Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
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November 28, 2013

RELEASED
BY: Jnaris
DATE: DEC 0 6 2013
RECORDS

DIVISION MEMORANDUM
No. 179 s, 2013

To : Education Program Supervisors
Public Elementary and Secondary School Heads/OICs
Department Heads

DIVISION ECHO TRAINING ON MANAGERIAL LEADERSHIP

1. This is to announce the conduct of the Division Echo Training on Managerial Leadership on December 9-12, 16 & 17, 2013 at Sapang Palay Proper Elementary School.

2. At the end of this six-day program, the participants will be able to.
   a. Differentiate between management and leadership.
   b. Acknowledge the key role of Managerial Leadership in achieving results.
   c. Practice key management skills of planning, organizing & contest
   d. Practice the leadership skills of staffing, coaching, conflict resolution and team building.
3. Participants to this activity are the following:
   a. Schools Division Superintendent
   b. Asst. Schools Division Superintendent
   c. Education Program Supervisors
   d. Elementary and Secondary School Heads/OICs
   e. Department Heads
   f. Support Staff
4. Enclosure No. 1 contains the training matrix of this activity.

5. Provision for food (AM & PM Snacks and Lunch) is free of charge.

6. 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

Enclosure No. 1 to Division Memorandum No. 179, s. 2013)

DIVISION ECHO TRAINING ON MANAGERIAL LEADERSHIP

TRAINING MATRIX

Time	Day 1 – Dec. 9, 2013	Time	Day 2 – Dec. 10, 2013	Day 3 – Dec. 11, 2013
8:00-9:00	Registration & Opening Program (Cluster I)	8:00-9:00	Management of Learning • Prayer • Energizer • Recap • Roll call (Cluster II)	Management of Learning • Prayer • Energizer • Recap • Roll call (Cluster A)
9:00-10:00	Overview of the Program Estelita G. Pineda, CESO V Schools Division Superintendent	9:00-10:30	New Leadership Style for the New Century Dr. Lilybeth D. Dasco, P IV MPES	Strategic Thinking Skills Dr. Zurex T. Bacay, P I Golden Ville ES
10:00-10:20	BREAK	10:30-10:50	BREAK	BREAK
10:20-12:00	Giving emphasis on Being A Manager and A Leader & Situational Analysis Lourdes Solomon, P IV -TMES	10:50-12:00	What is Strategic Thinking Annie C. Joaquin, P II - Towerville HS	Systems Dynamics Raul G. Panimbatan, P III - Marangal ES
12:00-1:00	LUNCH BREAK	12:00-1:00	LUNCH BREAK	LUNCH BREAK
1:00-1:20	Energizer Josefina P. Narag P IV – BBE ES	1:00-1:20	Energizer Miriam Z. Zamora, P IV - Towerville ES	Energizer Genoveva R. Mendoza, P IV - Gumaok ES
1:20-3:20	Basics of Managerial Leadership Flordeliza M. Limon, P IV - SJDMES	1:20-3:20	Strategic Management Shirley Macawile, P III - Minuyan ES	Complex Adaptive System Maria Theresa Dela Cruz, P II - BBG ES
3:20-3:50	BREAK	3:20-3:50	BREAK	BREAK
3:50-5:00	Workshop / Wrap-up Sofronio Macawile, P III - BNES Facilitator	3:50-5:00	Workshop / Wrap-up Maselinda Aculana, P II - BBD ES Facilitator	Workshop / Wrap-up Nerliza C. Miranda, P III - BBH ES Facilitator

Enclosure No. 1 to Division Memorandum No.179, s. 2013)

DIVISION ECHO TRAINING ON MANAGERIAL LEADERSHIP

TRAINING MATRIX

Time	Day 4 – Dec. 12, 2013	Time	Day 5 – Dec. 16 2013	Day 6 – Dec. 17, 2013
8:00-9:00	Management of Learning • Prayer • Energizer • Recap Roll call (Cluster III)	8:00-9:00	Management of Learning • Prayer • Energizer • Recap • Roll call (Cluster IV)	Management of Learning • Prayer • Energizer • Recap • Roll call (Cluster B)
9:00-10:00	Planning Rationale Estelita G. Pineda, CESO V Schools Division Superintendent	9:00-10:30	PART 1: Performance and Results Management Angelina F. Lim, P II - BBA ES	Legal Matters Ma. Jima T. Cadiz, AO V – Division Office
10:00-10:20	BREAK	10:30-10:50	BREAK	BREAK
10:20-12:00	Strategic Planning and Execution Wilma M. Aquino, P III - SJDMHS	10:50-12:00	PART 2: Estelita G. Pineda, CESO V Schools Division Superintendent	OPEN Forum: Issues & Concerns / Administrative cases
12:00-1:00	LUNCH BREAK	12:00-1:00	LUNCH BREAK	LUNCH BREAK
1:00-1:20	Energizer Lourdes Robes, OIC/MT Science HS	1:00-1:20	Energizer Dionisia Herrera, P II – Gaya-Gaya ES	CLOSING PROGRAM Pilipinas Kong Mahal Impression Commitment Giving of Certificate
1:20-3:20	Creativity Teresita S. Padilla, P III - BBB ES	1:20-3:20	OPEN Forum Maria Carmen P. Cuenco Asst. Schools Division Superintendent Moderator	
3:20-3:50	BREAK	3:20-3:50	BREAK	
3:50-5:00	Workshop / Wrap-up Danilo A. Casas, P III - Kakawate HS Facilitator Assign: CSC Patricia Sto. Tomas Case Study	3:50-5:00	Workshop / Wrap-up Purita J. Herrera, P III MHS Facilitator	