



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



February 15, 2018

DIVISION MEMORANDUM
No. 077, s. 2018

SUBMISSION OF DATA ON TRAINING NEEDS OF SCHOOL HEADS

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary/Secondary and Integrated Schools


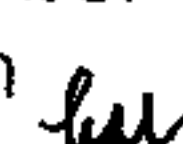
1. In preparation of the Division Human Resource Development Three-Year Program Implementation Plan, **all districts** should submit the data on the following:
 - a. List of Untrained Senior High School Heads
 - b. List of School Heads with Newly Opened Senior High School Program
 - c. List of TICs/OICs/Head Teachers in Charge who have NOT Taken or Passed the Principals' Test
 - d. List of School Heads in the Elementary with NO SHDP: Foundation Course
 - e. List of School Heads in Junior High School with NO SHDP: Foundation Course
2. Please submit the data in excel form on or before **February 20, 2018** at e-mail address, leilanie.sindingan@deped.gov.ph following this format:

District: _____
Title: _____

| Name of School Heads | School | Sex | Age | Birthdate | Civil Status | Present Position |
|----------------------|--------|-----|-----|-----------|--------------|------------------|
| | | | | | | |

3. Compliance to this Memorandum is highly enjoined.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


JOSE NIROL R. NOLASCA
Education Program Supervisor
In-Charge of the Division 

Reference: Regional Memorandum No. 060, s. 2018
Enclosure: 1 – (R.O. 12-94)
To be Indicated in the Perpetual Index
under the following subjects:

TEACHERS

SCHOOL HEADS

TRAINING

LFS

"May katawhayan ag kalipayan sa among mga escuelaan."