIE ACEVEDA	VICTOR GARDOCE ROCK AMIEL ARZOBAL
Domain 3	RAUL P. PARREÑO REVALYN ECHIVARE ADELARDO MALALUAN	MA. RUBYNYTA DEL ROSARIO ELIZABETH DELAS ALAS RAUL P. PARRENO	RAUL P. PARREÑO REVALYN ECHIVARE ADELARDO MALALUAN,	MA. RUBYNYTA DEL ROSARIO ELIZABETH DELAS ALAS RAUL P. PARRENO	MA. RUBYNYTA DEL ROSARIO ELIZABETH DELAS ALAS MALALUAN, ADELARDO
Domain 4	LIM, ELSA LILANG, JONATHAN	MARY JANE VIRREY LAVELYN S. TALAN	LIM, ELSA CATUD, JOSE HERMINIO	LIM, ELSA CATUD, JOSE HERMINIO	MARY JANE VIRREY LAVELYN S. TALAN
Domain 5	ELOISA FARENAS MARIPHE DUSARAN	ADELARDO MALALUAN RODEL BAHIA	ELOISA FARENAS MARIPHE DUSARAN	ADELARDO MALALUAN RODEL BAHIA	RODEL BAHIA ADELARDO MALALUAN