



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
Schools Division of Capiz

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July 6, 2021

DIVISION MEMORANDUM

No. **128** s. 2021

**ESTABLISHING THE SCHOOLS DIVISION OFFICE  
SCHOOL HEADS ACADEMY (SDO-SHA) COMMITTEE**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors of CID and SGOD  
Education Program Supervisors  
Senior Education Program Specialists (HRD, SM&N, SMM&E)  
Education Program Specialists II (HRD & SMM&E)  
Division Information Technology Officer  
Public Schools District Supervisors/Officers In-Charge of the District  
Heads of Public Elementary, Secondary & Integrated Schools

1. Pursuant to *Regional Memorandum No. 339, s. 2021, dated June 22, 2021*, this office is establishing the Schools Division Office School Heads Academy (SDO-SHA). Its primary function is to serve as screening and coordinating committee in the recruitment and selection of the applicants and in carrying out the various phases of the program implementation.
2. The SDO-SHA Committee is composed of the following:

Chairperson: Jose Niro R. Nillasca, OIC, Office of the Asst. Schools Division Superintendent

Members : Marlon P. Destreza, EdD, SGOD Chief  
Segundina F. Dollete, EdD, CID Chief  
Edna B. Azcarraga PhD, Education Program Supervisor - SGOD  
Education Program Supervisor (related area of specialization of applicant)  
Atty. Joseph A. Iturralde, Legal Officer III  
Nannette G. Calixterio, SM&N SEPS

Secretariat : Immaculada J. Amores, PhD, HRD SEPS  
Ronald D. Dile, SMM&E SEPS  
Jerry V. Mosquite, HRD EPS II  
Mary Grace A. Atinon, SMM&E EPS II  
Emmanuel V. Lati, Division IT Officer

3. FUNCTIONS OF THE SDO-SHA COMMITTEE

The SDO-SHA Committee shall be responsible of the following functions:

- A. The initial screening of the applicants following the set standards;
  - B. Monitoring of the scholars in terms in terms of attendance in the partner SUC/HEI, their compliance with the course requirements and other related areas as deemed necessary by the committee;
  - C. Evaluating the scholars' pertinent documents and other concerns that may arise in the course of the implementation of the program such as but not limited to attendance and scholastic performance of the scholars in coordination with RO-SHA Committee; and
  - D. Creating a database of the qualified scholars to be updated on a regular basis.
4. For immediate dissemination and implementation.

  
SALVADOR O. OCHAVO, JR., EdD, CESO V  
Schools Division Superintendent

JUL 06 2021