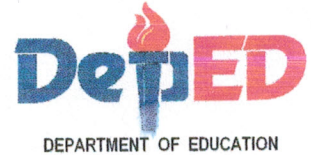




Republic of the Philippines
DEPARTMENT OF EDUCATION

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January 16, 2012

Regional Memorandum
No. 04, s. 2012

**SEMINAR-WORKSHOP ON THE REVISED GUIDELINES ON THE ALLOCATION
AND RECLASSIFICATION OF SCHOOL HEADS**

1. This Office will conduct a Seminar-Workshop on the Revised Guidelines on the Allocation and Reclassification of School Heads at DepED Regional Office Conference Hall on January 25-26, 2012.
2. The seminar-workshop aims to attain the following objectives:
 - a. orient all personnel involved in the selection and evaluation of applicants for reclassification;
 - b. uniform interpretation and implementation of the Revised Guidelines, DepED Order No. 97, s. 2011; and
 - c. coordination of SBM implementers on level of accreditation and crediting of points for assessment.
3. Participants to this seminar-workshop are members of the Regional and Division Promotion Selection Board, Division Administrative Officers and Human Resource Management Officers, SBM Coordinators, and Chief of Divisions in the Regional Office. Enclosed is the number of participants per division.
4. Expenses for materials, meals and accommodation shall be charged against Regional Office funds while transportation expenses shall be charged against local funds, subject to accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.

BENITO S. TUMAMAQ. Ed.D., CESO III
Director IV

1/16/12
dy

N. Vicaya
Quirino
Bataues
Esabela
Cauayan
Santiago

JRS
01-17-12

Cagayan - Clo Man
Tug

Division	No of Participants Per Division		Chief of Divisions (Regional Office)
	PSB (ASDS/EPS/AO/HRMO)	SBM Coordinator	
Batanes	4	1	
Cagayan	4	1	
Isabela	4	1	
Nueva Vizcaya	4	1	
Quirino	4	1	
Cauayan City	4	1	
Santiago City	4	1	
Tuguegarao \City	4	1	
Regional Office	4*	2	5
TOTAL	36	10	5

* Director 3/CAO/AO5/Atty.3

Seminar-Workshop on the Revised Guidelines on the Allocation and Reclassification of School Heads

Indicative Matrix of Activities

Time	Day 1	Day 2
	7:00-9:00 AM - Arrival of Participants 9:00 - Opening Program <ul style="list-style-type: none"> - Prayer - National Anthem - Welcome Remarks and Statement of Purpose - Message 	BREAKFAST Workshop
10:00	SNACKS	SNACKS
	<ul style="list-style-type: none"> - DepED Order No. 97, s. 2011 - Revised Guidelines - Mrs. Caridad B. Taaca Chief Administrative Officer 	Presentation of Outputs/Agreements
12 NN	Lunch	Lunch
PM	Continuation on the Discussion of DepED Order 97, s. 2011	HOME SWEET HOME
1:30		
3:00	Working Break	
3:15	<ul style="list-style-type: none"> • SBM Scale of Practice for School Heads - Romel B. Costales SBM Coordinator 	
5:00		
7:00	Dinner	
Officer of the Day	Personnel Staff	