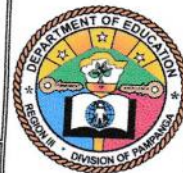




Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OFFICE OF PAMPANGA
High School Blvd. Brgy. Lourdes, City of San Fernando



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Name of Office:
Office of the Assistant Schools
Division Superintendent - Secondary

DIVISION MEMORANDUM NO. 504 S. 2018

TO : OIC – Assistant Schools Division Superintendent – Secondary
Heads of Public Secondary Schools
Members of the Pampanga Association of Secondary School Head Teachers
PASSHT Members (retirees and newly promoted P-I and AP-II)

FROM : Office of the Schools Division Superintendent

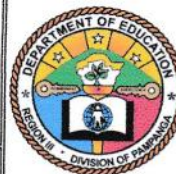
SUBJECT : **Division Meeting and Seminar for Secondary School Head Teachers**

DATE : October 16, 2018

1. One of the active Professional Learning Communities in this Schools Division Office is the Pampanga Association of Secondary School Head Teachers (PASSHT). One of its thrusts as an organization is to develop Head Teachers to make them competent in their leadership in the department and be prepared in possible school leadership.
2. Head Teachers are considered Teacher – Leaders and as such, they should continuously grow and unceasingly take the initiative to improve to be confident and competent leaders. Doing this will eventually lead them to becoming true champions serving the cause of educating the best way possible every child under the care of every teacher under the instructional supervision.
3. To engage, enable and empower the head teachers, a one-day meeting/seminar will be conducted by the PASSHT Officers on October 25, 2018 at the SM Trade Hall, SM Pampanga, at 10:00 a.m. – 4:00 p.m.
4. The objectives of the activity are as follow:
 1. To update the PASSHT members on the accomplishments of the association
 2. To discuss concerns of the association such as membership and financial obligation
 3. To elect new PASSHT Officers
 4. To recognize and appreciate PASSHT members who were promoted to Principal I and Assistant Principal I and who are retirees
 5. To craft the objectives for each KRA in the IPCRF
5. The following are the Key Contents of the meeting/seminar:
 1. Accomplishment Report of the PASSHT for SY 2017 – 2018
 2. Financial Report
 3. Membership Status / Update
 4. Election of New PASSHT Officers
 5. Tribute to Retirees and Newly Promoted Principals & Assistant Principals
 6. Crafting of Head Teachers' IPCRF



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6. The participants to the said activity include the secondary school head teachers and designated Teachers-In-Charge of departments, PASSHT members who are retirees and promoted to Principal I and Assistant Principal I.
7. The registration fee is One Hundred Pesos (Php100.00) to defray expenses for the activity. Participants shall shoulder their provisions for food. These will be charged against school or canteen funds.
8. Enclosed are the Matrix of Activities and Training Management Team.
9. 100% attendance of all participants is highly enjoined

LEONARDO D. ZAPANTA, Ed. D., CESO VI
Schools Division Superintendent

/Encl. as stated

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	Quality Form		Document Code: SDOPAMP-QF-SGOD-HRD-006 Revision: 00 Effectivity Date: 05-08-2018
	TRAINING MATRIX		Name of Office: SGOD-HRD

Enclosure No. 1 to Division Memorandum No. __, s. 2018.

TRAINING MATRIX

TIME		CLUSTER/S in-charge
10:00 – 10:30	Registration	Cluster III
10:30 – 10:45	Opening Program	Cluster VI
10:45 – 11:00	Accomplishment Report of the PASSHT	Cluster VI
11:00 – 11:15	Membership Status, Financial Report	Cluster V
11:15 – 12:00	Tribute to Retirees and New Promoted Principals and Assistant Principals and PASSHT Officers	Cluster IV
12:00 – 1:00	LUNCH	-----
1:00 – 1:30	Energizer	Cluster II
1:30 – 3:00	KRAs and Functions of HTs Crafting of HT's IPCRF	Rowena T. Quiambao
3:00 – 3:30	Election of New PASSHT Officers	Cluster VII
3:30 – 4:00	Closing Program	Cluster I

	Quality Form		Document Code: SDOPAMP-QF-SGOD-HRD-006 Revision: 00 Effectivity Date: 05-08-2018
	TRAINING MANAGEMENT TEAM		Name of Office: SGOD-HRD

Enclosure No. 2 to Division Memorandum No. __, s. 2018

TRAINING MANAGEMENT TEAM

No.	Designation	Name
1	<i>Overall Project Lead</i>	Bernadette C. Buenaventura – PASSHT President
2	<i>Co-Project Lead</i>	Teresita S. Carlos – Vice President
3	<i>Members</i>	Jojokyle Carencia – Secretary
		Melinda S. Dayao – Treasurer
		Marlyn Magpayo – Auditor
		Rowena Aguiro - PIO