REGION MEMORANDUM
HRDD. No. 002, s. 2017

BATCH 3 SCHOOL HEADS DEVELOPMENT PROGRAM: FOUNDATION COURSE
LIST OF TRAINERS-FACILITATORS AND CLASS ADVISERS/MANAGEMENT STAFF

To: Schools Division Superintendents
   Assistant Schools Division Superintendents
   This Region

Attention: SGOD Chiefs and SEPS-HRDS

1. This has reference to the conduct of Batch 3 School Heads Development Program: Foundation Course as per Region Memorandum No. 003, s. 2017 which will be held in General Santos City on the following dates:
   - Module 1: January 16-22, 2017
   - Module 2: January 30-February 5, 2017
   - Module 3: February 15-22, 2017

2. The assignments of trainers-facilitators, and class advisers/management staff are hereto attached for the information and guidance of all concerned.

3. In addition, the trainers-facilitators and class advisers/management staff per module are enjoined to attend the Briefing at Anchor Hotel, Santiago Boulevard, General Santos City on the Day 0, 11:00 a.m. of every module, before proceeding to their assigned venues. Lunch will be served which shall be charged to the downloaded OSEC Human Resource Training and Development (OSEC HRTD) Funds subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum is directed.

DR. ARTURO B. BAYOCOT, CESO V
CIC-Regional Director