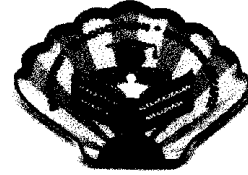




Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



April 25, 2017


Division Memorandum

No. 63 s. 2017

**CAPABILITY BUILDING OF SCHOOL HEADS ON LOW-COST SOAP PRODUCTION
FOR SUSTAINABLE WINS PROGRAM**

To: Acting Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/ Officers In-Charge of the District
Heads of Public Elementary and Secondary Schools

1. The Capiz Division will conduct a **Capability Building of School Heads on Low-cost Soap Production for Sustainable Wins Program** on May 4 & 5, 2017 at the Capiz Division Multipurpose Hall, Banica, Roxas City.
2. The objectives of this activity are the following:
 - a. train school heads on the Low-cost Soap Production for Sustainable Wins Program in school;
 - b. provide schools a mechanism for sufficient, practical and cheaper supplies of liquid soap for daily handwashing activities; and
 - c. design projects/programs that will encourage active participation of student leaders for a sustainable implementation of Wins Program.
3. Participants to this training are the **44 secondary school heads, 318 elementary school heads** who were **not recipient** of School To School Partnership Program and the training staff. Attached is the Training Matrix and Schedule of the Districts.
4. A Registration fee of Php.50.00 shall be charged to every participant for the snacks. Training materials relative to the conduct of this activity shall be funded by **A Single Drop for Safe Water Inc, Capiz Chapter** while transportation expenses of the participants shall be chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.


MIGUEL MAC. D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

Enclosures: As stated

References: D.O. No. 44, s. 2016

To be indicated in the Perpetual Index

Under the following subjects:

SBM

FUND

POLICY

SCHOOLS

PRINCIPALS

**CAPABILITY BUILDING OF SCHOOL HEADS ON LOW-COST SOAP PRODUCTION
FOR SUSTAINABLE WINS PROGRAM**

TRAINING MATRIX
(May 4, 2017 P.M. to May 5, 2017)

Time	Topic	Person Responsible
7:30- 8:00	Registration	Facilitators
8:00 –8:30	Opening Program	Facilitators
8:30- 9:00	Overview of the Training	
9:00 -9:30	D.O. 44, s. 2016 Guidelines on School to School Partnerships	Dr. Edna B. Azcarraga
9:30 -10:30	Lecture on Sustainable Wins Programs and Projects	Mr. Rene Sausa A Single Drop for Safe Water, Inc. ,Capiz
10:30- 12:00	Workshop(Low-cost Soap Production)	Invited Resource Speaker TESDA Personnel

Training Staff:

Dr. Edna B. Azcarraga

Mr. Rene Sausa- Tulong Kabuhayan Center

Miss Rodima D. Niegos- Manager. A Single Drop for Safe Water Inc, ,Capiz

TESDA Representatives

Facilitator/Secretariat:

Mary Grace Atinon

Schedule and List of Districts

	Date	District/School	Number of School Heads to attend in every District
Batch 1 124 pax	May 4, 2017 (P.M.)	1. Secondary School Heads	44 20
		2. Panay District	20
		3. Pontevedra District	20
		4. Panitan District	20
		5. Ivisan District	20
Batch 2 120 pax	May 5, 2017 (A.M.)	1. Dumarao District	20
		2. Dumalag District	20
		3. Cuartero District	20
		4. Jamindan District	20
		5. Tapaz East District	20
		6. Pilar District	20
Batch 3 120 pax	May 5, 2017 (P.M.)	1. Sigma District	20
		2. Sapián District	20
		3. President Roxas District	20 20
		4. Mambusao East District	20 20
		5. Mambusao West District	20 20
		6. Maayon District	20