



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Schools Division of Zamboanga del Norte

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Division Memorandum No.: 467, s. 2016

To: **Public Schools District Supervisors**
Principals/School Heads for Elementary Secondary Schools

From: **NATIVIDAD P. BAYUBAY, CESO VI**
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **LIVE-IN TRAINING/WORKSHOP FOR HIGH SCHOOL AND ELEMENTARY SCHOOL PRINCIPALS/SCHOOL HEADS ON SEAMEO INNOTECH SCHOOL HEAD COMPETENCIES AS INTEGRATED INTO THE PHILIPPINE EDUCATION SYSTEM, ANCHORED ON THE SCHOOL-BASED MANAGEMENT (SBM) AND K TO 12 BASIC EDUCATION PROGRAM**

Date: **December 13, 2016**

1. The Schools Division of Zamboanga del Norte in its commitment to undertake programs/seminars that will hasten the mastery of the School Heads' competencies which will make them exceptional leaders in their assigned schools for the benefits of the teachers to effectively and efficiently deliver quality basic education for the learners, will conduct a live-in seminar workshop for High School/Elementary School Heads on **SEAMEO INNOTECH School Head Competencies** as integrated in the Philippine Education System, anchored on the SBM and K to 12 Basic Education Program, on January 9-13, 2017 at Top Plaza Hotel, Dipolog City.
2. The participants of this training/workshop are the high school and elementary principals and school heads in this division including the TIC and SOIC.
3. Check-in time will be 12:00 noon on Monday, January 9 and check out time will be on January 13, after lunch.
4. Food and accommodation shall be charged against the **Division INSET Funds** while travel and other incidental expenses of the participants are chargeable against **local school funds** subject to the usual accounting and auditing rules and regulations.
5. For dissemination and strict compliance.