



Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 165, s. 2014

TO : **ALL PUBLIC SCHOOL HEADS (Secondary and Elementary)**
(Please refer to the attached list)

FROM : 
ISAGANI S. DELA CRUZ
Schools Division Superintendent

SUBJECT : **REGIONAL SUMMER REFRESHER COURSE IN SCHOOL-BASED MANAGEMENT FOR SCHOOL HEADS**

DATE : June 16, 2014

1. This is in reiteration of Regional Memorandum No. 100, s. 2014 enjoining all school heads (Secondary and Elementary) to attend the ***Regional Summer Refresher Course in School-Based Management for School Heads*** to ensure the effective implementation of Republic Act 9155 known as the "Governance of Basic Education Act of 2001," which provides that the School Head is both instructional leader and administrative manager particularly in the implementation of the Basic Education programs and projects in the school. The empowerment of the School Heads requires them to continuously update their knowledge and skills especially on Financial and Human Resource Management, Government Procurement Procedures and Legal matters to ensure an effective and efficient delivery of basic education services.
2. To be assured of such, the Department of Education-Region XII will be conducting a ***Regional Summer Refresher Course in School-Based Management for School Heads*** on June 24-26, 2014 at East Asia Royale Hotel, General Santos City.
3. Participants are the School Heads (Principals, Head Teachers, Teachers-In-Charge or Teacher Leaders) assigned to manage a school and are required to complete the number of training hours for three (3) days covering all the topics to be discussed. Participants are advised to be already at the venue at 8:00 AM on Day 1 for the Opening Program. ***Strictly no teachers designated by the school heads as OIC or proxy shall be allowed to attend.***
4. **A registration Fee of P3, 600.00** shall be charged from each participant to defray the cost of food and accommodation, seminar kit and other incidental expenses relative to the conduct of the activity. The registration fee and transportation expenses of the participants can be chargeable against local or school funds subject to the accounting and auditing rules and procedures.
5. Immediate and wide dissemination of this Memorandum is desired.

