



DIVISION OF CITY SCHOOLS
City of Mandaluyong

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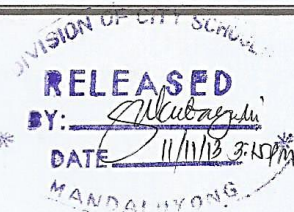


MEMORANDUM

TO: OIC, Asst. Schools Division Superintendent
Education Program Supervisors
Principals, Public Secondary Schools

Subject: **SEMINAR-WORKSHOP ON INSTRUCTIONAL LEADERSHIP
FOR SECONDARY HEAD TEACHERS
AND SUBJECT AREA COORDINATORS**

Date: November 11, 2013



1. To equip head teachers/subject area coordinators with the knowledge and skills on instructional leadership and to orient them on their duties, responsibilities and accountabilities, a **Seminar-Workshop on Instructional Leadership for Secondary Head Teachers/Subject Area Coordinators** shall be conducted on **November 14 - 15, 2013** at **Splash Mountain Resort and Restaurant, Pansol, Laguna..**

2. Participants to the seminar are Education Program Supervisors, Secondary Principals, Head Teachers and Subject Area Coordinators.

3. Expenses to be incurred are charged to the Congressman's Initiative downloaded to DepEd - Mandaluyong, subject to the usual accounting and auditing procedures.

4. Likewise, the teachers-in-charge of the units of Jose Fabella Memorial School listed below are advised to join and the expenses incurred at P 1,400.00/participant shall be charged to the school MOOE subject to the usual accounting and auditing procedures, to wit:

- | | | |
|--------------------------------------|---|------------------------|
| • Nayon ng Kabataan | - | Mr. Roderick Palabay |
| • National Training School for Boys | - | Mrs. Evangeline Tadina |
| • National Training School for Girls | - | Mrs. Teresa Garcia |
| • Haven for Children | - | Mrs. Amelia Legaspi |
| • Molave Youth Home | - | Mrs. Lani Cuevas |

5. School heads are advised to make necessary arrangements for the classes of the subject chairmen/coordinators.

6. Also, it is advised that each school shall bring one (1) laptop or if there's no available laptop, pentel pens and Manila Papers will do.

7. For the complete details of the seminar, please see attached matrix.

8. Wide dissemination of this **Memorandum** is desired.

EVANGELINE P. LADINES

Officer-In-Charge
Schools Division Superintendent

Seminar-Workshop on Instructional Leadership for Head Teachers
and Subject Area Coordinators
November 14 and 14, 2013 at Splash Mountain Resort and Restaurant, Pansol, Laguna

Time	Activity/Programme
Day 1 – November 14, 2013	
10:00	Assembly (Division Office)
10:30	Departure
12:00 – 1:00	Lunch
1:00 – 2:00	Check – In
2:00 2:30	Opening Program - National Anthem Ms. Mylynn Mangaser MAPEH Coordinator, MPNAG - Doxology Mrs. Marife V. Arias EPS, ICT and Testing - Welcome Remarks Ms. Erdelinda G. Diaz EPS, TLE and Nutrition - Presentation of Participants . . . Dr. Rosa G. Alvarez EPS, Science - Statement of Purpose and Expectations Dr. Nerissa L. Losaria OIC, Assist. Schools Division Superintendent - Message Dr. Evangeline P. Ladines OIC, Schools Division Superintendent - Master of Ceremony Mr. Victor M. Javeña EPS, Filipino
2:30 – 3:30	The Roles and Responsibilities of Head Teachers/Subject Coordinators in the context of the Competency Framework for Head Teachers and Subject Coordinators Dr. Nerissa L. Losaria
3:30 – 3:45	B R E A K
3:45 – 5:45	Instructional Leadership Dr. Evangeline P. Ladines
5:45 – 7:00	D I N N E R
7:00 onwards	Get Together And Relaxation Mr. Ceasar A. Nachor EPS, AP/EsP/HEKASI
Day 2 – November 15, 2013	
6:00 – 7:00	B R E A K F A S T
7:00 – 7:30	Recap/Unfreezing
7:30 – 8:30	How to Facilitate Meetings Dr. Evelina P. Barandoc Principal, ABIS
8:30 – 9:30	Instructional Supervision Ms. Erdelinda G. Diaz
9:30 – 10:00	Simulation Mrs. Marife V. Arias
10:00 – 10:15	B R E A K
10:15 – 11:30	Competencies in Holding INSETS . . Dr. Alyn G. Mendoza EPS, Math
11:30 – 12:00	Workshop
12:00 – 1:00	L U N C H
1:00 – 2:00	(continuation of workshop)
2:00 – 3:00	Presentation of Outputs
3:00 – 3:30	Closing Program - Impression - Commitment - Distribution of Certificates - Challenge Dr. Evangeline P. Ladines
3:30	Homeward Bound – snacks to be distributed
Facilitators	Mr. Rex A. Ado / Mrs. Lourdes P. Dela Cruz EPS, MAPEH / EPS, Eng. Journalism

- 12:00 noon – check out