



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division Superintendent**

November 6, 2023

DIVISION MEMORANDUM  
No. **0490**, s. 2023

**Secondary School Heads' LEAD (Leading Effectively through Accountability and Development) Activity**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Secondary School Principals/Heads/SICs/TICs/OICs  
All Others Concerned

1. This Office, through the Schools Governance and Operations Division (SGOD), shall conduct a capability-building **LEAD (Leading Effectively through Accountability and Development) Activity** to all **Secondary School Principals/Heads/SICs/TICs/OICs** on **November 23-24, 2023**, at a venue to be announced later. The check-in time is 1:00 PM of Day 1 with afternoon snacks as the first meal and check out time is 1:00 PM of Day 2 with lunch as the last meal.
2. This activity aims to:
  - a. To capacitate the school heads in acquiring adequate knowledge, skills, and techniques in leadership style to enable them grapple with the challenges that face the new school management.
  - b. To provide an avenue for secondary school heads regular update of knowledge and competencies that are required to administer school policies and programs and lead the school effectively and accountably.
3. The participants to this capability-building activity are the School Principals/Heads/SICs/TICs/OICs of the Two Hundred One (201) Secondary Schools in the Division of Bohol, who are members of the National Association of Public Secondary School Heads Inc. (NAPSSHI) Bohol Chapter. Participants are requested to pre-register online thru this link: **[tinyurl.com/SecSHLEAD](http://tinyurl.com/SecSHLEAD)** on or before **November 17, 2023**.
4. A registration of P450.00 shall be collected from each participant to cover expenses for materials and team building paraphernalia to be charged from personal or other funds, while the amount of Four Thousand Pesos (P4,000.00) shall be charged from the school MOOE funds for IUs and Non-IUs, the accountable officer/bookkeeper of which shall pay the said amount



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to SDO Bohol in cash or check, **Payee: DEPED DIVISION OF BOHOL TRUST FUND**. This is to defray expenses for food and accommodation. Travel and incidental expenses shall also be charged to the school MOOE funds, subject to usual accounting and auditing rules and regulations.

5. This memorandum serves as the **Travel Order** of the participants.
6. Immediate dissemination of and compliance with this memorandum are desired.

  
**EVANGEL M. LUMINARIAS PhD, CESO V**  
Schools Division Superintendent  
