

T.O # 1714



ANNEX B

Republic of the Philippines
Department of Education

DEPARTMENT OF EDUCATION
RELEASED
NO.: 019_3899
DATE: 27 NOV 2019
BY: [Signature]
RECORD SECTION

AUTHORITY TO TRAVEL

CONTROL NO:

REGION: Regional Office 7
BUREAU/DIVISION/SCHOOL: **DIVISION OF NEGROS ORIENTAL**

DATE OF FILING November 25, 2019

NAME DR. ELISA L. BAGUIO

POSITION/ DESIGNATION PUBLIC SCHOOLS DISTRICT SUPERVISOR

PERMANENT STATION BACONG DISTRICT

PURPOSE OF TRAVEL TO ATTEND ORIENTATION TRAINING ON LEADERSHIP STANDARD BATCH 3

ACTIVITY ORGANIZED/ SPONSORED BY BHROD-HRDD

PERIOD COVERED NOVEMBER 26-28, 2019

PLEASE CHECK Official Business Official Time

VENUE/DESTINATION DEPED ECOTECH CENTER, SUDLON, LAHUG, CEBU CITY

EXPENSES COVERED TRANSPORTATION/TRAVELLING AND OTHER INCIDENTAL EXPENSES

FUND SOURCE DIVISION/DISTRICT MOOE FUNDS

[Signature]
NILITA L. PAGAY, Ed. D.
OFFICER-IN-CHARGE
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Approved:
[Signature]
SENEN PRISCILLO P. PAULIN, CESO V
SCHOOLS DIVISION SUPERINTENDENT

Date: NOVEMBER 26, 2019

Date: _____

T-O # 1714



ANNEX B

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Department of Education

AUTHORITY TO TRAVEL

CONTROL NO:

REGION: Regional Office 7
BUREAU/DIVISION/SCHOOL: **DIVISION OF NEGROS ORIENTAL**

DATE OF FILING November 25, 2019

NAME DR. ALLAN AGOR

POSITION/
DESIGNATION SCHOOL HEAD

PERMANENT STATION SUMALIRING NHS, SIATON I DISTRICT

PURPOSE OF TRAVEL TO ATTEND ORIENTATION TRAINING ON LEADERSHIP STANDARD BATCH 3

ACTIVITY ORGANIZED/
SPONSORED BY BHROD-HRDD


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FUND SOURCE SCHOOL MOOE


NILITA L. RAGAY, Ed. D.
OFFICER-IN-CHARGE
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Approved:


SENEN PRISCILLO P. PAULIN, CESO V
SCHOOLS DIVISION SUPERINTENDENT

Date: NOVEMBER 26, 2019

Date: _____



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



MEMORANDUM

TO : **SCHOOLS DIVISION SUPERINTENDENTS OF:**

- **CEBU PROVINCE**
- **NEGROS ORIENTAL**
- **BOHOL**

FORM : **SALUSTIANO T. JIMENEZ, Ed. D., JD, CESO V**
 Assistant Regional Director
 OIC – Office of the Regional Director

SUBJECT : **ORIENTATION TRAINING ON LEADERSHIP STANDARD BATCH 3**

DATE : **November 22, 2019**

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In line with Memorandum DM-PHRODFO-2019-00876 on the National Training of Trainers and Orientation on the Philippine Professional Standards for School Heads (PPSSH) and Philippine Professional Standards for Supervisors (PPSS), the Department of Education, through the Bureau of Human Resource Development Division and Organizational Development – Human Resource Development Division (BHROD-HRDD), in partnership with the Philippine National Research Center for Teacher Quality (PNRCTQ) will conduct the **Orientation Training on Leadership Standard Batch 3** on **November 26-28, 2019** at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.

The select Schools Divisions with the following participants are requested to participate in the said activity, to wit:

DIVISION	PARTICIPANTS
Cebu Province	<ul style="list-style-type: none"> • Dr. Margarita Nierra, SEPS-HRDS • Dr. Mary Ann Flores, Chief-CID
Negros Oriental	<ul style="list-style-type: none"> • Dr. Alan Agor, School Head • Dr. Elisa Baguib, PSDS
Bohol	<ul style="list-style-type: none"> • Reynaldo Anto, School Head • Lope Hubac, EPS

Travel expenses of participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.

For details, refer to the attached communication.

ST/JCAE/VVY/hds
 HRDD 2019

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
 414-7065 Administrative Division, Tel. Nos.: (032) 014-7326; 414-4367; 414-7366; 414-7322; 414-4367
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

DM-PHRODFO-2019-00874

TO: Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *National Training of Trainers and Orientation on the Philippine Professional Standards for School Heads (PPSSH) and Philippine Professional Standards for Supervisors (PPSS)*

DATE: 14 October 2019

To complement the initiatives of the Department of Education (DepEd) towards 21st century competencies, such as the national adoption of the Philippine Professional Standards for Teachers (PPST) through DepEd Order No. 42, s. 2017, the DepEd, through the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD), in partnership with the Philippine National Research Center for Teacher Quality (PNRCTQ), developed the Philippine Professional Standards for School Heads (PPSSH) and Philippine Professional Standards for Supervisors (PPSS) to ensure that support mechanisms for teachers and learners are responsive to the needs of the country towards sustainable nation-building.

In line with the development of the PPSSH and PPSS, a National Training of Trainers (NTOT) and a series of orientation activities will be conducted per cluster of selected regions (please see Annex A) by the BHROD-HRDD in partnership with the Philippine National Research Center for Teacher Quality. The objectives of the activities are the following:

1. To formally introduce the Philippine Professional Standards for School Heads (PPSSH) and Philippine Professional Standards for Supervisors (PPSS) to the DepEd Central, Regional and Schools Division Offices;
2. To train key personnel in the Regional and Schools Division Offices on the PPSSH and PPSS;
3. To ensure accurate understanding and usage of the standards.

Participants are hereby requested to bring their own laptop and confirm their attendance to their respective regions.

All Regional Directors and Schools Division Superintendents are enjoined to ensure the conduct of the regional-level trainings through the necessary issuances. The RO-Human Resource Development Division shall prepare the regional memorandum, coordinate with the CO-HRDD on all preparatory activities for the regional training, and coordinate with their respective SDOs for the confirmation of participants.

BHRDD-HRDD/Losito

All trainings shall last for a total of three (3) days, exclusive of travel time.

Provision of Meals and Accommodation

	Day 0	Day 1	Day 2	Day 3	Day 4
Breakfast		√	√	√	√
AM Snacks		√	√	√	
Lunch		√	√	√	
PM Snacks		√	√	√	
Dinner	√	√	√	√	
Accommodation	√	√	√	√	

The ingress and travel time for all trainings shall be on Day 0 (Check-in time is at 2:00pm onwards). Dinner shall be the first provision of meals on Day 0. The egress shall be on Day 4 (Check-out time is at 12:00nn). Breakfast shall be the last provision of meals on Day 4.

For administrative concerns, please take note of the following:

1. Funds have been downloaded to cover board and lodging expenses of participants and the Central Office (CO) and RCTQ facilitators/staff.
2. Drivers are not included in the funds downloaded for participants' accommodation, thus their expenses should be charged against their respective local funds.
3. Travel expenses of participants shall be charged against their respective RO/SDO local funds.
4. All expenses of CO facilitators and staff shall be charged against CO funds.
5. All expenses are subject to the existing budgeting, accounting, and auditing rules and regulations.

For inquiries and clarifications, please contact Ms. Erika Daza or Mr. Earl Ryan Losito of BHROD-HRDD at telephone no: (02) 470-6630 or email at erika.daza@deped.gov.ph and earl.losito@deped.gov.ph.

For your appropriate action.

ANNEX A. PROGRAM OF ACTIVITIES

1. Name of Activity: National Training of Trainers

Date: November 04-08, 2019

Venue: within Cavite

Office	No. of Representative	Expected Position of Representatives
All Regional Offices		
Human Resource Development Division (HRDD)	1	Chief or representative
Curriculum and Learning Management Division (CLMD)	1	Chief or representative
Field Technical Assistance Division (FTAD)	1	Chief or representative
Education and Support Services Division (ESSD)	1	Chief or representative
Quality Assurance Division (QAD)	1	Chief or representative
Policy, Planning and Research Division (PPRD)	1	Chief or representative
Central Office		
School Effectiveness Division (BHROD-SED)	2	Representative
Human Resource Development Division (BHROD-HRDD)	2	Representative
Professional Development Division (NEAP-PDD)	2	Representative
Quality Assurance Division (NEAP-QAD)	2	Representative
BHROD-HRDD Staff	5	
PNU-RCTQ	6	
Resource Persons and Facilitators	5	
Total Participants	120	

2. Name of Activity: Orientation Training on Leadership Standard Batch 1

Regions: CAR, I, II and III

Date: November 12-14, 2019

Venue: within Nueva Ecija

Office	No. of Representatives	Expected Position of Representatives
<i>Regional Office (4)</i>	2	Representatives who attended the NTOT <i>per RO</i>
<i>CAR - Schools Division Offices (8)</i>	2	(1) School Head, (1) Supervisor <i>per SDO</i>
<i>Region I - Schools Division Offices</i>		
Large (2)	3	(2) School Heads, (1) Supervisor <i>per SDO</i>
Medium (6)	2	(1) School Head, (1) Supervisor <i>per SDO</i>
Small (6)	2	(1) School Head, (1) Supervisor <i>per SDO</i>
<i>Region II - Schools Division Offices</i>		
Large (2)	3	(2) School Heads, (1) Supervisor <i>per SDO</i>
Medium (3)	2	(1) School Head, (1) Supervisor <i>per SDO</i>
Small (4)	2	(1) School Head, (1) Supervisor <i>per SDO</i>
<i>Region III - Schools Division Offices</i>		
Large (4)	3	(2) School Heads, (1) Supervisor <i>per SDO</i>

[BHRDD-HRDD/EMEDazz]

Small (7)	1	(1)School Head or (1) Supervisor <i>per SDO</i>
Region V - Schools Division Offices		
Large (1)	2	(1) School Head, (1) Supervisor <i>per SDO</i>
Medium (9)	2	(1)School Head, (1) Supervisor <i>per SDO</i>
Small (3)	1	(1)School Head or (1) Supervisor <i>per SDO</i>
Total Participants	95	

5. Name of Activity: Orientation Training on Leadership Standard Batch 4
Regions: IX, X & BARMM
Date: December 03-05, 2019
Venue: Cagayan de Oro City

Office	No. of Representatives	Expected Position of Representatives
Regional Office (3)	2	Representatives who attended the NTOT <i>per RO</i>
Region IX - Schools Division Offices		
Large (2)	4	(2) School Heads, (2) Supervisors <i>per SDO</i>
Medium (5)	4	(2)School Heads, (2) Supervisors <i>per SDO</i>
Small (1)	3	(2)School Heads, (1) Supervisor <i>per SDO</i>
Region X - Schools Division Offices		
Large (1)	4	(2) School Heads, (2) Supervisors <i>per SDO</i>
Medium (9)	3	(2)School Heads, (1) Supervisor <i>per SDO</i>
Small (4)	2	(1)School Head, (1) Supervisor <i>per SDO</i>
BARMM - Schools Division Offices		
Medium (8)	2	(1)School Head, (1) Supervisor <i>per SDO</i>
Total Participants	92	

6. Name of Activity: Orientation Training on Leadership Standard Batch 5
Regions: XI, XII & CARAGA
Date: December 10-13, 2019
Venue: Cagayan de Oro City

Office	No. of Representatives	Expected Position of Representatives
Regional Office (3)	2	Representatives who attended the NTOT <i>per RO</i>
Region XI - Schools Division Offices		
Large (1)	3	(2) School Heads, (1) Supervisor <i>per SDO</i>
Medium (9)	3	(2)School Heads, (1) Supervisor <i>per SDO</i>
Small (1)	2	(1)School Head, (1) Supervisor <i>per SDO</i>
Region XII - Schools Division Offices		
Large (1)	3	(2) School Heads, (1) Supervisor <i>per SDO</i>
Medium (7)	3	(2) School Heads, (1) Supervisor <i>per SDO</i>
Small (1)	3	(2) School Heads, (1) Supervisor <i>per SDO</i>
CARAGA - Schools Division Offices		
Medium (9)	2	(1)School Head, (1) Supervisor <i>per SDO</i>
Small (3)	3	(2) School Heads, (1) Supervisor <i>per SDO</i>
Total Participants	92	

Medium (10)	2	(1) School Head, (1) Supervisor per SDO
Small (6)	2	(1) School Head, (1) Supervisor per SDO
Total Participants	112	

3. Name of Activity: Orientation Training on Leadership Standard Batch 2

Regions: NCR, IV-A, IV-B, V

Date: November 18-22, 2019

Venue: within Metro Manila

Office	No. of Representatives	Expected Position of Representatives
Regional Office (4)	2	Representatives who attended the NTOT per RO
NCR - Schools Division Offices		
Large (3)	2	(1) School Head, (1) Supervisor per SDO
Medium (12)	2	(1) School Head, (1) Supervisor per SDO
Small (1)	2	(1) School Head, (1) Supervisor per SDO
Region IVA - Schools Division Offices		
Very Large (1)	2	(1) School Head, (1) Supervisor per SDO
Large (4)	2	(1) School Head, (1) Supervisor per SDO
Medium (9)	2	(1) School Head, (1) Supervisor per SDO
Small (6)	2	(1) School Head, (1) Supervisor per SDO
Region IVB - Schools Division Offices		
Large (1)	2	(1) School Heads, (1) Supervisor per SDO
Medium (6)	2	(1) School Head, (1) Supervisor per SDO
Region V - Schools Division Offices		
Very large (1)	2	(1) School Head, (1) Supervisor per SDO
Large (2)	2	(1) School Head, (1) Supervisor per SDO
Medium (9)	2	(1) School Head, (1) Supervisor per SDO
Small (1)	2	(1) School Head, (1) Supervisor per SDO
Total participants	112	

4. Name of Activity: Orientation Training on Leadership Standard Batch 3

Regions: VI, VII & VIII

Date: November 26-28, 2019

Venue: within Cebu

Office	No. of Representatives	Expected Position of Representatives
Regional Office (3)	2	Representatives who attended the NTOT per RO
Region VI - Schools Division Offices		
Very large (1)	2	(1) School Head, (1) Supervisor per SDO
Large (1)	2	(1) School Head, (1) Supervisor per SDO
Medium (13)	2	(1) School Head, (1) Supervisor per SDO
Small (5)	1	(1) School Head or (1) Supervisor per SDO
Region VII - Schools Division Offices		
Very Large (1)	2	(1) School Head, (1) Supervisor per SDO
Large (2)	2	(1) School Head, (1) Supervisor per SDO
Medium (9)	2	(1) School Head, (1) Supervisor per SDO