




Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

Office of the Schools Division Superintendent

MEMORANDUM

TO: Lea C. Belleza EdD
Junry M. Esparar PhD
Cecilia G. Abello PhD
Julieta V. Gempison PhD
Eulyne D. Lucerna
Xyzette V. Ganza PhD
Jonalyn A. Dela Cerna
Kean Von G. Yupracio
Jesusa G. Dela Paz
Ruben A. Saquian
Jonathan M. Gerangue
Dinah D. Gatilago PhD
Elvie R. Verde PhD
Eden Joy B. Nifras
Jolly G. Gariando, Jr.
Clea P. Abad
Faustino T. Padilla, Jr.
Marlyn A. Argamaso
Kent J. Gealon
Archy Mar P. Aguilar
Norry S. Puentespina
Mae R. Espayos
Jun John P. Calamay
Jason M. Bayadog
James G. Tangga
Bercy E. Sapanza

FROM: MICHELL L. ACOYONG, CESO VI 
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: Activities Relative to the School Heads Academy (SHA) Re-Entry Application Project (REAP) Video Presentation, Portfolio Validation, and Onsite Validation

Date: 10 October 2023

1. Pursuant to Regional Memoranda Nos. 689 & 704, s. 2023, this Office informs the SHA scholars, REAP mentors, and SDO SHA REAP Committee, that the new schedule for the SHA video presentation, portfolio validation, and onsite validation will take place on October 16-17, 2023 at the New Conference Hall, SDO Building and select schools, respectively.





Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

2. In this regard, the participants shall adhere to the “Guidelines on the Validation of the Re-Entry Application Project (REAP) of the SHA Scholars” outlined in the Regional Memorandum No. 689, s. 2023, which is attached as Enclosure No. 1.
3. Furthermore, to provide direction to participants, the Schedule of Activities for the School Heads Academy (SHA) Video Presentation, Portfolio Validation, and Onsite Validation on October 16–17, 2023, is attached as Enclosure No. 2 to this Memorandum.
4. In the conduct of these SHA activities, participants shall ensure the observance of the no-disruption of classes policy as stipulated in the DepEd Order No. 9, s. 2005 (Instituting Measures to Increase Engaged Time on Task and Ensuring Compliance therewith).
5. For questions regarding this communication, send SMS (text) or Messenger chat to Mr. Kean Von G. Yupracio, EPS II – Human Resource Development Section, at 0916-634-5072 or @Kean Von Golez Yupracio on Messenger, respectively.
6. Immediate dissemination of and compliance with this Memorandum are desired.





Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

Enclosure No. 1 of Unnumbered Memorandum dated October 10, 2023

**Guidelines on the Validation of the Re-Entry Application Project (REAP) of the
SHA Scholars (Based on Regional Memorandum No. 689, s. 2023)**

Objectives:

The validation of the REAP by the RO and SDO SHA Committees has the following objectives:

1. To ensure that the project of the scholars is implemented in accordance with the approved execution plan.
2. To determine the immediate result of the project to the identified beneficiaries.
3. To assess the leadership and managerial competence of the scholar in school setting.
4. To provide further inputs for the project's sustainability.

Procedures:

***(Pre- Validation Activities)**

1. The RO and SDO SHA Committee validation team shall be composed of the following personnel and divided into four (4) sub-groups. Each group will be assigned for the validation of REAP completion reports:

	Team 1	Team 2	Team 3	Team 4
Leader	ASDS	SGOD Chief	Susan Severino	Joven Madera
Members:	CID Chief	HRD SEPS	CID/SGOD EPS	CID/SGOD EPS
	Rolly Ben Madera	Joni Gallardo	Lilibeth Sanchez	EPS II

2. The scholars are expected to prepare a 5-to-7-minute video presentation that showcases the overall-all design and implementation of the project. The presentation will include, but not limited to the following:

- a. Rationale of the project
- b. Focus/ thematic area of the project
- c. Project Title and Objectives
- d. Target PPSSH Competencies to be achieved
- e. Project execution steps (summary only)
- f. Major project milestones
- g. Brief Interview with the project beneficiaries
- h. Lessons learned/Personal notes on his/her leadership journey

3. A project portfolio is likewise prepared by the scholar that contains the actual documents (letters, memorandum, pamphlets, brochures, etc.) in the execution of the project. It also contains relevant photo documentation that clearly conveys the various





Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

activities undergone by the scholar throughout the project execution phase (Regional Memorandum No. 729, s. 2022, c.5.1-Preparation of the REAP Completion Report).

4. The SDO SHA Committee shall prepare a summary of ratings obtained by the scholars during the project evaluation by the panel of evaluators (if done by the partner SUC/HEI and SDO SHA Committee prior the validation activity) together with the list of winners in the various award categories as stipulated in RM 729, s. 2022, c.6.1 - Conduct of the Division SHA REAP Showdown.

***(Validation Proper)**

1. The SDO SHA Committee shall prepare a venue for the validation of the REAP with tables, chairs, and audio-visual equipment. The venue is preferably accessible to all the scholars and members of the validation team.

2. The scholar may start the presentation with a short self-introductory statement followed by the 5 to 7-minute video presentation to give the panel an over-all gist of the project.

3. A question-and-answer portion by the validation team will follow to clarify some issues and gray areas in the implementation and also to reiterate the strengths of the project and notable practices of the scholar.

4. The activities in No. 2 and 3 will last for 15 to 20 minutes per scholar.

5. The validation of team will also conduct onsite visit to the official workstation of the scholar to ascertain that the project is implemented accordingly as planned. The team may conduct a random interview to the stakeholders to determine the impact of the project to the identified beneficiaries.

6. The SDO SHA committee shall identify the schools to be visited by the validation team to consider the proximity, access, and safety of the team.

7. Half-day is intended for school visits and half-day for the validation of the REAP completion report.

***(Post Validation Activity)**

1. A debriefing activity of all the SHA scholars will be conducted at the end of the validation activity to gather additional information on REAP implementation in general. This will serve as basis for improvement of the Re-Entry Program (REP) of the SHA and possible amendments in the implementation guidelines (Regional Memorandum No. 729, s. 2022, VIId- Briefing and Debriefing of the Scholar).

2. The RO SHA Committee validation team will give further instructions to the scholars and SDO SHA Committee on the requirements in the conduct of the Regional SHA REAP Showdown and Completion Ceremony.





Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

Enclosure No. 2 of Unnumbered Memorandum dated October 10, 2023

Proposed Itineraries relative to the School Heads Academy (SHA) Video Presentation, Portfolio Validation, and Onsite Validation on October 16-17, 2023

Date	Time	Activity	Persons Responsible/Involved	Venue
OCTOBER 16, 2023				
October 16, 2023	1:00 – 1:20 pm	Preliminaries Order of the Preliminaries a. Homage to Country b. Homage to God – Jonalyn A. Dela Cerna – SEPS – SMME c. Regional Hymn d. Division Hymn e. Welcome Remarks – ASDS Lea C. Belleza f. Introduction of the Regional & Division SHA REAP Teams – Dr. Junry M. Esparar – CID Chief g. Mechanics of the Presentation – Dr. Cecilia G. Abello – SGOD Chief h. Presentation of the 5-to-7-minute video presentation	Kean Von Yupracio Eulyne D. Lucerna	New Conference Hall
October 16, 2023	1:21 – 1:40 pm	1 st SHA REAP Presentation <ul style="list-style-type: none">• Short Introductory Statement• 5-to-7-minute video presentation• Question and Answer	Archy Mar P. Aguilar REAP Mentor: Jesusa G. Dela Paz	New Conference Hall
October 16, 2023	1:41 – 2:20 pm	2 nd SHA REAP Presentation <ul style="list-style-type: none">• Short Introductory Statement	Bercy E. Sapanza REAP Mentor: Elvie R. Verde PhD	New Conference Hall



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
Email Address: kabankalan.city001@deped.gov.ph
Website: <https://www.depedkabankalancity.com/>



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

		<ul style="list-style-type: none">• 5-to-7-minute video presentation• Question and Answer		
October 16, 2023	2:21 – 2:40 pm	3 rd SHA REAP Presentation <ul style="list-style-type: none">• Short Introductory Statement• 5-to-7-minute video presentation• Question and Answer	James G. Tangga REAP Mentor: Ruben A. Saquian	New Conference Hall
October 16, 2023	2:41 – 3:00 pm	4 th SHA REAP Presentation <ul style="list-style-type: none">• Short Introductory Statement• 5-to-7-minute video presentation• Question and Answer	Jun John P. Calamay REAP Mentor: Dinah D. Gatilago	New Conference Hall
October 16, 2023	3:01 – 3:20 pm	5 th SHA REAP Presentation <ul style="list-style-type: none">• Short Introductory Statement• 5-to-7-minute video presentation• Question and Answer	Kent J. Gealon REAP Mentor: Clea Abad	New Conference Hall
October 16, 2023	3:21 – 3:40 pm	6 th SHA REAP Presentation <ul style="list-style-type: none">• Short Introductory Statement• 5-to-7-minute video presentation• Question and Answer	Norry S. Puentespinna REAP Mentor: Eden Joy B. Nifras	New Conference Hall
October 16, 2023	3:41 – 4:00 pm	7 th SHA REAP Presentation <ul style="list-style-type: none">• Short Introductory Statement• 5-to-7-minute video presentation• Question and Answer	Mae R. Espayos REAP Mentor: Jolly G. Gariando	New Conference Hall



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
Email Address: kabankalan.city001@deped.gov.ph
Website: <https://www.depedkabankalancity.com/>



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY

October 16, 2023	4:01 – 4:20 pm	8 th SHA REAP Presentation <ul style="list-style-type: none"> • Short Introductory Statement • 5-to-7-minute video presentation • Question and Answer 	Jason M. Bayadog REAP Mentor: Faustino T. Padilla, Jr.	New Conference Hall
October 16, 2023	4:21 – 4:40 pm	9 th SHA REAP Presentation <ul style="list-style-type: none"> • Short Introductory Statement • 5-to-7-minute video presentation • Question and Answer 	Marlyn A. Argamaso REAP Mentor: Jonathan M. Gerangue	New Conference Hall
October 16, 2023	4:41 – 4:50 pm	Message	Dr. Susan D. Severino – HRDD Chief	New Conference Hall
OCTOBER 17, 2023				
October 17, 2023	8:15 – 9:45 am (1 hour & 30 minutes)	Onsite Validation and Interview of Stakeholders	Norry S. Puentespina Eden Joy B. Nifras Select Stakeholders SDO and Regional SHA REAP Validation Teams	Lorenzo Zayco ES
October 17, 2023	10:00 – 11:30 am (1 hour & 30 minutes)	Onsite Validation and Interview of Stakeholders	Marlyn A. Argamaso Jonathan M. Gerangue Select Stakeholders SDO and Regional SHA REAP Validation Teams	Kabankalan NHS
October 17, 2023	11:40 – 12:00 noon	Transporting RO Guests to SDO Himamaylan City	Eulyne Lucerna	SDO Kabankalan to SDO Himamaylan

