



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

January 13, 2023

DIVISION MEMORANDUM

No. 017, s. 2023


**CONDUCT OF MONITORING, EVALUATION, AND RECOGNITION
PHASES OF THE SCHOOL HEADS ACADEMY (SHA) IMPLEMENTATION**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance & Operations Division
Education Program Supervisors
Public Schools Division Supervisors/ OIC of the Districts
Heads of Public Elementary and Secondary Schools
SHA Scholars

1. In consonance with Regional Memorandum No. 729, s. 2022 titled “Re-Entry Program (REP) of the SHA Scholars” this Office shall conduct the **Monitoring, Evaluation, and Recognition Phases of the SHA Implementation** on the following schedule.

Phase	Date
Monitoring Phase	January 19-20, 2023 Venue: Capiz Division Multipurpose Hall, Banica, Roxas City
Evaluation Phase	January 24, 2023 (Venue: TBA)
Recognition Phase	February 3, 2023 (Venue: TBA)

2. To ensure the smooth conduct of the above activities, the Human Resource Development (HRD) Section of the School Governance and Operations Division (SGOD) will conduct a meeting with all the SHA scholars on **January 16, 2023, 9:00 AM at the Capiz Division Multipurpose Hall, Banica, Roxas City.**
3. Attached are the following:
 - a. Enclosure 1 – Composition of the Panel of Evaluators; and
 - b. Enclosure 2 – Schedule of the Monitoring and Evaluation Phases
4. Expenses relative to the conduct of this activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


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