



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. 208, s. 2023

MAY 30 2023

**CHANGE IN AND ADDITIONAL INFORMATION TO DIVISION MEMORANDUM
NO. 200, S. 2023 RE: SCHOOL HEADS ACADEMY ASSIGNED MENTORS AND
TIMELINES IN THE IMPLEMENTATION OF RE-ENTRY ACTION PLAN (REAP)**

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

1. Relative to Division Memorandum No. 200, s. 2023, this Office announces that the timelines relative to the School Heads Academy implementation of the Re-Entry Action Plan (REAP) has been adjusted.
2. In the implementation of the REAP, the SHA scholars with their respective REAP mentors and SHA Committees are expected to adhere to the timelines herewith attached as Enclosure No. 1.
3. For questions and/or clarification, contact Mr. Kean Von G. Yupracio, EPS II of the Human Resource Development, at 0916-6345-072.
4. All other provisions in the Division Memorandum No. 200, s. 2023 shall remain in effect.
5. 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



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Enclosure No. 1 to Division Memorandum No. 208 s. 2023

**ADJUSTED SCHOOL HEADS ACADEMY TIMELINE IN THE
IMPLEMENTATION OF RE-ENTRY ACTION PLAN**

MAEd & PhD SHA Scholars

Date	Activity	Venue	Persons Involved	Documents Needed
June 1, 2023	Orientation on the Roles and Responsibilities of the SHA Scholar, REAP Mentor, and SDO SHA Committee in the implementation of the Re-Entry Action Plan (REAP)	New Division Conference Hall	<ul style="list-style-type: none">• SHA Scholars• School Head/PSDS/EPS as REAP Mentors• Partner SUC/HEI REAP Committee• SDO REAP SHA Committee Representative	<ul style="list-style-type: none">• Letter of information as REAP Mentor duly noted by the institutional head of the partner SUC/HEI and the SDS
June 5, 2023	Deliberation and Approval of the REAP Concept Paper	New Division Conference Hall	<ul style="list-style-type: none">• SHA Scholars• School Head/PSDS/EPS as REAP Mentors• Partner SUC/HEI REAP Committee• SDO REAP SHA Committee Representative	<ul style="list-style-type: none">• Project Concept Approval Form Template
June 21- 22, 2023	REAP Proposal and Defense	New Division Conference Hall	<ul style="list-style-type: none">• SHA Scholars• School Head/PSDS/EPS as REAP Mentors• Partner SUC/HEI REAP Committee• SDO REAP SHA Committee Representative	<ul style="list-style-type: none">• REAP Proposal Evaluation Criteria• REAP Proposal Presentation Feedback Form
June 23, 2023	Revision of the REAP proposal	SHA Scholars' Respective Stations	<ul style="list-style-type: none">• SHA Scholars• School Head/PSDS/EPS as REAP Mentors	<ul style="list-style-type: none">• REAP Revision Form and Proposal



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June 26-30, 2023	Approval of the REAP Proposal and Authority to Implement the Project	New Division Conference Hall	<ul style="list-style-type: none"> SHA Scholars Partner SUC/HEI REAP Committee 	<ul style="list-style-type: none"> Notice to Implement the Project
July 3 - September 15, 2023	REAP Plan Execution Progress Monitoring & Consultation	SHA Scholars' respective stations/Online Platform	<ul style="list-style-type: none"> SHA Scholars School Head/PSDS/EPS as REAP Mentors Partner SUC/HEI REAP Committee SDO REAP SHA Committee Representative 	<ul style="list-style-type: none"> Project Execution Adjustment Form REAP Monitoring Tool Notice of Meeting
September 18-20, 2023	Preparation of Submission of Progress Monitoring Report	SHA Scholars' respective stations	<ul style="list-style-type: none"> SHA Scholars School Head/PSDS/EPS as REAP Mentors School, District, and Division REAP SHA Committees 	<ul style="list-style-type: none"> Project Accomplishment Monitoring Form Project Execution Adjustment Form (if applicable only)
September 21-22, 2023	Physical or virtual validation of the REAP Implementation Accomplishment	SHA Scholars' respective stations/Online Platform	<ul style="list-style-type: none"> SHA Scholars School Head/PSDS/EPS as REAP Mentors Partner SUC/HEI REAP Committee SDO REAP SHA Committee Representative 	<ul style="list-style-type: none"> Project Accomplishment Monitoring Form Project Execution Adjustment Form (if applicable only)
September 25-29, 2023	Preparation and submission of the REAP Completion Report (RCR)	SHA Scholars' respective stations/Online Platform	<ul style="list-style-type: none"> SHA Scholars School Head/PSDS/EPS as REAP Mentors 	<ul style="list-style-type: none"> REAP Completion Report (RCR) Pre-Evaluation Checklist and Endorsement Form Template
October 2-3, 2023	Final Presentation of the REAP Completion Report	New Division Conference Hall	<ul style="list-style-type: none"> SHA Scholars School Head/PSDS/EPS as REAP Mentors Partner SUC/HEI REAP Committee 	<ul style="list-style-type: none"> Project Completion Evaluation Criteria



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			<ul style="list-style-type: none">• SDO REAP SHA Committee Representative	
October 9-10, 2023	Final Revision and Submission of REAP Completion Report to the Human Resource Development Section	New Division Conference Hall	<ul style="list-style-type: none">• SHA Scholars• School Head/PSDS/EPS as REAP Mentors• SDO REAP SHA Committee Representative	<ul style="list-style-type: none">• REAP Final Report Feedback Form• REAP Revision Form
TBD	Selection of Best Re-Entry Application Project	New Division Conference Hall	<ul style="list-style-type: none">• SHA Scholars• School Head/PSDS/EPS as REAP Mentors• Partner SUC/HEI REAP Committee• SDO REAP SHA Committee Representative	<ul style="list-style-type: none">• Criteria for the Best Re-Entry Application Project
TBD	Regional REAP Showdown and Completion Ceremony	*Schedule to be determined by the RO SHA Committee	<ul style="list-style-type: none">• SHA Scholars• School Head/PSDS/EPS as REAP Mentors• Partner SUC/HEI REAP Committee• RO SHA Committee• SDO, District and School REAP Committees	<ul style="list-style-type: none">• Regional Memorandum
TBD	Publication of the "REAP-ing What We Sow" magazine	*Schedule of submission of the article to be determined by the RO SHA Committee including the lay outing and printing	<ul style="list-style-type: none">• SHA Scholars• School Head/PSDS/EPS as REAP Mentors• RO SHA Committee	<ul style="list-style-type: none">• 2-page article by the adjudged Division winners in the various project themes with complete documentations

Source: DepEd Region VI (2021). *Implementing Guidelines on the Institutionalization of the Re-Entry Program of the School Heads Academy (SHA) Of DepEd Region VI* (Regional Memorandum 729, s. 2021). DepEd Regional Office VI.



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