DIVISION MEMORANDUM
No. 3-12 s. 2012

INDUCTION PROGRAM FOR SECONDARY SCHOOL HEADS

To: Education Program Supervisors- 1
Division Coordinators
Secondary School Heads

1. In consonance with RA 9155 known as Governance of Basic Education Act, a 3-day live-out Induction Program for secondary school heads will be conducted on September 26-28, 2012, venue to be announced later.

2. The 3-day activity aims to:
   a. create awareness among school heads who are new in the field of work of their duties and responsibilities;
   b. enrich the school heads' competencies in the performance of their instructional and administrative functions and;
   c. enhance the school heads knowledge and skills as school managers and leaders.

3. The participants to the said activity are the secondary school heads with 0-3 years experience as heads of schools. Enclosure No. 1 spells out the Training Design.

4. A Registration Fee of P840 shall be charged to the participants to defray expenses for hotel accommodation and meals to be charged against school MOOE / local fund.

5. For dissemination to all concerned.

By Authority of the SDS

NYMPHA D. GUÉMO
ASDS, Secondary Officer In- Charge