



*Office of the Secretary*

SEP 28 2005

DepED MEMORANDUM  
No. **291**, s. 2005

**TRAINING-WORKSHOP ON DOCUMENTS REVIEW AND ANALYSIS  
OF SCHOOL LEADERSHIP EXPERIENCE PORTFOLIO (SLEP)**

To: Regional Directors  
Schools Division/City Superintendents

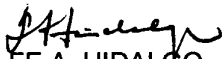
1. In furtherance of the Department of Education's Trainers Development Program (TDP) and as part of the overall efforts to regionalize the provision of its training programs, the National Educators Academy of the Philippines (NEAP) will conduct a four (4) day **Training on Documents Review and Analysis of School Leadership Experience Portfolio (SLEP)** at the Grand Hotel, Iloilo Ciy on October 17-20, 2005.
2. The objectives of the training workshop are to:
  - a. provide the participants with practical knowledge on documents review and analysis using the results of the School Leadership Experience Assessment Portfolio of school heads; and
  - b. document priority need areas of school heads per SEDIP Division based on the SLEP.
3. The participants to the said activity are specifically enumerated in the enclosed list. Replacements and proxies to the training-workshop may be admitted subject to the approval of the Executive Director of the NEAP.
4. However, Regions VIII, IX and XII can send five (5) participants each based on the following selection criteria:
  - a. not more than 45 years old, if possible;
  - b. has good oral communication and technical writing skills in English;
  - c. has satisfactory exposure in conducting and managing training programs;
  - d. possesses excellent people skills; and
  - e. honest, hardworking, reliable and a good team player.
5. Expenses relative to food, accommodation, training kits, supplies and materials, travel expenses of resource persons and training staff, as well as the payment of resource persons and extra-essential allowance of training staff, shall be charged against Human Resource Training and Development Fund of the Department of Education. Transportation cost to and from the venue and allowable per diems of participants are chargeable against local funds, subject to existing COA rules and regulations.

6. All participants are expected to be at the venue at 1:00 o'clock in the afternoon of October 16, 2005 for registration, billeting, opening program and orientation.

7. Deadline for submission of participants from Regions VIII, IX and XII shall be on October 10, 2005 addressed to the Executive Director, Dir. Orfelina O. Tuy, NEAP, Teachers Camp, Baguio City.

8. For further details, please call the NEAP, Attention: Mr. Antonio G. Ordovez, Jr., Training Manager at cellphone no. 0918-336-7467 or at tel. no. (02) 638-86-38 or Narcisa Magno, Researcher, at tel. no. (074) 444-95-24.

9. Immediate dissemination of this Memorandum is desired.

  
FE A. HIDALGO  
Undersecretary  
Officer-in-Charge

Encl.:  
As stated

Reference:  
None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

TRAINING PROGRAMS  
WORKSHOPS

Made t.c:SLEP  
9-26-05

Enclosure No. 1 to DepED Memorandum No. 291, s. 2005

Republic of the Philippines  
Department of Education  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**  
Teachers Camp, Baguio City

**LIST OF PARTICIPANTS**

Training Workshop on Documents Review and Analysis of School Leadership Experience Portfolio  
Grand Hotel, Iloilo City  
October 17-20, 2005

No.	NAME	POSITION	REGION	HOME ADDRESS	TEL./CEL. NO.
1.	Aldeguer, Mary Jeanne B.	EES - BEAM	XI	Digos City	9177850925
2.	Allera, Mary Ann M.	SST III	X	Lapasan NHS	9192935522
3.	Almayda, Mariette R.	ES II	V	511 Rizal Street, Legaspi City	9204212056
4.	Atillo, Jenelito	ESP I	XI	Lanang, Davao City	
5.	Aprovechar, Romeo O.	PSDS	CARAGA		9205082615
6.	Bacani, William G.	ES I	III	Floridablanca, Pampanga	9164535271
7.	Barquit, Joy	ESPI	XI	Matanao, Davao Del Sur	9208444862
8.	Bermejo, Roel F.	ESPI	VI	Poblacion Takas, Cuartero, Capiz	9283228360
9.	Biol, Isidro, Jr. M.	ES II	CARAGA	Purok 10, Brgy. San Juan, Surrigao City	9194447439
10.	Buen, Fatma D.	ES I	V	Sto. Domingo, Albay	9192048130
11.	Cabral, Wilfredo E.	Asst. Chief	IV-B	Pinamalayan, Oriental Mindoro	9178589332
12.	Castillo, Ronald	ES I	CAR	Flora, Apayao	9194539497
13.	Castromero, Elias S.	Chief, SED	IV-B	4654 A. Pag-asa, Sta. Mesa, Manila	9196270605
14.	Dalin, Josefa P.	ES II	II	Catagaman, Tuguegarao City	846-7063
15.	De Gulam, Mauro C.	ES II	NCR	Malabon City	9294231
16.	Dianco, Vernel E.	TCEI	NCR	Silang, Cavite	9212242553
17.	Domingo, Denizon	ES III	II	DepEd RO II, Cakig, Tuguegarao City	9175783664
18.	Escalera, Corazon P.	ES II	XI	7382 Bangoy St., Panabo City	9213070895
19.	Espino, Zenaída E.	ES II	IV-B	Balagtas, Batangas City	9287200909
20.	Falconi, Clara Rebecca R.	ES II; I.D	VII	Cebu City	254-70-72
21.	Ferrer, Jessie D.	ES II	III	San Marcelino, Zambales City	860-53-01
22.	Frias, Lorna P.	ES II	XI	Buhangin, Davao City	9194969179
23.	Fronada, Ronald M.	ES I	III	Olongapo City	047-224-20-27
24.	Fuentes, Ruth L.	ES II	NCR	Mandaluyong, Metro Manila	9162825113
25.	Galarion, Danilo C.	HT III	XI	F. Bangoy NHS, Sasa, Davao City	9184613178