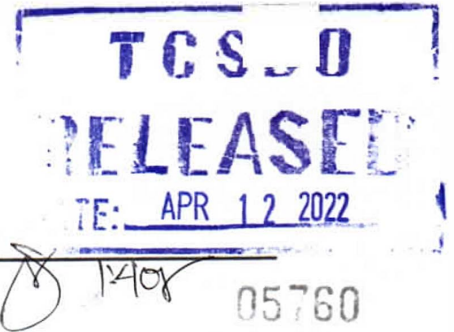




Republic of the Philippines
Department of Education
REGION III
TARLAC CITY SCHOOLS DIVISION



April 11, 2022

DIVISION MEMORANDUM

No. (17), s. 2022

To : OIC – ASDS
Divisions Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

2022 SCHOOL HEADS INSET PROGRAM (SHIP) PHASE 1

1. Pursuant to DepEd Order No. 024, s. 2020 and DepEd Memo No. 050, s. 2020, this Office announces the conduct of the 2022 School Heads INSET Program (SHIP) Phase 1 on April 20-22, 2022 at Hacienda Garcia, Lubao, Pampanga.
2. This Professional Development Program has been awarded Certificate of Recognition by NEAP-R3 WITH Program/Course Recognition No. R3-PD-2021-0026-1005. It aims to engage School Heads to embrace continuing effort to attain high levels of proficiency in Leadership and Management.
3. Participants to this activity are the 98 Public Elementary and Secondary School Heads and the 10 District Supervisors. Resource Speakers will be given Certificate of Recognition while participants will be given Certificate of Participation provided they have completed the required number of hours and outputs.
4. Enclosed to this Memorandum is the Training Matrix for guidance and reference.
5. School Heads are advised to submit data on Teachers' Profile on or before April 13, 2022 through this link: <https://bit.ly/TCSDSchoolTeachersProfile>. All participants shall bring laptop and extension cord for workshop purposes.
6. This Memorandum serves as the Travel Order of the Program Management Team and participants.
7. Expenses to be incurred in this activity shall be charged against HRTD Fund subject to usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is enjoined.


MARIA CARMEN P. CUENCO EdD, CESO V
Schools Division Superintendent



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TRAINING MATRIX ON 2022 SCHOOL HEADS INSET PROGRAM (SHIP) PHASE 1
April 20-22, 2022

Day 1	Day 2	Day 3
7:00 – 8:30 a.m. - Arrival of Participants and Breakfast	8:00 – 8:15 a.m. - Management of Learning	8:00 – 8:15 a.m. - Management of Learning
8:30 – 9:00 a.m. - Opening Ceremony – Plenary <ul style="list-style-type: none"> Preliminaries Message of the SDS MARIA CARMEN P. CUENCO EdD, CESO V <i>Schools Division Superintendent</i> Expectation Setting LOURDES G. DELA CRUZ <i>OIC – Asst. Schools Division Superintendent</i> 	8:15 – 10:15 a.m. - Lecture <u>CLASS 1:</u> SESSION 5: RECRUITMENT AND SELECTION MA. CRISTINA A. ESPIRITU <i>Administrative Officer IV</i> <u>CLASS 2:</u> SESSION 6: MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT LEONIDA C. GARCIA <i>Chief Supervisor, SGOD</i>	8:15 – 10:30 a.m. - Lecture <u>CLASS 1:</u> SESSION 7: LEARNING RESOURCE MANAGEMENT AND QUALITY ASSURANCE LILY BETH B. MALLARI <i>Education Program Supervisor</i> <u>CLASS 2:</u> SESSION 8: ASSET MANAGEMENT MARY GRACE B. CAWIGAN <i>Administrative Officer IV</i> MAYLYN J. FIGUEROA <i>OIC – School Head / EPS II</i>
PLENARY Lecture and Workshop 9:00 – 11:00 SESSION 1: ETHICAL LEADERSHIP REBECCA K. SOTTO PhD <i>Education Program Supervisor</i>	10:15 – 10:30 a.m. HEALTH BREAK	
11:00 – 12:00 SESSION 2: IMPLEMENTATION GUIDELINES ON PRAISE IN DEPED REGION III LOURDES G. DELA CRUZ <i>OIC – Asst. Schools Division Superintendent</i>	10:30-12:00 - Workshop	10:30-12:00 - Workshop
12:00 – 1:00 – Lunch Break	12:00 – 1:00 – Lunch Break	12:00 – 1:00 – Lunch Break
BREAKOUT ROOM Sessions <u>CLASS 1 - 1:00 – 2:45</u> <u>CLASS 2: 3:00 – 4:45</u> SESSION 3: INSTRUCTIONAL SUPERVISION ROBERT E. OSONGCO EdD - Chief Supervisor, CID 2:45 – 3:00 HEALTH BREAK <u>CLASS 2 - 1:00 – 2:45</u> <u>CLASS 1: 3:00 – 4:45</u> SESSION 4: LEARNING RECOVERY PLAN LOURDES G. DELA CRUZ <i>OIC – Asst. Schools Division Superintendent</i>	1:00 – 2:45 p.m. <u>CLASS 1:</u> SESSION 6: MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT LEONIDA C. GARCIA, Chief Supervisor - SGOD <u>CLASS 2:</u> SESSION 5: RECRUITMENT AND SELECTION MA. CRISTINA A. ESPIRITU, Administrative Officer IV 2:45 – 3:00 HEALTH BREAK 3:15 – 4:45 p.m. – Workshop	1:00 – 3:00 p.m. – Lecture <u>CLASS 1:</u> SESSION 8: ASSET MANAGEMENT MARY GRACE B. CAWIGAN, Administrative Officer IV MAYLYN J. FIGUEROA, OIC – School Head / EPS II <u>CLASS 2:</u> SESSION 7: LEARNING RESOURCE MANAGEMENT AND QUALITY ASSURANCE LILY BETH B. MALLARI, Education Program Supervisor 3:00 – 4:30 p.m. – Workshop 4:30 – 5:00 p.m. – CLOSING CEREMONY



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2022 SCHOOL HEADS INSET PROGRAM PHASE 1

April 20-22, 2022

Hacienda Gracia, Lubao, Pampanga

PROGRAM MANAGEMENT TEAM

No.	Name	Position/ Designation	Sex
1	Maria Carmen P. Cuenco EdD, CESO VI	School Division Superintendent	F
2	Lourdes G. Dela Cruz PhD	OIC-Asst. School Division Superintendent	F
3	Leonida C. Garcia	Chief – SGOD	F
4	Robert E. Osongco EdD	Chief – CID	M
5	Lily Beth B. Mallari	EPSvr	F
6	Rebecca K. Sotto	EPSvr	F
7	Rea M. Lingat	SEPS HRD	F
9	Stephen Tracy E. Tabamo	EPS II	M
10	Ma. Cristina A. Espiritu	AO – IV	F
11	Mary Grace R. Cawigan	AO IV	F
12	Edna V. Domingo	EPS II	F
13	Hazen B. Tan	Nurse II	F