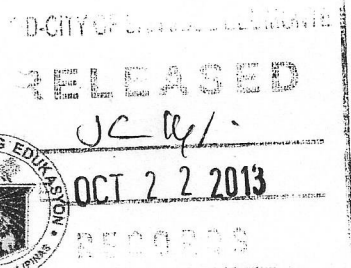




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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30 September 2013

DIVISION MEMORANDUM

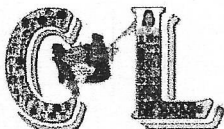
No. 154, s. 2013

To: All Education Program Supervisors
All District Supervisors
All School Heads/OIC's
All Others Concerned

**CONDUCT of COACHING and MENTORING SESSIONS for the
2013 PRINCIPAL'S TEST**

1. The City Division of San Jose Del Monte is pleased to announce the conduct of coaching and mentoring sessions for interested applicants to the 2013 Principal's Test, OIC school heads, all school department heads and principals on October 23-25 and October 29-30, 2013, from 8:00am to 4:00pm at the Division Library Hub.
2. The objectives of these sessions are:
 - a. To enhance test performance for the division;
 - b. To intensify school leaders' knowledge and skills; and,
 - c. To revisit domains related to the principal's tasks.
3. Participants to the coaching/mentoring assembly include:
 - a. Principal aspirants
 - b. All department heads
 - c. OIC school heads
 - d. All principals
4. Attached is the matrix for this activity.
5. Immediate and wide dissemination of this Memorandum is desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent



"Collaborating with our Leaders, Caring for our Learners"






MATRIX for COACHING & MENTORING SESSIONS
October 23-25 and October 29-30, 2013



	Day 1	Day 2	Day 3	Day 4	Day 5
7:30 – 8:00	Registration and Opening Program	Registration	Registration	Lakbay Aral Cluster 1 visits Cluster 2 Cluster 3 visits Cluster 4 Cluster A visits Cluster B and vice versa	Lakbay Aral continues
8:00 – 9:00	WORDS OF WISDOM SDS ESTELITA G. PINEDA, CESO V	PARENT INVOLVEMENT AND BUILDING COMMUNITIES Ms. FLORDELIZA M. LIMON	WORDS OF ENCOURAGEMENT OIC-ASDS MARIA CARMEN P. CUENCO		
9:00 – 10:30	SCHOOL LEADERSHIP MR. EDUARDO V. CRUZ	SCHOOL MGT AND DAILY OPERATIONS Ms. TERESITA S. PADILLA	SHARING EXPERIENCES Ms. CRISTINA SANTIAGO LEO GLENN EVASCO CARIDAD MAGUAD EPPIE BASWEL RENEEROSE SAHURDA ELIZA JARABE		
10:30-12:00	INSTRUCTIONAL LEADERSHIP Ms. WILMA M. AQUINO	PERSONAL INTEGRITY & INTERPERSONAL SENSITIVITY Ms. LOURDES A. SOLOMON			
12:00 – 1:00	Preliminaries	Preliminaries	Preliminaries		
1:00 – 2:30	CREATING A LEARNING CLIMATE Ms. MA. SHIRLEY P. MACAWILE	ENGLISH LANGUAGE PROFICIENCY MR. MARLON P. DACLIS	ADMINISTRATION OF THE MOCK PRINCIPAL'S TEST Ms. CYNTHIA V. BERDOS Ms. CORAZON P. LOJA		
2:30 – 4:00	PROFESSIONAL HUMAN RESOURCE DEV'T. MR. RAUL G. PANIMBATAN	READING COMPREHENSION Ms. ESPERANZA D. CRUZ			

Approved:


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent