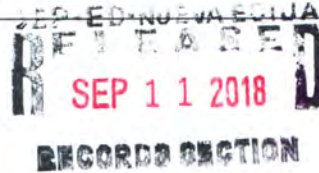




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF NUEVA ECIJA
Brgy. Rizal, Santa Rosa, Nueva Ecija, 3101



11 September 2018

DIVISION MEMORANDUM
No. 222, s. 2018

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

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

1. To further develop the leadership and management performance of school officials, the Schools Division Office (SDO) announces the conduct of Division Enhancement Training Program on School Leadership and Management at the Function Hall of New SDO Main Building, Santa Rosa, Nueva Ecija on the following schedules:

Batch	Dates	Orientation
I	October 8-12, 2018	September 26, 2018, 8:00 AM
II	October 15-19, 2018	September 26, 2018, 11:00 AM
III	October 22-26, 2018	September 26, 2018, 2:00 PM
IV	November 5-9, 2018	September 27, 2018, 8:00 AM
V	November 12-16, 2018	September 27, 2018, 1:00 PM

2. The objectives of this program are:

- Orient and acquaint teachers and school heads on the National Competency Based-Standards for School Heads (NCBSSH) and 21st Century Skills of School Heads;
- Enrich knowledge and learning experiences of participants on the existing and current issues and concerns affecting school leadership and management; and
- Identify and clarify the common mistakes, misconceptions, errors and practices on the prevailing DepED programs and projects and theories and principles on school leadership and management being applied by teachers and school heads.

3. The training methodologies to be used in this program include single pencil analysis, focused group discussion, sharing, situational case analyses, total personal experiential learning and open forum.

4. The following KRAs based on RPMS shall be the points of discussion:

a. School Leader

- School Leadership
- Personal and Professional Attributes and Interpersonal Effectiveness

b. Instructional Leader

- Instructional Supervision
- Creating a Student-Centered Learning Environment

c. School Manager

- I. School Management and Operations
- II. Human Resource Management and Development
- III. Parents Involvement and Community Partnership

4. Interested school officials are encouraged to apply on a **first come, first serve basis and voluntary in nature.**

5. 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 registration and application process.

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

7. 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:

- HEAD TEACHERS
- LEADERSHIP
- MANAGEMENT
- TEACHERS
- TRAININGS

TRAINING MATRIX AND DESIGN

**CONDUCTING 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

<i>Days</i>	<i>Trainers</i>	<i>Resource Speakers</i>
Wednesday <i>A. School Leader</i> "Leading and Managing Change"	Dr. ERICSON S. SABACAN OIC-ASDS, LMD "Innovating and Transforming Schools" Domain A - School Leadership 1 st Session: 8:30 – 10:00 AM	Dr. RONALDO A. POZON, CESO V Schools Division Superintendent "Leading and Managing Change" 21 st Century School Leaders 2 nd Session: 10:15 – 11:30 AM
	JOSEFINA R. ROQUE Principal II, ELJ Mem. NHS (Gen. Natividad) "Strengthening Character" Domain G – Personal and Professional Attributes 7 th Session: 1:30 – 3:00 AM	Dr. MARILOU R. BUENAVENTURA, LL.B. PSDS, Talugtog District, Legal Officer, SDO "Resolving Conflicts" Special Topic: Administrative Procedure and Education Laws 15 th Session: 3:15 – 4:30 PM
Thursday <i>B. Instructional Manager</i> "Leading the Process of Teaching and Learning"	TRESALIN C. CABICO Principal I, Agupalo Weste NHS "Leading Instructions" Domain B – Instructional Leadership 5 th Session: 8:30 – 10:00 AM	Dr. JOHANNA N. GERVACIO OIC-ASDS, AID "Enriching Learning Experience" Hiring, Developing and Retooling Teachers on K to 12 Curriculum 6 th Session: 10:15 – 11:30 AM
	DANILO M. JACOBA Principal II, Gen. Mamerto Natividad NHS "Creating a Place Like Home" Domain C – Creating a Student Centered Learning Environment 3 rd Session: 1:30 – 3:00 AM	Dr. JAYNE M. GARCIA OIC, Chief, CID "Implementing Good Curriculum" CID Updates and PAPs 8 th Session: 3:15 – 4:30 PM
Friday <i>C. School Manager</i> "Managing and Developing People"	Dr. CEASAR C. LOPEZ PSDS, Guimba East District "Engaging Human Resources" Domain D – Human Resource Management and Development 9 th Session: 8:30 – 10:00 AM	ORLANDO C. DE LEON Administrative Officer V, SDO "Working with Benefits" Personnel Actions and Administration 10 th Session: 10:15 – 11:30 AM
	MARICEL T. GALINDO Principal II, Gen. Natividad District "Leading a Better School" Domain F – School Management and Operations 11 th Session: 1:30 – 3:00 PM	MARAH M. PACSON Accountant III, SDO Nueva Ecija "Up Righting Financial Behavior" Fiscal Management, Transparency and Accountability 12 th Session: 3:15 – 4:30 PM
Saturday "Working with Other People"	MA. CHECILIA S. BAGSIC School Head, Cabiao "Participating and Involving Stakeholders" Domain E – Parents Involvement and Community Partnership 13 th Session: 8:30 – 10:00 AM	ROBERTITA M. FERNANDO EPS, ALS and IPED "Including and Considering Others" ALS, IPED and Others 14 th Session: 10:15 – 11:30 AM
	LUIS M. CALISON Chief, SGOD "Governing and Operating Schools" SGOD Updates and PAPs 4 th Session: 1:30 – 3:00 PM	REFLECTION "Pass Your Papers" 16 th Session: 3:15 – 5:30 PM

Schedule of Sessions

8:00 – 8:15	Single Pencil Analysis	1:00 – 1:15	Single Pencil Analysis
8:15 – 8:30	Focused Group Discussion	1:15 – 1:30	Focused Group Discussion
8:30 – 10:00	Domain Session	1:30 – 3:00	Domain Session
10:00 – 10:15	Health Break	3:00 – 3:15	Health Break
10:15 – 11:30	Total Personal Experiential Learning	3:15 – 4:30	Total Personal Experiential Learning
11:30 – 11:45	Open Forum	4:30 – 4:45	Open Forum
11:45 – 12:00	Situational Cases Analysis	4:45 – 5:00	Situational Case Analyses
12:00 – 1:00	Lunch Break		

Training Staff

Statistician:	RAMIL T. POLINTAN, Ph.D.	SEPS	PAUL G. SALCEDO	Registrant
Facilitator:	IRYLAINA T. GAPUD	SEPS	RICOMAR T. SINDANUM	Reproducer
Coordinator:	MARK DE JESUS	OIC-EPS-II	PHILIP FRANCIS E. NIEVA	Refresher