

5600-1979



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM
No. 542, s. 2025

September 05, 2025

**CONDUCT OF THE SCHOOL HEADS DEVELOPMENT PROGRAM
INTERMEDIATE COURSE "ELEVATING SCHOOL LEADERSHIP:
AN INTERMEDIATE GUIDE TO EFFECTIVE MANAGEMENT"**

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office of Sagay City disseminates Advisory dated July 29, 2025 relative to Memorandum DM-OUHROD-2025-1699 entitled "**Conduct of the School Heads Development Program Intermediate Course: Elevating School Leadership – An Intermediate Guide to Effective Management.**"

2. Due to adjustments in venue availability, the schedule of activities is hereby provided for the guidance of all concerned:

ACTIVITY	DATE & VENUE	PARTICIPANT
Training of Coaches and Mentors on Elevating School Leadership: An Intermediate Guide to Effective Management	September 22–25, 2025 Venue: NEAP Baguio	Glendame E. Flores PSDS
Elevating School Leadership: An Intermediate Guide to Effective Management (Batch 1)	October 6–10, 2025 Venue: NEAP Baguio	Heide D. Lumayno Principal I Lopez Jaena Elementary School

3. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.

4. Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



Enclosure : As stated
Reference : DM-OUHROD-2025-1699
Allotment : N/A
No. of Pages: _____

To be indicated in the **Perpetual Index** under the following subjects:
TRAINING SCHOOL LEADERSHIP

FN: DCD/JBA/HRD/SGOD

