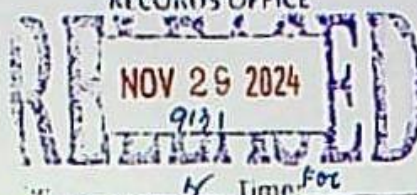




Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
 RECORDS OFFICE



Office of the Schools Division  
 Superintendent

November 28, 2024

**DIVISION MEMORANDUM**

No. 502, s. 2024

**PARTICIPANTS TO THE CAPACITY BUILDING ON BECOMING A SCHOOL HEAD**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 School Heads  
 All Others Concerned

- In reference to Regional Memorandum no. 1569, s. 2024 titled "Capacity Building on Becoming a School Head", this Office enjoins the following NQESH Test Passers in attending the regional training titled **Capacity Building on Becoming a School Head** on December 2-6, 2024 at NEAP R1, San Vicente, San Fernando City, La Union:

Name	School
Balbino Nicolas, Jr.	East Central Integrated School
Chona Clores	Bonuan Buquig National High School
Jacqueline Ibasan	Pugaro Integrated School
Benedict Maramba	Lombay Elementary School
Tiffany Kristine Fermill	Judge Jose De Venecia Sr., Technical-Vocational Secondary School

- Endorsed participants are requested to register online through the link: <https://tinyurl.com/Reg-BecomingaSchoolHead> on or before November 29, 2024.
- Participants are expected to be at the venue on Day 0. First meal will be dinner on December 1, 2024 while last meal will be afternoon snacks on December 6, 2024.
- Service Credits and Compensatory Time Off shall be granted to the participants if the activity falls on holiday, weekend, cancellation or



Address: Burgos St., Poblacion Oeste, Dagupan City  
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- suspension of classes and work in Government offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DO no. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.
5. Expenses related to this activity such as board and lodging, meals, supplies and materials shall be charged to FY 2024 HRD Fund. Travel expenses of participants shall be charged against SDO/School MOOE or other local funds subject to usual accounting and auditing rules and regulations.
  6. This memorandum serves as an Authority to Travel of the identified participants.
  7. For information and immediate dissemination.

  
**ANNA LIZA M. CHAN**  
Supervising Education Program Specialist  
Officer-in-Charge  
Office of the Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 1569, s. 2024

**CAPACITY BUILDING ON BECOMING A SCHOOL HEAD**

To: Schools Division Superintendents

1. The Department of Education, through the National Educators Academy of the Philippines Region I (NEAP R1), announces the conduct of the Capacity Building on Becoming a School Head on December 2-6, 2024 at NEAP R1, San Vicente, City of San Fernando La Union.
2. The activity aims to capacitate participants on understanding the roles and functions of school heads as instructional leaders and administrative managers in consonance with the guidelines, laws, and other issuances related to the roles of a school head.
3. Expected participants are select NQESH/Principals' Test Passers who have NOT yet been designated as OICs/TICs or HTs and have not yet attended training on Becoming a School Head. Should there be no qualified participants, the Schools Division Superintendents shall recommend newly appointed Head Teachers to participate. Below is the required number of participants per division.

Division	Number of Participants
Alaminos City	3
Batac City	3
Candon City	3
Dagupan City	5
Ilocos Norte	8
Ilocos Sur	8
La Union	8
Laoag City	3
Pangasinan I	12
Pangasinan II	12
San Carlos City	4
San Fernando City	3
Urdaneta City	5
Vigan City	3







Republic of the Philippines  
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 REGION I

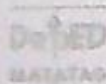
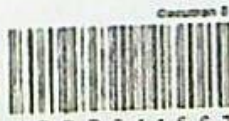
4. The SDOs, through the SGOD HRDS SEPS/EPS II shall submit the list of participants duly endorsed by the Schools Division Superintendents through email: with the subject *(Name of SDO) Becoming a School Head* on or before November 26, 2024.
5. Participants are requested to register online through the link: on or before November 29, 2024.
6. Participants are expected to be at the venue on Day 0. The first meal will be dinner on December 1, 2024, while last meal will be afternoon snacks on December 6, 2024.
7. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants, resource speakers, and members of the Regional Program Management Team if the activity falls on a holiday, weekend, or cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.
8. Expenses related to this activity such as board and lodging, supplies and materials shall be charged to FY 2024 HRD Program Support Fund. Travel expenses of participants shall be charged against SDO/School MOOE or other local funds subject to usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
 Director IV

Reference: None  
 Encl: None  
 To be indicated in the Perpetual Index  
 Under the following subjects:

**TRAINING PROGRAMS**

HRDD/kmmb/RM\_Capacity Building on Becoming a School Head  
 November 18, 2024



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	2 of 2

