



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

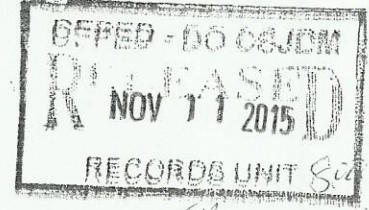


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09 November 2015

**DIVISION MEMORANDUM**

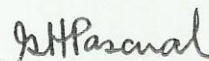
No. 227, s. 2015



To: OIC ASDS  
Division Chiefs  
Elementary and Secondary School Heads  
All Others Concerned

**STRENGTHENING SCHOOL LEADERSHIP TOWARDS IMPROVED PERFORMANCE**

1. This Office announces the conduct of the School Heads INSET with the theme "**STRENGTHENING SCHOOL LEADERSHIP TOWARDS IMPROVED PERFORMANCE**" on Tuesday, November 17, 2015 and Wednesdays, December 2 and 9, 2015, 8:00 a.m. – 5:00 p.m. at the Division Library Hub.
2. The activity aims to:
  - a. Revisit theories, models, rules, and principles on school leadership;
  - b. Enhance school heads leadership and management skills and competencies; and,
  - c. Improve learners' performance with strengthened leadership.
3. Participants to this activity are the 34 elementary and 18 secondary school heads.
4. Enclosure No. 1 indicates the matrix for the activity.
5. Expenses for the activity are to be charged against Division MOOE.
6. For immediate dissemination and compliance.

  
GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent

**STRENGTHENING SCHOOL LEADERSHIP TOWARDS IMPROVED PERFORMANCE**

**MATRIX**

	<b>NOVEMBER 17, 2015 OIC – SGOD</b>	<b>DECEMBER 2, 2015 OIC – PESPA</b>	<b>DECEMBER 9, 2015 OIC - PSSPA</b>
7:30 – 8:30	Opening Program	Preliminaries/Registration	Preliminaries/Registration
8:30 – 10:00	3 Cs: Cultivating Communication Competencies <i>Germelina H. Pascual, CESO V</i> Schools Division Superintendent	RSTU: Rationalized Structure Truly Understood <i>Germelina H. Pascual, CESO V</i> Schools Division Superintendent	3Ps: Promoting Programs and Projects: Continuous Improvement Program
10:00 – 10:30	<b>C O F F E E   B R E A K</b>		
10:30 – 12:00	3 Rs: Writing Relevant Reports <i>Maria Carmen P. Cuenco, Ed. D</i> OIC Asst. Schools Division Superintendent	LMN: Legal Management Now <i>Maria Carmen P. Cuenco, Ed. D</i> OIC Asst. Schools Division Superintendent	3 Ds: Dealing with Disasters <i>Manuel P. Caliboso</i> Project Development Officer
12:00 – 1:00	<b>L U N C H   B R E A K</b>		
1:00 – 2:30	2 Ps: Parenting the Parents <i>Emmanuel De Mesa</i> EPS – I	DEF: Decent and Effective Finances <i>Kristine Joy P. Daluz</i> Accountant	2 Ts: Technology Thrills <i>Arthur F. Francisco</i> Information Technology Officer
2:30 – 3:00	<b>C O F F E E   B R E A K</b>		
3:00 – 4:00	3 S's: Seeking Superior Staff (Hiring Guidelines) <i>Ma. Jima T. Cadiz</i> AO V	OPQR: Outside Programs Qualification Requirements (PAGIBIG) <i>Amalia Tiangco</i> Chief of Division, PAGIBIG	3 Ds: Dignity, Decorum, Distinction
4:00 – 5:00			2 Cs: Clarifying Confusions <i>Manuel P. Dela Cruz</i> Senior Education Program Specialist