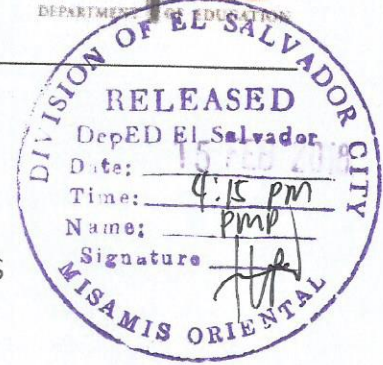





DIVISION MEMORANDUM

No. 43 s, 2018



To: ANABELLE M. MAMA CLAY Molugan NHS
MARIEL B. UBAUB Molugan ES
CHARLOTTE J. YTANG Hinigdaan ES
EDWIN L. LABIS Sambulawan ES
GENEVIEVE F. LUSTERIO Cogon ES
HELEN S. PALASAN Amoros ES
IAN KHAY H. CASTRO Bolisong ES
JACKELINE L. OCON Kalabaylabay ES
JOSE A. SALVO Taytay ES
LEONORA M. JUARIO Sinaloc ES
LINA C. BEJIGA El Salvador City CS
MA. LOU LEA Y. CADELEÑA Kibonbon ES
CHUCHIE QUIRING San Francisco de Asis NHS
MAURINA B. ASEQUIA Pedro Sa Baculio ES
ROGER E. PAGAYON San Francisco de Asis ES
REBECCA B. NAMOC Cogon NHS
SONIA E. PAGAPULAAN Hinigdaan NHS
ROSEMARIE U. SAGUING Ulaliman ES

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
School Division Superintendent
Officer In-Charge 

Subject: School Heads Development Program (SHDP) Colloquium and Completion Ceremony

Date: February 14, 2018

1. Pursuant to Regional Memorandum No. 45, s. 2018 re: *Corrigendum to Regional Memorandum No.33, s.2018 (Final Schedule of the School Heads Development Program (SHDP) Colloquium and Completion Ceremony)*, the above mentioned School Heads are directed to attend the said activity on **February 28, 2018**, Wednesday at Pearlmont Hotel, Cagayan de Oro City.
2. Check-in date and time is February 27, 2018 @ 2:00 PM. Participants are required to wear the Division Polo-Shirt (*Pink and White Polo-Shirt worn during 2017 World Teachers Day*), black blazer and black



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3. For the Colloquium Presenters (Enclosure 1. List of SHDP Presenters), please refer to the attached guidelines of the presentation (Enclosure 2. Application Project Guidelines).
4. Food and accommodation shall be charged to downloaded HRTD funds to host Division while travel and other expenses shall be charged to local funds subject to the usual accounting and auditing policies, rules and regulations.
5. Immediate and wide dissemination of this Memorandum is enjoined.

Copies Furnished:
Person Concerned
Records Section

HRDS/cris



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Enclosure No.1

LIST OF SHDP COLLOQUIUM PRESENTERS

NAME	SCHOOL	POSITION
MARIEL B. UBAUB	Molugan Elementary School	Principal I
LINA C. BEJIGA	El Salvador City Central School	Principal II
CHUCHIE QUIRING	Hinigdaan National High School	School-in-Charge

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Enclosure No.2

APPLICATION PROJECT GUIDELINES

1. The Department of Education – Regional Office X through the Office of the Human Resource Training and Development Division conducts School Heads Foundation Course Project Colloquium as culminating activity of the course.
2. The colloquium will be highlighted by oral and poster presentations of the select Application Projects (AP) from the different divisions duly indorsed by the Schools Division Superintendents.
3. Division project proponents/presenters are required to submit three (3) ring-bound hard copies of their projects for the judges. They are also required to prepare a 7-minute presentation (7 -8 slides) and a 48" x 36" (4 ft. x 3 ft.) vertical poster layout of their projects.
4. The presentation shall discuss briefly (to the point) the context and rationale of the project, the innovation/ intervention and strategies employed, project objectives/questions, methods, results and reflections, advocacy/action plan, references used and relevant pictures (documentation) of the conduct of the project. Power point presentations shall be submitted to the organizer/ committee before the program begins.
5. The posters containing the project synthesis/abstract, content and layout shall be installed in the designated area using the poster stand provided by the organizer/committee to make them available for viewing of the participants and of the judges before the contest proper begins.
6. Non-presenters are also required to submit ring-bound copy of their AP outputs. Display tables for the outputs coming for the five schools divisions will be provided. Writers are encouraged to prepare project briefers for the interested participants.
7. Judging shall be done following these criteria:

Oral Presentation:

Organization	30 points
Reasoning	10 points
Delivery and Stage Presence	10 points

Poster:

Content	30 points
Layout	10 points
Readability/Creativity	<u>10 points</u>

Total **100 points**

8. The following time frame for oral presentation shall be strictly observed:
 - 5 – 7 minutes for oral presentation
 - 2 minutes per panel reactor
9. Each panel reactor is enjoined to ask one question to the project proponent/presenter to validate his knowledge of the project.
10. To enforce strict observance of the time, color coding scheme shall be used:
 - Green Flag – start of presentation
 - Yellow Flag – last 2 minutes (warning)
 - Red Flag – end of presentation (stop)