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November 9, 2018

REGIONAL MEMORANDUM

No. 632, s. 2018



ADMINISTRATIVE GUIDELINES FOR THE CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

1. The field is hereby informed that the **School Heads Development Program: Foundation Course** opening program shall be held at 3:00 PM of Day 0 for **Batches 3 and 4**.
Module 2 Opening Program: November 11, 2018
Module 3 Opening Program: December 1, 2018

2. Participants are expected to be in the respective venues at 2:00 PM while the facilitators shall arrive at Balanghai Hotel and Convention Center, Butuan City at 9:00 AM for the program management meeting.

3. The travel, per diem, and incidental expenses of participants, facilitators, and PMT members shall be charged against local funds, subject to usual accounting and auditing rules and regulations.

4. All participants, facilitators, and program management team members who will travel or render services during the conduct of this activity that will fall on weekend, holiday/special non-working holiday may avail themselves of Compensatory Time Off (CTO) in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 1, s. 2015 (3.2 & 4.8).

6. For your information and strict compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

hrdd/05/zif
11/09/2018



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