



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 1 (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
Urduaneta City	5
Vigan City	3



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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: neap.region1@deped.gov.ph 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: <https://tinyurl.com/Reg-BecomingaSchoolHead> 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_CapacityBuildingonBecomingaSchoolHead
November 18, 2024

