



August 22, 2016

DIVISION MEMORANDUM

No. 103, s. 2016


CAVITE LEARNING LEADERS' ACADEMY

TO: Assistant Schools Division Superintendent
OIC, Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Education Program Specialists
All Concerned

1. In view of the DepEd's thrust of providing competent school heads in the public education sector, this Division will launch Cavite Learning Leaders' Academy (CaLLA) for supervisors and principals this September 2016.
2. The professional development program aims to:
 - a. equip the school leaders with the important know- hows that will help them effectively carry out their duties and responsibilities;
 - b. orient and prepare the participants on the current demands of work in the public school; and
 - c. acquaint them with the 21st Century Leadership/ Managing Skills essential to school governance.
3. Below are the details of this program:

Batch Number	Participants	Venue 1 Division Library Hub	Venue 2	Expected Number of Participants
1	Teachers who have no experience in managing school but are included in the official lists of principals' test takers	September 2,9,16,23,30, October 7,14,21,28,	September 3,10,17,24 October 1,8,15,22,29	100
2	Teachers who have served or currently serving as Teachers In- Charge of a school and are included in the official lists of principals' test takers	September 3,10,17,24 October 1,8,15,22,29	September 2,9,16,23,30 October 7,14,21,28	120
3	Principals who have been in the position for 3 years and below	November 4,11,18,25, December 2,9,16	November 5,12,19,26 December 3,10,17,	100
4	Principals who have been in the position for more than 3 years	November 5,12,19,26 December 3,10,17,	November 4,11,18,25, December 2,9,16	150

4. Participants are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 otherwise known as the *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. The non-teaching personnel including the Program Committee shall be provided with Compensatory Time Off (CTO) for overtime services rendered as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) joint circular No. 2 s. 2004.
5. A registration fee of ₱2,000.00 will be shouldered by the teacher participants to cover expenses for their lunch. Provisions for lunch of the School Heads shall be charged against Local funds while of the Trainers and Program Management Committee from the HRTD Fund subject to usual accounting procedures and auditing rules.
6. All participants are required to pre-register at the Cashier's Section of the Division Office on or before August 30, 2016.
7. This professional development program shall use lecture, workshops, case studies and learning action cell sessions.
8. Attached to this Memorandum is the Training Management Committee.
9. Immediate dissemination of and strict compliance to this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

I. Program Management Committee

EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA

OIC, Schools Division Superintendent

EDITHA M. ATENDIDO

Asst. Schools Division Superintendent

ELIAS A. ALICAYA JR.

OIC, Asst. Schools Division Superintendent
Chief, School Governance and Operations Division

ELPIDIA B. BERGADO

Chief, Curriculum Implementation Division

WORKING COMMITTEE

Certificates

LORENA L. ARCA

*Senior Educ. Program Specialist-
HRTD*

Program

GINA B. DULCE

*Education Program Specialist II-
HRTD*

Food

ALLAIN B. ALVAREZ

*Senior Educ. Program Specialist-
M&E*

Documentation

OFELIA B. ARVISU

PSDS

REY M. GUANSING

PSDS

Registration

JAY P. FULVADORA

ADA- III

CARLO C. MELO

ADA- III

Technical

ROMNICK CUACHIN

ADA III

MARIO O. ULANIMO

ADA 1