



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



February 15, 2017

DIVISION MEMORANDUM
No 0039, s. 2017

DIVISION COACHING SESSION ON SCHOOL GOVERNANCE FOR SCHOOL LEADERS

To: OIC -Assistant Schools Division Superintendent
CID Chief
Public Schools District Supervisors
Public Secondary and Elementary School Heads

1. In consonance with the goal of the Schools Division Office to enhance the management and administrative skills of school leaders, a **DIVISION COACHING SESSION ON SCHOOL GOVERNANCE FOR SCHOOL LEADERS** will be held on the following schedule and venue:

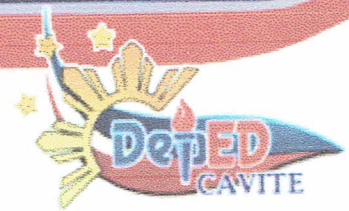
MUNICIPALITY	DATE	VENUE	TOTAL NO. OF PARTICIPANTS
Kawit, Noveleta, and Rosario	February 20, 2017	Escuela Secundaria Senior de Salinas	31
General Trias and Amadeo	February 21 2017	Gov. Ferrer National High School (Main)	48
Carmona and Gen. Mariano Alvarez, and Tagaytay	February 21, 2017	Gen. Mariano Alvarez Technical High School	39
Naic, Maragondon, Ternate	February 24, 2017	Cavite Science National High School	53
Indang and Mendez	February 24, 2017	Indang Central School	38
Silang	March 06, 2017	Lalaan Central School	54
Alfonso, Gen. Emilio Aguinaldo, and Magallanes	March 06, 2017	Alfonso Central School	47
Tanza and Trece Martires City	March 07, 2017	Tanza Trade National High School	36

2. The objectives of the said activity are as follows:

- strengthen the competencies of school heads in school administration, management and
- assist and give technical assistance to school heads on school governance and operations

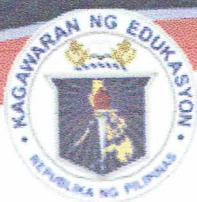


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3. Participants to this coaching activity are all Public Schools District Supervisors and elementary and secondary school heads (Principals/TICs/OICs).
4. Participants are required to wear smart casual attire and be in the venue at 8:00 am. Registration starts at 7:30 am. **Be on time.**
5. Mobile help desk from HR and Finance will be made available for some queries Personnel and new AOs from these units will be assigned to assist the participants.
6. Food and other preparations should be shouldered by the host school
7. Traveling expenses in attendance to this activity are chargeable against school funds subject to auditing rules and procedures.
8. Attached is the Training Matrix of the coaching activity.
9. Immediate and wide dissemination of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent 



Republic of the Philippines

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Division of Cavite

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Inc. No. 2 to Div. Memo No. ____s. 2017

TRAINING MATRIX FOR DIVISION COACHING SESSION ON SCHOOL GOVERNANCE FOR SCHOOL LEADERS

TIME	Discussant	Topic	No. of Min.
8:00 – 8:15	Diana P. Topacio, PSDS, SGOD	Briefing	15 min.
8:15 – 9:15	Cherry Lou D. De Mesa.OIC-SDS Elias A. Alicaya Jr., OIC-ASDS	Appreciative Inquiry cum The Profile of 21 st Century School Leaders	60 min.
9:30 -10:00	Human Resource Personnel: (Verna C. Cabaya – AO V) (Elaine V. Balen – HRMO)	Hiring Guidelines, Promotion and Reclassification, Granting of Service Credits	30 min.
10:00 -11:00	Finance Personnel: (Cherry D. Bayot – Accountant III) (duly authorizerep./Bookeeper)	MOOE Liquidation, Salary & other Benefits	60 min.
11:00 -11:30	Legal Officers: (Jane P. Alegre – AO II) (Joyce R. Aure – Registrar)	Common Complaints, Procedures in Answering Complaints	30 min
11:30 -12:00	Private Schools Personnel: (Diana P. Topacio – PSDS) (Albert B. Ermi – EPS II)	Policy on Transfer of students, Appreciation of Foreign Documents	30 min
1:00 -1:30	Monitoring and Evaluation Personnel: (Allain B. Alvarez – SEPS) (Jonathan S. Jimenez – EPS)	Status of SBM, DMEA, and Assessment concerns	30 min.
1:30 – 2:00	HRD Personnel: (Lorena L. Arca – SEPS) (Gina B. Dulce – EPS)	Training Proposal based on NEAP standards	30 min.
2:00 – 2:30	Planning & Research Personnel: (Ivan Brian L. Inductivo – SEPS) (Reniel Patrick S. Tejidor – DPO)	Pending Approval of LIS, Requirements for Enrolment	30 min.
2:30 -3:00	Soc Mob Personnel: (Marlene P. Panganiban – SEPS) (Theresa C. Bautista – EPS)	Partnership with External Stakeholders, Resources, ASP	30 min.
3:30 – 4:00	Physical Facilities and Development Personnel: (Rey M. Guansing – PSDS) (Engr. Joel A. Mina – Division Engineer)	Site Ownership, Land Titling, Building Inventory	30 min.
4:00 – 4:30	DRRM Personnel: (Jesselle Mark P. Reyes – PDO) (Lou-Junel T. Velasco – PDO)	Safe Learning Facilities, School Disaster Management, Risk Reduction, and Resilience Education	30 min.
4:30 -5:00		Debriefing	30 min