



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 23, 2024

REGION MEMORANDUM
NEAP-2024-010

CONDUCT OF THE ASSESSOR'S TRAINING PROGRAM FOR SCHOOL LEADERS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Divisions of Cotabato and South Cotabato

1. Pursuant to DepEd Order No. 11 s. 2019, the National Educators Academy of the Philippines shall conduct the **Assessor's Training for School Leaders** on **January 28 to February 2, 2024** at **DepEd NEAP-NCR, 15 Cepeda, Marikina City**.
2. The training program aims to identify and train the Department of Education personnel who will consist of a pool of assessors for the outputs of participants who will be attending professional development programs for school leaders.
3. Anent this, the following identified SDO personnel are directed to attend the training program:

Name	Position	SDO
Levi B. Butihen	ASDS	South Cotabato
Carlos G. Susarno	ASDS	Cotabato

4. The participants are requested to respond to this Google Form to indicate their check-in and checkout time: <https://bit.ly/RegATP>. Should the identified participants be unavailable on the program development dates, they are requested to submit justification letter expressing the reason(s) for their non-attendance.
5. Board and lodging and other incidental expenses of the participants shall be charged against HRD Funds, while travel expenses of the identified participants shall be charged against their HRD/local funds subject to accounting rules and regulations.
6. Participants are advised to check in at 4:00 p.m. on January 28, 2024 and check out at 12:00 p.m. on February 2, 2024.
7. For further information, contact **Henry Fritz H. Diaz**, Senior Education Program Specialist – HRDD-NEAP through henryfritz.diaz@deped.gov.ph or directly contact Mr. Daniel A. Mabini/Ms. Jhoanna C. Javier at telefax no. (02) 8715 9919 or via email at neap.pdd@deped.gov.ph.
8. Immediate dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
Director IV



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Encl.: None
Reference: DM-OUHROD-2024-0070
Allotment: HRD/Local Funds
To be indicated in the Perpetual Index under the Subject

TRAINING

HFHD/HRDD-NEAP/RM- CONDUCT OF THE DEVELOPMENT OF THE ASSESSOR'S TRAINING PROGRAM FOR SCHOOL LEADERS/008/January 23, 2024



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