



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE

City of Mandaluyong

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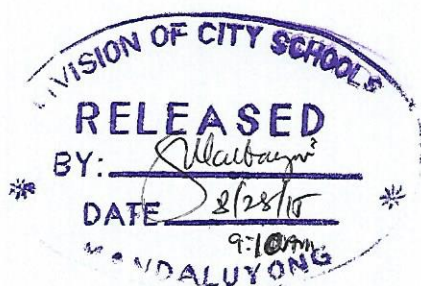
DIVISION MEMORANDUM

TO: Chief Education Supervisors, SGOD and CID
Education Program Supervisors
SGOD and CID Officials
Principals, Public Integrated and Secondary Schools

SUBJECT: **TRAINING PROGRAM ON SCHOOL GOVERNANCE AND OPERATION**

DATE: August 27, 2015

1. Enclosed is a letter of Dr. Luz S. Almeda, Director IV, dated August 24, 2015, re: **Training Program on School Governance and Operation (Batch B)**, and its attachments, the contents of which are self-explanatory, for information and guidance of all concerned.
2. Principals of public integrated and secondary schools are required to send a participant (master teacher/head teacher/teacher-in-charge/principal aspirant) for the said training for Batch B on August 31-September 2, 2015 at the Quezon City Science High School.
3. Particular attention is invited to the training proposal.
4. School heads are advised to make necessary arrangement on the loads of the participant attendee to avoid disruption of classes.
5. Expenses shall be charged to the school's MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this memorandum is desired.



[Signature]
NERISSA L. LOSARIA, CESO VI
Officer-In-Charge

Office of the Schools Division Superintendent

August 24, 2015

TO: SCHOOLS DIVISION SUPERINTENDENTS

Dear Sir/Madam:

Attached is a letter from Dr. Paraluman R. Giron, Founding President of the Philippine Regional Language Center Scholars Foundation, Inc. (PhRELCSFI), inviting all master teachers, head teachers, teachers-in-charge and principal aspirants who are qualified for the principals test in the "Training Program on School Governance and Operation", on August 28-30, Batch A and August 31 to September 2, 2015 Batch B at Quezon City Science High School, Quezon City, for appropriate action.

For more information about this activity, please contact Prof. Edilberta C. Bala at mobile no. 09198437593, email address: nitabala@yahoo.com and Ms. Joan R. Pedroche, OIC-Administrative Division, DepEd-NCR at telephone no. 9294212.

Thank you.

Very truly yours,


LUZ S. ALMEDA
Director IV

Department of Education
National Capital Region
RECORDS AND PUBLICATION UNIT
RELEASED

By: AUG 25 2015
Date: 25 Time: 11:47AM

Regional Letter No. 239

#5779



Philippine Regional Language Center Scholars Foundation, Inc.

(PhRELCFSI)

SEAMEO, Philippine Chapter

DR. LUZ S. ALMEDA
Regional Director
National Capital Region
Department of Education

August 15, 2015

Department of Education
National Capital Region

RECORDS AND PUBLICATION UNIT

RECEIVED

By: *[Signature]*

Date: 8/15/15 Time: 2:45

Dear Dr. Almeda:

Greetings from the officers and members of the Philippine Regional Language Center Scholars Foundation, Inc. (PhRELCFSI), the first recognized alumni association of SEAMEO-Regional Language Center, Singapore.

PhRELCFSI is an association propelled by the mission to provide professional development of school leaders, teachers, and educators in the workplace and to sustain quality education through efficient, effective and humanistic instruction in English, Filipino and other languages. This is with strong consideration of the critical functions of language proficiency and management competence in the performance of their roles as educators and school heads. It started as an organization of former grantees of scholarship at SEAMEO Regional Language Center (RELC) Singapore.

In order to benefit more language enthusiasts, and school managers, membership in the organization has been extended to other professionals involved in teaching and managing language programs, school governance in English, Filipino and other languages in the Philippines.

This school year, PhRELCFSI will coordinate with your region in conducting a live-out training program for master teachers, head teachers, teachers-in-charge and principal aspirants on school governance and operation on the following dates:
Batch A: August 28, 29, 30; Batch B: August 31, September 1, September 2, 2015.
Batch C: Schedule per request.

The training program aims to:

- a. develop a greater understanding of school governance and operation;
- b. develop a new mindset on school leadership and management;
- c. provide directions in support of quality performance framework of the Philippines Education System;
- d. equip school heads with new strategies and techniques for heightening school performance;
- e. update them on current and emerging challenges to teachers and school heads;



SEAMEO, Philippine Chapter

TRAINING PROPOSAL

TITLE: TRAINING OF MASTER TEACHERS, HEAD TEACHERS, TEACHERS-IN-CHARGE AND PRINCIPAL ASPIRANTS ON SCHOOL GOVERNANCE AND OPERATION

PROPONENT: PhRELCSEFI in cooperation with National Capital Region

RATIONALE: In line with the government's thrust to promote greater accountability in the delivery of basic education services and in support of continuous improvement through quality assurance in instruction, leadership and management, the Philippine Regional Language Center Scholars Foundation, Inc. (PhRELCSEFI) in partnership with the National Capital Region is conducting a three day live-out training for master teachers, head teachers, teachers-in-charge and principal aspirants with the end in view of improvement of learner centered instruction and school performance.

OBJECTIVES: The training program aims to:

1. develop a greater understanding of school governance and operation;
2. develop a new mindset on school leadership and management;
3. provide directions in support of quality performance framework of the Philippine Education System;
4. equip school heads with new strategies and techniques for heightening school performance;
5. update them on current and emerging challenges to teachers and school heads;
6. provide national competency-based standards, policies and guidelines on principalship in the delivery of quality basic education;
7. craft a personal and improvement plan as school leaders and managers.

DESCRIPTION: Participants are expected to enhance their skills in leadership, management, critical thinking, facilitation, and communication skills. They shall likewise be provided with hands-on experience in conflict resolution and management.

TARGET DATE : Batch A: August 28-30
Batch B: August 31, September 1-2, 2015
Batch C: Schedule per request

VENUE: To be announced later

PARTICIPANTS: Master teachers, head teachers/ teachers-in charge, principal aspirants

BUDGETARY REQUIREMENTS:

Registration Fee: 3000 pesos The amount of three thousand pesos will be charged to each participant which covers the seminar kit, training materials, professional fees/honoraria, certificates, documentation, transportation, communication and lunch meals.

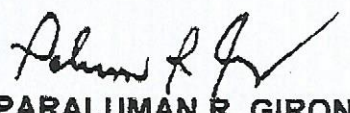
PhRELCSFI Account Number 000 692 103 050 Landbank, Edsa, Congressional Road Branch, Quezon City

PHRELCSFI - The Philippine Regional Language Center Scholars Foundation, Inc. (SEAMEO Philippine Chapter, Inc.) is a duly registered foundation at the Securities and Exchange Commission, with Registration Number CN2011 16864 dated 22nd day of September, 2011

OFFICE: Gusali ng Wika
c/o Dr. Lydia Liwanag
Philippine Normal University

Contact Person: Edilberta C. Bala
Seminar Director
09198437593
nitabala@yahoo.com

Submitted by:


PARALUMAN R. GIRON
Founding President

5773

DIVISION OF CITY SCHOOLS
RECEIVED
By: <u>Jon</u>
Date: <u>26 AUG 2015</u>
Time: <u>12:35 am</u>
ANDALUYONG