



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
 Sayre Highway, Purok 6, Brgy. Casisang, City of Malaybalay



February 4, 2016

DIVISION MEMORANDUM

No. 056 s. 2016

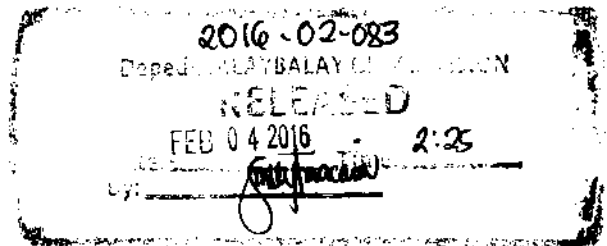
TO:

Jonathan T. Dagaang, HT-I- Imbayao/Sta. Ana ES
Cosjulita K. Olarde, SP-I- Barangay 9 ES
Mylene Joy L. Molina, HT-I -Simaya ES
Arimateo B. Halina, HT-I- Maligaya /Lunocan ES
Demie J. Pabillaran, SP-I -Kibalabag ES
Paul Patrick Padua, HT-I-Baganao ES
Paulina M. Minao, HT-I- Kilap-agan/Taguilanao ES
Berna Bateriza, SP-I -Manalog/Kibalabag ES
Noralyn P. Ronolo, HT-I- Lalawan ES
Rulyn Crucio, Teacher III- Malaybalay City CS
 Concerned Resource Speakers (SGOD, CID, OSDS)
 This Division

Maitele B. Israel, TIII/TIC-Kalasungay NHS
Wilfredo Balmocena, PhD, HTIII/TIC Malaybalay City
 Science NHS
Florina V. Tenorio, MT II/TIC -Casisang NHS
John P. Rarogal, Principal I-San Martin Agro-
 Industrial NHS
Gemma A. Maramba, TIII/TIC-MNHS- Annex Laiawan
Marites Melendez, TIII/TIC -MNHS-Annex Miglamin
Elson Dahilog, HTI/TIC- Malaybalay City NHS
Rosabella B. Onipa, T1/OIC- Apo Macote NHS
Arlene Gantalao, TIII -Bukidnon NHS

FROM: **EDILBERTO L. OPLENARIA, CESO VI**
 OIC- Schools Division Superintendent

DATE: February 4, 2016



SUBJECT: CAPABILITY-BUILDING ON OFFICE OPERATIONS AND SERVICES, SCHOOL GOVERNANCE AND OPERATION, AND CURRICULUM IMPLEMENTATION OF THE NEWLY PROMOTED SCHOOL HEADS

1. You are hereby directed to attend the Capability-Building on Office Operations and Services, School Governance and Operation, and Curriculum Implementation of the Newly Promoted School Heads is scheduled at Roberto's Place Casisang, Malaybalay City on the following dates

Modules	Schedules	Persons Involved
Module 1- Office Operations and Services	February 16-19, 2016 8:00 am-5:00pm	Participants and concerned resource speakers of OSDS
Module 2- Schools Governance and Operations Division	February 23-24, 26, 2016 8:00 am-5:00pm	Participants and concerned resource speakers of SGOD
Module 3- Curriculum Implementation Division	March 2-4, 2016 8:00 am-5:00pm	Participants and concerned resource speakers of CID

2. The seminar workshop objectives are stipulated in Enclosure 1-3:
3. All participants and concerned resource speakers are expected to be at the venue at exactly 7:30 in the morning and must bring the following: laptop/netbook, extension wire, flash disk or external drive, data on school profile and performance indicators.
4. Registration and other training expenses shall be charged on the HRTD funds of the Division office subject to the usual accounting and auditing policies, rules and regulations.
5. For compliance

Encl:
As stated

Copy furnished:
Records Unit

To be posted in the website.

Enclosure 1: Module 1: Office Operations and Services (Office of the SDS)

February 16-19, 2016

- Capacitates the school heads on the existing policies, technical operations and procedures in the administrative, fiscal, procurement, ICT, and legal services for the effective and efficient school operation;
- Equip with substantial information on the office/school transactions and how to comply the necessary requirements based on existing policies, procedures, and systems;
- Provide them with the technical knowledge and baseline resources on how to establish their administrative systems and procedures in the school;
- Apply their learning through seminar-workshops; and,
- Appreciate the importance of administrative, fiscal, procurement, ICT and legal services as essential in the schools governance and operations

Module 1: Office of the SDS (Feb. 16-19, 2016)

Time	Topics	In Charge
Day 1: Feb 16		
7:30AM-8:00AM	Registration/Attendance	R. Limbengco
8:00AM-9:00AM	Opening Program: <ul style="list-style-type: none"> • National Anthem • Invocation • Opening/Welcome Remarks • Acknowledgement of Participants • Message • Overview • Leveling of Expectation 	N. Salga (Video Pres.) N. Salga (Video Pres.) R. Rosalejos S. Maputi E.L. Oplenaria L. Lapeciros R. Rosaiejos
9:00AM-11:00AM	School Operating Budget & Other Concerns	S. Maputi
11:00AM-12:00NN	Grant, Utilization & Liquidation of School MOOE	R. Rosalejos
12:00NN-1:00PM	Lunch	
1:00PM-5:00PM	Grant, Utilization & Liquidation of School MOOE	R. Rosalejos
Day 2: Feb 17		
7:30AM-8:00AM	Registration/Attendance	R. Limbengco
8:00AM-8:30AM	Management of Learning	Participants
8:30AM-10:00AM	Opening of Account Issuance and Preparation of Checks and Other Reports	R. Limbengco
10:00AM-12:00N	Salient Points on the Procurement Law (RA 9184)	O. Zamora P. Arias
12:00N-1:00PM	Lunch Break	
1:00PM-5:00PM	Salient Points on the Procurement Law (RA 9184)	O. Zamora P. Arias
	Utilization of PPMP	X. Alas
	PhilGEPS	K. Abendaño
Day 3: Feb 18		
7:30AM-8:00AM	Registration/Attendance	R. Limbengco
8:00AM-8:30AM	Management of Learning	Participants
9:00AM-12:00Noon	Leave Benefits	F. Porras
	DTRs, COC/CTO, Service Credits	K. Un
	Adjustment Forms 7, Salary integration, NOSI, NOSA	G. Pasia
	Salary Claim, Salary Differential, Salary Adjustment	E. Tagailo
	GSIS Forms-ARA	N. Palma
12:00N-1:00PM	Lunch Break	
1:00PM-5:00PM	Personnel Actions Grievance Machinery	G. Gamutin
Day 4: Feb 19		
7:30AM 8:00AM	Registration/Attendance	R. Limbengco
8:00AM-8:30AM	Management of Learning	Participants
8:30AM-12:00N	Administrative Discipline and Conflict Resolution	O. Zamora
12:00N-1:00PM	Lunch Break	
1:00PM-4:00PM	Inventory-taking and School Property Custodianship	E. Razo
4:00PM-5:00PM	Closing Program	OSDS

Enclosure 2: Module 2: Schools Governance and Operations (SGOD)

February 23-24,26, 2016

- Develop thorough understanding on the School governance and operation process;
- Enhance knowledge and skills on preparation on the School Important documents;
- Develop skills in financial utilization and Management;
- Learn the important features of school operations and planning process; and,
- Foster a collaborative and equitable learning environment.

Module 2: Schools Governance and Operations (Feb. 23-24 & 26,2016)

Time	Topics	In-Charge
Day 1: February 23		
7:30AM-8:00AM	Registration/Attendance	Marsifith Maputi Mamawag EPS II-Soc Mob
8:00AM-9:00AM	Opening Program:	
	National Anthem	Jimdandy Lucine
	Invocation	Project Development Officer II
	Kanak Ha Banuwa	
	Division Hymn	
	Opening/Welcome Remarks	Lorenzo O. Capacio, Ed.D. Chief ES, SGOD
	Acknowledgement of Participants	Ferdinand V. Mortera SEPS-HRD
	Message	Edilberto L. Oplenaria, CESO VI Schools Division Superintendent
	Overview/Statement of Objectives	Rosie A. Salupado EPS-SGOD
9:00-11:00	Result-Based Performance Management System : an Overview	Vince G. San Miguel EPS II-HRD
11:00-12:00	Change Management and Communication	Ferdinand V. Mortera SEPS-HRD
12:00N-1:00PM	NOON BREAK	
1:00-2:00	Continuation	
4:00-5:00	Guidelines on Revitalizing Boy Scouting in Schools Nationwide (DO 76 s. 2012)	Ferdinand V. Mortera SEPS-HRD
Day 2: February 24		
7:30AM-8:00AM	Registration/Attendance	Marsifith Maputi Mamawag EPS II-Soc Mob
8:00AM-8:30AM	- Invocation - Management of Learning	Participants
8:30AM-12:00N	Implementing Guidelines in Revised SBM (DO # 83, s. 2012)	Ellen N. Delante EdD SEPS-M&E
		Angelina A. Cacharo, PhD EPS II-M&E
12:00N-1:00PM	Noon Break	
1:00PM-2:00PM	Basic Education Information System & Learners Information Systems	Novem Sescon Planning Officer III
2:00PM-3:00PM	Basic Education Research Fund	Rosalio P. Arangco SEPS-Planning & Research
3:00PM-5:00PM	Disaster Risk Reduction & Management in Schools	Jim Lucine PDO II
Day 3: February 26		
7:30AM-8:00AM	Registration/Attendance	Marsifith Maputi Mamawag EPS II-Soc Mob
8:00AM-8:30AM	Management of Learning	Participants
8:30AM-9:00AM	Child Friendly School Systems, PTA, GSP	Perlita B. Wales SEPS -SocMob
9:00AM-10:00AM	4P's, SPG/SSG	Marsifith M. Mamawag EPS II -SocMob
10:00AM-12:00N	Overview on Brigada Eskwela Implementation Program	Rosie A. Salupado EPS,SGOD
12:00N-1:00PM	NOON BREAK	
1:00PM-2:00PM	School Physical Facilities	Engr. Leslie T. Fontanilla,Engineer III
2:00PM-3:00PM	School Health & Nutrition Programs	Nancy L. Dequito, Nurse II
3:00PM-4:30PM	Communication and Issuances	Jutchel L. Nayra
4:30PM-5:00PM	Closing Program	HRTD Section

Enclosure 3: Module 3: Curriculum Implementation (CID)

March 2-4, 2016

- Assess the effective management of the classroom (instructional time, strategies, subject matter concepts, skills and resources);
- Enable and assist teachers in fostering active student-centered, responsive, relevant, integrative and reflective learning environment; and,
- Allow the school heads to strategize with the teachers to promote critical thinking and higher order thinking skills.

Module 3: Curriculum Implementation (March 2-4, 2016)

Time	Topics	Speaker / Facilitator/In-Charge
Day 1: March 2		
7:30AM-8:00AM	Preparation/ Registration	Manuel Dinlayan III PDO II
8:00AM-9:00AM	Opening Program:	
	National Anthem	Kervi Don Abendaño
	Invocation	Admin. Aide VI
	Kanak Ha Banuwa	
	Division Hymn	
	Opening/Welcome Remarks	Ralph T. Quirog, Chief ES
	Acknowledgement of Participants	Analy L. Ocier, EPS
	Overview	Purísima Yap EPS-LRMDS
	Message	Edilberto L. Oplenaria, CESO VI Schools Division Superintendent
9:30AM-10:00AM	Setting the Learning Environment	Purísima I. Yap ,EPS-LRMDS
10:15AM-12:00N	The Principal as Instructional Leader	Jovy G. Molina , PSDS, District I
12:00N-1:00PM	NOON BREAK	
1:00PM-3:00PM	Instructional Supervisory Plan	Noel A. Tan Nery , PSDS, District VII
3:00PM-5:00PM	Stages of Instructional Supervision	Analy L. Ocier , EPS
Day 2: March 3		
7:30AM-8:00AM	Preparation/ Registration	Manuel L. Dinlayan III
8:00AM-8:30AM	Management of Learning	Participants
8:30AM-10:00AM	Instructional Supervisory Tools	Virgilin R. Pizzaro School Principal II/OIC PSDS District IX
10:00AM-12:00N	Immersion/Simulation	Romil T. Jabonero ,PSDS, District IV
12:00N-1:00PM	NOON BREAK	
1:00PM-3:00PM	Class Observation(Elementary) Processing of Data & Post -Con Observation	Jesus V. Muring PSDS, District III
3:00PM-5:00PM	Class Observation(Secondary) Processing of Data & Post -Con Observation	Josie D. Zamora IPED Coordinator
Day 3: March 4		
7:30AM-8:00AM	Preparation/ Registration	Manuel Dinlayan III
8:00AM-8:30AM	Management of Learning	Participants
8:30AM-12:00N	Return Demonstration	In-charge: Bonifacio M. Palo PSDS District III Coslita K. Muring OIC,PSDS District V Carlos G. Rara PSDS District VIII
12:00N-1:00PM	NOON BREAK	
1:00PM-4:30PM	Return Demonstration	In-charge: Bonifacio M. Palo PSDS District III Coslita K. Muring OIC,PSDS District V Carlos G. Rara PSDS District VIII
4:30PM-5:00PM	Closing Program	CID Staff