



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

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

NO. 199, s. 2023

MAY 24 2023

**SCHOOL HEADS ACADEMY COMPOSITION OF THE DIVISION, DISTRICT, AND
SCHOOL COMMITTEES AND THEIR RESPECTIVE
DUTIES AND RESPONSIBILITIES**

To: OIC - Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
Division SHA Committee
All Others Concerned

1. The establishment of the School Heads Academy (SHA) in DepEd Region VI ensures that aspiring school leaders are equipped with the necessary competencies of a school leader and an educational manager. The quality of the SHA scholars is best determined through the application of their learnings under the partner SUC/HEI by implementing relevant and noteworthy projects in their school to improve work processes towards organizational effectiveness that will contribute to the development of the learners and achievement of higher learning outcomes.
2. The Phase 4 of the SHA involves the implementation of a Re-entry Action Plan (REAP) by the SHA scholars as a final requirement prior to their completion of the required professional units under the partner learning institution.
3. As depicted in the School Heads Academy (SHA) operational framework, Support Committees are set up at each governance level to provide guidance and direction in the implementation of the Re-Entry Action Plan (REAP) of SHA scholars particularly in the alignment of the project to the set standards and in the monitoring of the progress of the project implementation and the evaluation of its effectiveness and efficiency in the achievement of desired output.
4. In the implementation of the REAP, the committee members at each governance level are herewith attached as Enclosure Numbers 1, 3, & 5 respectively.
5. All committee members at each governance level are expected to adhere to their specific duties and responsibilities as attached as Enclosure Numbers 2, 4, & 6 respectively.
6. For questions and/or clarification, contact Mr. Kean Von G. Yupracio, EPS II of the Human Resource Development, at 0916-6345-072.
7. Widest dissemination of and compliance with this Memorandum are desired.

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



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@depd.gov.ph



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

Enclosure No. 1 to Division Memorandum No. 199 s. 2023

COMPOSITION OF THE SDO SHA COMMITTEE

(Based on the Implementing Guidelines on the Institutionalization of the Re-Entry Program of the School Heads Academy (SHA) of DepEd Region VI, RM 729, s. 2021)

Project Consultant: Michell L. Acoyong, CESO VI

Project Manager: Lea C. Belleza EdD

Co-Project Managers:

Cecilia G. Abello PhD (SGOD CES)

Junry M. Esparar (OIC - CID CES)

Members:

Blas P. Tabayag, Jr. - EPS AP

Eden Joy B. Nifras - EPS English

Rene S. Erillo - EPS Mathematics

Xyzette V. Ganza - EPS Kindergarten

Romeo G. Poyogao - EPS MSEP/MAPEH

Elvie R. Verde - EPS EPP/TLE/TVL

Analie V. Almaiz - EPS Science

Mary Helen M. Bocol - EPS - LRMS

Julietta V. Gempison - EPS SGOD

Meralie Mae B. Gualdrapa - Accountant III

Sheina S. Saquian - SEPS SM&N

Eulyne D. Lucerna - SEPS HRD

Jonalyn A. Dela Cerna - SEPS SMME

Saturnino T. Pabalinas, Jr. - PSDS

SDO Secretariats:

Kean Von G. Yupracio - EPS II HRD

Aldrin T. Ballentos - EPS II SMME

Archiebal A. Poyogao - Division IT Officer





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

Enclosure No. 2 to Division Memorandum No. 199 s. 2023

DUTIES AND RESPONSIBILITIES OF THE SDO SHA COMMITTEE

(Based on the Implementing Guidelines on the Institutionalization of the Re-Entry Program of the School Heads Academy (SHA) of DepEd Region VI, RM 729, s. 2021)

A. The SDO REAP Committee in close collaboration and coordination with the partner SUCs/HEIs is expected to strictly and judiciously comply with the following duties and responsibilities to ensure the scholar's success in carrying out his/her project:

1. Support the scholars in the entire SDO in terms of providing appropriate technical assistance with the partner SUC/HEI in the various phases of the REAP (conceptualization, execution, monitoring, evaluation, and recognition).
2. Serve as a member of the deliberation committee that ensures that the scholar's project satisfies the standards and criteria set in these guidelines and that only quality projects are implemented by the scholars.
3. Develop a monitoring and tracking scheme of the progress of the project to ascertain that the execution phase is in accordance with the approved project plan.
4. Serve as Chairperson of the REAP monitoring committee and draft the monitoring timeline to ensure accomplishment of the project milestones.
5. Conduct regular meetings and orientations with the scholars to address immediate and pressing issues that may hinder the completion of the project.
6. Ensure transparency, consistency, and fairness in the evaluation of the scholar's project to determine the acquisition of learning vis-à-vis project objectives.
7. Design and implement Division SHA REAP Showdown in coordination with the partner SUC/HEI REAP Committee to serve as a venue for evaluating the scholars' project accomplishments, identification of best practices, and recognition program to scholars who effectively and efficiently developed and implemented the project and made notable results in the school, the learners, and the education stakeholders in consonance with the identified project themes.
8. Conduct a debriefing activity with the SHA scholars on their experiences in project development and management and make recommendations for future endeavors and professional development.

B. The SDO REAP Committee Secretariat is expected to perform the following functions:

1. Arrange and organize the meeting of the committee.
2. Conduct an initial screening of the REAP proposal of the SHA scholar and other pertinent documents for compliance with submission guidelines.
3. Liaise with the partner learning institutions and sponsoring organizations in the conduct of relevant activities to the re-entry program of the SHA such as but not limited to the conduct of meetings, assessment of proposals, progress monitoring, and project evaluation.
4. Prepare complete staff work in support of the committee's functions as needed.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



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

Enclosure No. 3 to Division Memorandum No. 199 s. 2023

COMPOSITION OF THE DISTRICT SHA COMMITTEE

(Based on the Implementing Guidelines on the Institutionalization of the Re-Entry Program of the School Heads Academy (SHA) of DepEd Region VI, RM 729, s. 2021)

Chairperson: Public Schools District Supervisor (PSDS)

Members: One School Head for Elementary & Integrated School

One School Head for Secondary

Secretariat: District non-teaching personnel or its equivalent



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



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

Enclosure No. 4 to Division Memorandum No. 199 s. 2023

DUTIES AND RESPONSIBILITIES OF THE DISTRICT SHA COMMITTEE

(Based on the Implementing Guidelines on the Institutionalization of the Re-Entry Program of the School Heads Academy (SHA) of DepEd Region VI, RM 729, s. 2021)

The District REAP Committee in close collaboration and coordination with SDO REAP Committee and the partner SUCs/HEIs is expected to strictly and judiciously comply with the following duties and responsibilities to ensure the scholar's success in carrying out his/her project:

1. Support the scholars in the district in terms of providing appropriate technical assistance with the SDO REAP Committee and partner SUC/HEI in the various phases of the REAP (conceptualization, execution, monitoring, evaluation, and recognition).
2. Assist the SDO REAP Committee and partner SUC/HEI in the monitoring and tracking of the progress of the project of the SHA scholars in the district.
3. Serve as REAP mentor to the scholar in case a scholar is an incumbent school head.
4. Serve as a member of the evaluation committee in cases where the Chairperson is a REAP mentor.
5. Assist in following-up the needed documents, data, and relevant information from the scholars for faster compliance of necessary reports required by the SDO and RO on the implementation of the re-entry program.
6. Verify and endorse to the SDO REAP Committee and partner SUC/HEI the REAP proposal and project completion report.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



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

Enclosure No. 5 to Division Memorandum No. 199 s. 2023

COMPOSITION OF THE SCHOOL SHA COMMITTEE

(Based on the Implementing Guidelines on the Institutionalization of the Re-Entry Program of the School Heads Academy (SHA) of DepEd Region VI, RM 729, s. 2021)

Chairperson: Principal/School Head

Members: Assistant Principal (in case of secondary schools)

Two Master Teachers/Two Head Teachers/Two Senior Teachers (or a combination thereof)

Secretariat: Teacher 1 to 3 or non-teaching personnel



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



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

Enclosure No. 6 to Division Memorandum No. 199 s. 2023

DUTIES AND RESPONSIBILITIES OF THE SCHOOL SHA COMMITTEE

(Based on the Implementing Guidelines on the Institutionalization of the Re-Entry Program of the School Heads Academy (SHA) of DepEd Region VI, RM 729, s. 2021)

The School REAP Committee in close collaboration and coordination with the District and SDO REAP Committee will assume the following duties and responsibilities to ensure the scholar's success in carrying out his/her project:

1. Support the scholar in the school in terms of providing appropriate technical assistance with the District and SDO REAP Committee and partner SUC/HEI in the various phases of the REAP (conceptualization, execution, monitoring, evaluation, and recognition).
2. Assist the District and SDO REAP Committee and partner SUC/HEI in the monitoring and tracking of the progress of the project by verifying the achievement of important milestones.
3. Serve as REAP mentor to the scholar in the case of a classroom teacher.
4. Serve as a member of the evaluation committee of the REAP.
5. Assist in following-up the needed documents, data, and relevant information from the scholar for faster compliance of necessary reports required by the District, SDO and RO on the implementation of the re-entry program.
6. Verify and endorse to the SDO REAP Committee and partner SUC/HEI the REAP proposal in terms of project specifications and budgetary requirements and the project completion report.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph