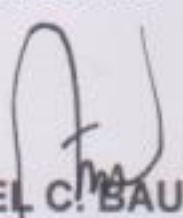




CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
OIC Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
Select Principal's Test Aspirants
All Others Concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **CAPACITY BUILDING PROGRAM FOR EDUCATIONAL LEADERS**

DATE : October 29, 2018

To ensure that educational leaders are adequately and extensively prepared to respond to the increasingly complex challenges of contemporary principalship and in order to assist the 2018 Principal's Test Aspirants, this Office through the Human Resource Development Section will conduct **Capacity Building for Educational Leaders and 2018 Principal's Test Takers** on **November 12-14, 2018** at **Kuhala Bay Resort Cardona, Rizal**. This program is **CPD Accredited** with **14.5** credit units (Accreditation No. 2017-078-1819)

The program aims to:

- provide legal bases, guidelines, knowledge and skills that would serve as basis for school heads to make actions, decisions and performances of their functions;
- equip the participants with technical skills on instructional leadership;
- strengthen the capacity of beginning school heads in school management and operations;
- examine the school leader's role in developing positive cultures in the context of building communities and successful schools;
- identify ways in integrating these roles in pursuing success in schools within the framework of shared governance; and
- express their individual and collective commitment to the moral purpose of school leadership in order to transform their schools and improve student performance.

Participants to this **live-in** program are the Principal's Test aspirants who will take the test on November 18, 2018 (tentative). Kindly refer to the attached list.

First meal to be served is AM snack of the first day and last meal will be PM snack of Day 3. Registration will be from 7:00 to 8:00 AM while opening program will start at 8:00 AM. Kindly log in to confirm attendance and answer the self-assessment through the link: <http://bit.ly/NEEDSASSESSMENT> on or before **November 8, 2018**.

Facilitators and members of the Program Management Team will have a meeting on **November 7, 2018, 3:00 PM** at the PSDS office.



Participants are also advised to bring pocket wifi for the online evaluation.

Attached are the following enclosures for your reference;

- Enclosure 1 – List of Participants
- Enclosure 2 – Program Management Team
- Enclosure 3 – Program of Activities
- Enclosure 4 - Program

Immediate dissemination of this Memorandum and participation of all concerned to this activity is earnestly desired.



CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 1 to Memorandum No. **534** s. 2018

LIST OF PARTICIPANTS

No.	Name	Position	School
1	Lolita San Juan	HT	Binayoyo ES
2	Zosima Panganiban	MT1	Juan Sumulong ES
3	Ofelia Maravilla	MT	Juan Sumulong ES
4	Emelyn Marcelino	TIII	Juan Sumulong ES
5	Cheryl Bajado	MT 1	Peace Village ES
6	Rovilee San Pedro	MT 1	Peace Village ES
7	Gretchen Batara	TIII	Bagong Nayon I ES
8	Grace Rowena Lazo	TIII	Cupang ES
9	Cherry Rose Alera		Peñafrancia ES
10	Jocelyn Ocson	MTI	San Isidro ES
11	Merly Andrade	TIII	San Isidro ES
12	Cristina Banario	TIII	San Isidro ES
13	Cristina Cuizon	TIII	San Isidro ES
14	Jakilin Iringan	TIII	San Isidro ES
15	Irene Labiao	TIII	San Isidro ES
16	Evangeline Manuel	TIII	San Isidro ES
17	Nerissa Manuguid	TIII	San Isidro ES
18	Alona Soriano	TIII	San Isidro ES
19	Antonio Araneta	TIII	Bagong Nayon II ES
20	Lirio Villarina	TIII	Bagong Nayon II ES
21	Aileen Aranillo	TIII	Bagong Nayon II ES
22	Rossana Dilagan	TIII	Bagong Nayon II ES
23	Liezel C. Bea	TIII	San Antonio Village ES
24	Ivy Grace Y. Gesoyot	TIC	San Antonio Village ES
25	Abegail Santos	HTIII	San Jose NHS
26	Mark Mykl Sibal	MTI	San Jose NHS
27	Jessica Durante	MTI	San Jose NHS
28	Carolyn Vestidas	MTI	San Jose NHS
29	Eduardo Supangan Jr.	MTII	San Jose NHS
30	Liwayway Dawn de Real	MTII	San Jose NHS
31	Mary Grace Morales	TIII	San Jose NHS
32	Francis Villamor	MTI	Dalig NHS
33	Josephine Sibal	MTI	Dalig NHS
34	Randy Santiago	MTII	Dalig NHS
35	Christian Viernes	MTII	ANSCI
36	Maria Mendoza	TIII	San Isidro NHS
37	Ricky Monton	MTIII	San Isidro NHS
38	Shirley Alea	MTII	San Isidro NHS
39	Emmanuel Lamson	MTI	San Isidro NHS
40	Mark Terry Miraña	MTI	San Isidro NHS
41	Mariane Alleta	MTII	Calawis NHS
42	Ma. Odessa Galang	MTII	Antipolo Senior HS
43	Zenaida Cristobal	MTII	Antipolo Senior HS
44	Mary Jean Recena	MTII	Antipolo Senior HS
45	Merly Ronquillo	TIII	Antipolo NHS
46	Carmelita Caldito	MTI	Antipolo NHS



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47	Rosalie Malco	MT	Antipolo NHS
48	Debbie Manuel	MTII	Mayamot NHS
49	Donald Se	MTI	Mayamot NHS
50	Tito Villaflor Jr.	MTI	Mayamot NHS
51	Roel Gerente	MTI	Mayamot NHS
52	Harlene Gacosta	MTI	Mayamot NHS
53	Ronald Mendoza	MTII	Mayamot NHS
54	Ande Balmaceda	MTII	Mayamot NHS
55	Jenitha Ilagan	TIII	Maximo Gatlabayan MNHS
56	Lilibeth Macatbag	TIII	Maximo Gatlabayan MNHS
57	Zoraida Aquino	TIII	Maximo Gatlabayan MNHS
58	Joel Mapa	TIII	Maximo Gatlabayan MNHS
59	Minerva Villan	MTII	Maximo Gatlabayan MNHS
60	Cherry Sumabat	MTII	Maximo Gatlabayan MNHS



Enclosure 2 to Memorandum No. 533 s. 2018

EXECUTIVE COMMITTEE

Chairperson: Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent

Vice-Chairperson: Dr. Gloria C. Roque
OIC-Asst. Schools Division Superintendent

Members:

Dr. Jonathan P. Domingo, Chief, SGOD
Lito A. Palomar, OIC-Chief, CID
Arlene L. Tayona, SEPS-HRD
Gayle J. Malibiran, EPS II-HRD

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration	Gayle J. Malibiran	<ul style="list-style-type: none"> In-charge of attendance Ensures that participants are registered Prepares accomplished registration/attendance sheets and submit to the program head
Logistics	Rizalvy S. Pineda	<ul style="list-style-type: none"> Plans and secures logistics to support the activity
Program, Invitation Certificates (Participation, Appearance and Recognition)	Christine Joy Cabiles	<ul style="list-style-type: none"> Prepares program and certificates and facilitates its distribution
Documentation	Louie L. Baculo	<ul style="list-style-type: none"> Documents event of the session and submit soft and hard copy of narrative and pictorial report to the program owner
Technical	Maria Florabel M. Tolentino Staff of the assigned venue	<ul style="list-style-type: none"> In-charge of video/ppt. presentations Checks the sound system, laptop and ICT equipment to be used
Physical Arrangement and Accommodation	Noel C. Meriño Staff of the assigned venue	<ul style="list-style-type: none"> Prepare backdrop, tarpaulin and other decoration to be used before and during the activity Prepares the area to be used for the session
Food and Health	Staff of the assigned venue Maria Niña S. Mateo	<ul style="list-style-type: none"> Manages and facilitates the preparation and distribution of meals Ensures that health and wellness of participants are taken care of
Budget and Finance	Raquel F. Esguerra Ragaam V. Dela Cruz	<ul style="list-style-type: none"> Oversees the efficient allocation of funds and timely release as well as documentation for liquidation
Monitoring and Evaluation	Isabel M. Gonzales Flordeliza O. Mendiola	<ul style="list-style-type: none"> Monitors the conduct of the program Administers and retrieves M & E Tool Submits results of the evaluation to the Program In-charge
Facilitators	Dr. Jonathan P. Domingo Lito A. Palomar Cristina C. Salazar Anselmo C. Celeste Jr. Frederick B. Vallinas Christine T. Coronado Raquel F. Esguerra Ragaam V. Dela Cruz	<ul style="list-style-type: none"> Reviews the slide decks of the assigned topics to run Edits or enhances the slide decks if needed Coordinates with the HRD Section on the needed materials for the session Coordinates with the ICT the compatibility of gadgets to the projector and needed materials



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	Dr. Jerome T. Buenviaje Adonis R. Barraquias Joseph Noel A. Titar	<ul style="list-style-type: none">• Runs the assigned session
Class Manager	Arlene L. Tayona	<ul style="list-style-type: none">• Checks the availability of materials to be used• Assists the facilitators in the distribution of materials during the session• Facilitates the Management of Learning and presentation of matrix for the day• Gives announcements and reminders especially on the house rules• Oversees the smooth flow of activities during the day• Attends the daily debriefing for feedback giving and reporting



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Enclosure 3 to Memorandum No. 533 s. 2018

DEPED ANTIPOLO CAPACITY BUILDING FOR EDUCATIONAL LEADERS
November 12-14, 2018

Time	Day 1	Day 2	Day 3
7:00-8:00	Registration	Registration	Registration
8:00-8:30	Opening Program	MOL	MOL
8:30-10:00	Pre-Test	<i>Domain 4: HR Management and Professional Development</i> Recruitment and Hiring <i>Christine T. Coronado</i>	<i>Domain 7: Personal and Professional Attributes and Interpersonal Effectiveness</i> Navigating Ethical Challenges in School Leadership <i>Joseph Noel Titar</i>
10:00-10:15	BREAK	BREAK	BREAK
10:15-12:00	<i>Domain 1: School Leadership</i> Resolving Issues and Conflict in School <i>Frederick B. Vallinas</i>	<i>Domain 5: Parent Involvement and Community Partnership</i> External Partnership Parental Involvement <i>Anselmo C. Celeste Jr.</i>	 The School as Moral Communities <i>Joseph Noel Titar</i>
12:00-1:00	LUNCH	LUNCH	LUNCH
1:00-2:00	<i>Domain 2: Instructional Leadership</i> Instructional Leadership and Supervision <i>Dr. Jerome T. Buenviaje</i>	<i>Domain 6: School Management and Operations</i> ESIP Process, Formulation and Implementation <i>Dr. Jonathan P. Domingo</i>	CLEARING HOUSE
2:00-3:00	Coaching, Mentoring and Giving Technical Assistance <i>Lito A. Palomar</i>	Legal Issues in Management and Operations (Procurement) <i>Adonis R. Barraquias</i>	Post-Test
3:00-3:15	BREAK	BREAK	BREAK
3:15-5:00	<i>Domain 3: Creating a Student-Centered Learning Climate</i> Facilitation of Learning <i>Cristina C. Salazar</i>	Fiscal Management <i>Raquel F. Esguerra/Ragaam V. Dela Cruz</i>	3:15-4:00 CLOSING PROGRAM



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Enclosure 4 to Memorandum No. 533 s. 2018

OPENING PROGRAM Part 1		CLOSING PROGRAM	
National Anthem	Mr. Rizalvy S. Pineda EPS II – Soc. Mob.	Nationalistic Song	(Video)
Prayer	Dr. Isabel M. Gonzales SEPS– Monitoring & Evaluation	Prayer	Ms. Rosalie Malco MT, Antipolo NHS
		Impression	Participant
		Challenge	Dr. Rommel C. Bautista Schools Division Superintendent
		Acceptance of Challenge	Participant
CALABARZON March Mabuhay Rizal Antipolo Hymn	(Video)	Awarding of Certificates	Dr. Rommel C. Bautista Dr. Gloria C. Roque Dr. Jonathan P. Domingo Lito A. Palomar
Checking of Attendance	Mr. Louie L. Baculo PDO		
Opening Remarks	Dr. Gloria C. Roque OIC-ASDS		
Inspirational Message	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent		
Statement of Purpose	Mrs. Arlene L. Tayona SEPS-HRD	Closing Remarks	Dr. Jonathan P. Domingo Chief, SGOD
Part 2 Training Proper			
Dr. Gayle J. Malibiran Lady of Ceremony		Mary Grace Morales Lady of Ceremony	