



21 March 2017

**DIVISION MEMORANDUM**

No. 53, s. 2017

**UPDATES ON ENHANCEMENT TRAINING PROGRAM ON  
 SCHOOL LEADERSHIP AND MANAGEMENT**

To: Assistant Schools Division Superintendents  
 Chiefs, Supervisors and Specialists  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned and Interested

DEP-ED-NUEVA ECIJA  
**RELEASED**  
 MAR 21 2017

RECORDS SECTION

1. To further equip the participants on leadership and management training, the Schools Division Office (SDO) is pleased to announce the Updates on Enhancement Training Program (ETP) on School Leadership and Management (SLM) on the following dates:

<b>Activity</b>	<b>Date</b>	<b>Venue</b>
* Simulation Exercise	March 26, 2017	NEHS SHS Building
* Retooling Participants in ETP (SLM)	March 28-April 2, 2017	SDO Conference Hall

2. The performance of participants in the Simulation Exercise shall be the basis of attendance for the Retooling of Participants in ETP on School Leadership Management.

3. Interested personnel are encouraged to apply on a first come, first serve basis and on a voluntary basis.

6. For more inquiries, please visit the Office of the Assistant Schools Division Superintendent (ASDS) in-charge of Leadership, Management and Development or you may contact Mr. Paul G. Salcedo at 09233516296 for application process.

7. The Training Design and Resource Speakers and Topics can be found on the Enclosure.

8. For information and guidance.

**RONALDO A. POZON, Ph.D., CESO V**  
 Schools Division Superintendent

To be indicated in the Perpetual Index  
 under the following subjects:

LEADERSHIP  
 MANAGEMENT  
 TRAININGS

ASDS\_Memo\_Enhancement\_Training\_Program  
 css\_\_03\_20\_17



**TRAINING MATRIX AND DESIGN**

**RETOOLING AND ENHANCEMENT TRAINING PROGRAM ON SCHOOL LEADERSHIP AND MANAGEMENT**

Over-All Consultant: **Ronaldo A. Pozon, Ph.D., CESO V** **SDS**  
 Chair -Planning Committee: **Ericson S. Sabacan, Ed.D.** **OIC-ASDS**

<b>Day</b>		<b>Trainers/In-Charge</b>	<b>Topics/Activities</b>
<b>Tuesday, March 28, 2017</b>	8:00 – 8:30	Staff	Opening Program and Updates
	8:30 – 11:30	<b>Dr. Ronaldo A. Pozon, CESO V</b> Schools Division Superintendent	<b>“Managing Leaders”</b> Communicating DVO and Managing Change
	1:30-4:30	<b>Dr. Ericson S. Sabacan</b> OIC-ASDS, Leadership, Management and Development	<b>“Leading People”</b> Coordinating Teams, Building High Performance
<b>Wednesday March 29, 2017</b>	8:30 – 11:30	<b>Dr. Johanna N. Gervacio</b> OIC-ASDS, Academics, Instruction and Development	<b>“Teaching Teachers”</b> Hiring, Developing and Retooling Teachers on K to 12
	1:30-4:30	<b>Tresalin C. Cabico</b> Principal, Agupalo Weste NHS, Lupao District	<b>“Instructing Teachers”</b> Instructional Leadership
<b>Thursday March 30, 2017</b>	8:30 – 11:30	<b>Marah M. Pacson</b> Accountant III, SDO Nueva Ecija	<b>“Accounting Finances”</b> Fiscal Management, Transparency and Accountability
	1:30-4:30	<b>Luis M. Calison</b> Chief, SGOD	<b>“Governing and Operating Schools”</b> SGOD Updates, PAPs and Plans
<b>Friday March 31, 2017</b>	8:30 – 11:30	<b>Elizabeth DG. Galindo</b> SEPS, Sch. Mgt. Monitoring & Evaluation	<b>“Developing Human Resources”</b> Training, Developing and Evaluating Performance
	1:30-4:30	<b>Orlando C. De Leon</b> Administrative Officer V	<b>“Managing Human Resources”</b> General Services, Personnel, Cash, Supply and Records Management
<b>Saturday April 1, 2017</b>	8:30 – 11:30	<b>Danilo M. Jacoba</b> Principal, Gen. Natividad NHS	<b>“Creating Good Climate”</b> Educational Facilities
	1:30-4:30	<b>Maricel T. Galindo</b> Principal, Gen. Natividad District	<b>“Leading Schools”</b> Updates on School Leadership
<b>Sunday April 02, 2017</b>	8:30 – 11:30	<b>Dr. Marilou R. Buenaventura, Ll.B.</b> PSDS, Talugtug District	<b>“Resolving Conflicts”</b> Jurisprudence and Legal Matters Affecting Principalship
	1:30-4:30	<b>Josefina R. Roque</b> Principal, Baloy NHS, Cuyapo District	<b>“Strengthening Character”</b> Interpersonal Effectiveness of School Leaders

**March 26, 2017 SIMULATION EXERCISE FACILITATORS**  
**NEHS SHS Building 7:30 – 9:30 and 10:00 – 12:00**

Room 1	Irylaine T. Gapud	Room 4	Tresalin D. Cabico
Room 2	Josefina R. Roque	Room 5	Elizabeth DG. Galindo
Room 3	Maricel T. Galindo	Room 6	Danilo M. Jacoba

**Schedule of Session**

<b>AM</b>	<b>PM</b>	
8:00 – 8:30	1:00 – 1:30	Single Pencil Analysis
8:30 – 11:30	1:30 – 4:30	Focused Group Discussion
11:30 – 12:00	4:30 – 5:00	Updates

**Facilitators**

Irylaine T. Gapud	SEPS
Ramil P. Polintan, Ph.D.	SEPS
Arnold D. De Castro	EPS-II
<b>Staff</b>	
Paul S. Salcedo	
Ricomar G. Sindanum	
Francis Philip E. Nieva	