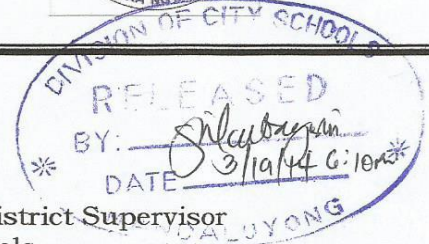




Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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MEMORANDUM

TO: Assist. Schools Division Superintendent
Education Program Supervisors/ Public Schools District Supervisor
Principals, Public Elementary and Secondary Schools

Subject: **COMPREHENSIVE LEADERSHIP TRAINING FOR SCHOOL HEADS**

Date: March 19, 2014

1. Attached is Regional Memorandum dated March 11, 2014 re: **“Comprehensive Leadership Training for School Heads”** to be conducted on **April 7 – 11, 2014 (Batch I)** and **April 28 – May 2, 2014 (Batch 2)**. Venues to be announced later.
2. We advise all school heads to participate on April 28 – May 2, 2014 (Batch 2), due to the scheduled National Schools Press Conference (NSPC) on April 7 – 10, 2014 and Division Orientation Seminar on Continuous Improvement Program (CIP) on April 9 – 11, 2014. Furthermore, school heads who are interested to attend the NSPC shall attend the said contest on **April 7 – 8, 2014 only**.
3. Particular attention is invited to paragraph 3 for more details.
4. Immediate and wide dissemination of this **Memorandum** is desired.


EVANGELINE R. LADINES, CESO VI
Schools Division Superintendent



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

#2270

DIVISION OF CITY SCHOOLS	
RECEIVED	
By: _____	<i>Joseph</i>
Date: _____	18 MAR 2014
Time: _____	<i>9:00 AM</i>
MANDALUYONG	

March 11, 2014
 Department of Education
 National Capital Region
 RECORDS AND PUBLICATION UNIT
RELEASED
 By: _____
 Date: 3/19/14

MEMORANDUM to:

Schools Division Superintendents

The DepEd-National Capital Region is conducting a **Comprehensive Leadership Training for School Heads** on April 7-11, 2014 (Batch 1) and April 28 – May 2, 2014 (Batch 2). Venue will be announced later.

The participants in this capability building are expected to:

1. empower oneself with the necessary skills in decision making, reconciliation, teamwork and networking;
2. prepare reports and other correspondences that may be called for in the performance of one's duties; and
3. strive for excellence as servant leader and instructional prime mover.

Principals/School Heads who were appointed from January 2007 to present are enjoined to attend the above training. The registration fee of **Seven Thousand Three Hundred Pesos (Php 7,300.00)**, shall be paid at the DepEd-NCR Cashier on or before March 30, 2014 (Batch 1) and April 15, 2014 (Batch 2), chargeable to MOOE Training funds subject to the usual accounting and auditing rules and regulations. It shall cover the food and accommodation for five (5) days, kit, supplies and materials, honorarium of speakers, and other expenses relative to the conduct of this activity.

Attached is the matrix of activities.

Immediate and wide dissemination of this Memorandum is desired.

LUZ S. ALMEDA
 Director IV

2014

PRINCIPALS' TRAINING

Attentive

TIME	1	2	3	4	5	6
8:00 - 8:30		MOL	MOL	MOL	MOL	MOL
8:30 - 10:00	Travel Time ↓	Leadership and Empowering People	ICT/ New Media	Linkages/ Networking for Productive Partnership	Attentive Dispute Resolution	Various Laws on Education/ Issues on Leaves
10:00 - 10:15			S N A C K S			
10:15 - 12:15		Learner-Centered SBM	SBM/PASBE	Child protection Policy/ Anti-Bullying	Ethical Standards for School Managers	Dealing with School Canteen and PTA matters
12:15 - 1:30			L U N C H			
1:30 - 3:15	Check in - Setting Down	School Discipline	Strategic Planning Process and Content	Grievance Procedure	Basics in Procurement	Open Forum
3:15 - 3:30			S N A C K S			
3:30 - 6:00	Opening Levelling of Expectations	Communication Dissemination	↓	Handling Conflict in school/Consensus Building.	Fiscal Management	Closing
6:00 - 7:00			D I N N E R			
7:00 - 9:00	Team Building	Workshop, Writing Exercises	Workshop 2	Open Forum	Open Forum	Home Sweet Home