



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

February 20, 2024

REGION MEMORANDUM  
NEAP-2024-013

**TRAINING OF ASSESSORS ON COMPETENCY-BASED PORTFOLIO  
ASSESSMENT OF SCHOOL HEADS**

To: Schools Division Superintendents  
Divisions of Cotabato and South Cotabato

1. This has reference to **DM-OUHROD-2024-0243** titled **Training of Assessors on Competency-Based Portfolio Assessment of School Heads**.

2. The following SDO personnel are directed to attend the Training of Assessors on Competency-Based Portfolio Assessment of School Heads on February 26 – March 02, 2024 at NEAP Facility, Baguio Teachers Camp, Baguio City.

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

3. Training participants are requested to register through the link <https://bit.ly/Registration4Assessors> until **February 22, 2024**. Should the identified participants be unavailable on the said training dates, they are requested to submit a justification letter stating the reason/s for their non-attendance.

4. Board and lodging as well as incidental expenses of all participants shall be charged against the HRD Fund while travel expenses of identified participants shall be charged against their respective SDO MOOE/Local Funds, subject to the usual accounting rules and regulations.

5. Participants are advised to check in on February 26, 2024 (morning) and check out on March 02, 2024, 12:00 p.m. The first meal to be served is lunch.

6. In addition, participants are requested to bring their own laptops, laptop charger and extension cords since outputs will be completed at the venue. Be reminded also to bring needed medications, if any.

7. For further information, contact **Henry Fritz H. Diaz**, Senior Education Program Specialist – HRDD-NEAP through [henryfritz.diaz@deped.gov.ph](mailto:henryfritz.diaz@deped.gov.ph).

8. Immediate dissemination of this memorandum is desired.

  
**CARLITO D. ROCAFORT**  
Director IV



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*Encl.: None*

*Reference: As stated*

*Allotment: None*

*To be indicated in the Perpetual Index under the following Subjects:*

TRAINING

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*HFHD/HRDD-NEAP/RM- TRAINING OF ASSESSORS ON COMPETENCY-BASED PORTFOLIO ASSESSMENT OF SCHOOL HEADS/013/February 20, 2024*



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