August 13, 2026

DIVISION MEMORANDUM
No. 473 s. 2026

ASSOCIATION OF PUBLIC SECONDARY SCHOOL HEADS OF PAMPANGA (APSSHP) CAPACITY BUILDING FOR SECONDARY SCHOOL HEADS

TO: Assistant Schools Division Superintendents
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. With reference to the letter of the Association of Public Secondary School Heads of Pampanga (APSSHP), this Officer announces the conduct of a capacity building activity for school heads to provide continuing professional development for school heads.

2. The **APSSHP Capacity Building for Secondary School Heads** activity shall be conducted on **September 29, 2026**, from **9:00 am** to **2:00 pm** at the **Hilton Clark Sun Valley Resort, Clark Freeport Zone, Pampanga**. The prescribed attire for the activity shall be **Corporate Executive**.

3. The activity aims to:
   3.1 enhance the leadership and management competencies of public secondary school heads;
   3.2 promote the sharing of effective practices and experiences; and
   3.3 strengthen collaboration among school leaders in support of improved school programs and services.

4. A registration fee of **One Thousand Seven Hundred Pesos (Php 1,700.00)** per participant shall be collected chargeable to the school's available local funds subject to usual accounting and auditing rules and procedures. The registration fee shall be collected by the respective **Cluster Chairpersons** and/or **Treasurers** and be remitted to **Mr. Freddie Regala**, Principal IV, on or before **September 22, 2026**.

5. Each secondary school cluster shall prepare a three-to-five-minute (3-5 minute) presentation, which may be by group or individual. Likewise, Cluster Chairpersons shall submit their respective cluster photos and video greetings to the APSSHP officers (Mr. I. Nuqui and/or Mr. E. Yabut) for inclusion in the video presentation to be featured in the program.

6. All public secondary school principals and school heads are expected to participate in this activity.

7. Wide dissemination of this Memorandum is earnestly desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

August 12, 2026

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent
Schools Division of Pampanga

Dear Sir,

Greetings!

The Association of Public Secondary School Heads of Pampanga (APSSHP) proposes to conduct a ***Capacity-Building Activity on September 29, 2026 (Tuesday), from 9:00 AM to 2:00 PM, at the Hilton Clark Sun Valley Resort, Clark Freeport Zone, Pampanga***. The activity is intended to enhance the leadership and management competencies of secondary school heads, promote the sharing of effective practices and experiences, and strengthen collaboration among school leaders in support of improved school programs and services.

In this regard, we respectfully request your ***approval for the conduct of the activity and the payment of the registration fee amounting to One Thousand Seven Hundred Pesos (₱1,700.00) per participant,*** to be taken from the school canteen funds, subject to the usual accounting and auditing rules and regulations.

We hope for your favorable consideration and approval. Thank you for your continued support of initiatives that promote the professional development of our school heads.

Respectfully yours,

GIL V. TIONGCO
APSSHP President