

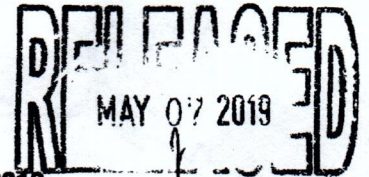


Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet
 Website: www.depedcar.ph / Email: car@deped.gov.ph



May 6, 2019

Regional Memorandum
 No. 144-2019



CORRIGENDUM TO REGIONAL MEMORANDUM NO. 137, s. 2019
(Training on Leadership Management of CESO Potentials)

1. Relative to the conduct of the Training on Leadership Management of CESO Potentials, please be advised that the conduct will be on May 14 to 17, 2019 at Hotel Elizabeth, Gibraltar, Baguio City. Training will officially start on May 15, 2019.
2. Since all Schools Division Superintendents are members of the Board of Election Canvassers, the following are requested to participate as Resource Speakers and assessors during the simulation, in lieu of the SDSs:
 - OIC ASDS Christopher Benigno
 - OIC ASDS Irene Angway
3. CESWE Passers not identified as participants may be included by the SDOs provided the Regional Office through the HRDD, will be informed prior to inclusion.
4. First meal will be dinner of May 14 (Tuesday) and last meal will be PM snack of May 17 (Friday). Check in will start at 2 P.M. on May 14 and check-out at 12 noon on May 17.
5. To help facilitate management of the activity, the presence of Ms. Cynthia Harada of the RO is requested.
6. Attached is the Program Matrix for your reference.
7. Immediate dissemination of and strict compliance to this Memorandum is desired.

To: All School Administrators, Principals & Teachers in-Charge
 (Elementary & Secondary)
 FOR YOUR INFORMATION & APPROPRIATE ACTION
 FEDERICO P. MARTINEZ, C. Ed.D., CESO VI
 Schools Division Superintendent

[Signature]
MAY B. ECLAR, PhD, CESO V
 Regional Director

Tracking Number:
15202

TRAINING MATRIX ON LEADERSHIP MANAGEMENT OF CESO POTENTIALS

Hotel Elizabeth, Baguio City

May 14 to 17, 2019

DAY 0, MAY 14: Arrival and Registration				
DAY 1, MAY 15				
TIME	ACTIVITY/TOPIC	OBJECTIVES	Sub-topics	RESOURCE SPEAKER/ FACILITATOR
7:45 – 8:00				
8:01 – 9:00	Opening Program			RO Team
9:01 – 10:30	Knowing the Assessment Center	For participants to be aware of what to expect in this type of test and be familiar with the varied tasks that would measure their qualities and skills as leaders	<ul style="list-style-type: none"> -Critical points regarding Assessment Centers -Types of Tasks to expect -The assessors -Time management 	OIC ASDS Christopher Benigno
10:30 – 12:00	Management Reality through the In-tray	To learn the necessary skills in dealing with incoming mail and written communication	<ul style="list-style-type: none"> -Types of in-tray activities -Time pressure and time management -Standard versus specific -In-tray advice -Towards excellence 	RD May B. Eclar
1:01 – 3:30	Remembering TIF in the Role Play (Client Interaction)	For participants to demonstrate managerial skills on decisiveness, flexibility, sensitivity, persuasiveness, and listening.	<ul style="list-style-type: none"> -How it works -Creativity -Hazardous pitfalls and nagging problems -Using silence -Dealing with difficult partners -Conflict 	OIC-ASDS Christopher Benigno

			-Ten tough evaluation questions	
3:31 – 6:00	Behavioral Dimensions of Analysis and Presentation Tasks	To help improve one's behavioral skills in analyzing problems and presenting the solution to management	-What is being measured? -Types of analytical tasks -How to approach the analysis task Preparation: who, what, when, where, how? -The "delivery" -Premature questioning -Answering questions -Handling criticism	OIC-ASDS Irene Angway
OD	Jennifer P. Ande, Chief-FTAD			
ICT	Vandolph Flora			

DAY 2, MAY 16				
TIME	ACTIVITY/TOPIC	OBJECTIVES	SUB-TOPICS	RESOURCE SPEAKER/ FACILITATOR
7:45 – 8:00	Management of Learning			Pio D. Ecuán
8:01 – 10:00	Producing Written Pieces of Work Effectively (Strategic Planning)	To help participants improve their written behavior manifested in various written tasks	<ul style="list-style-type: none"> -Management cases -Commercial writing -Marketing plan -Policy information -Rewriting a policy document -Strategic Planning 	RD Milagros Rimando, NEDA-CAR
10:01 – 12:00	Management Potential as seen in the Group Play	To assist participants in learning how to influence others and how to positively contribute to the group	<ul style="list-style-type: none"> -Your role -The group discussion -Variations -Positive comments -The building task -The meeting task 	OIC-ASDS Virginia Batán
1:01 – 3:30	Being on one's toes through the Interview	To be reminded of appropriate verbal and nonverbal behaviors during interviews	<ul style="list-style-type: none"> -Motivation -Hobby horses -More dilemmas and ethics -Justifying your answers -Language usage -Personal subjects -Avoiding problem areas -Non-verbal behavior during the interview -Attention 	RD Milagros Rimando
3:31 – 6:00	Never again to Test Anxiety! (Preparing for Test Day)	To prepare oneself for the actual test and perform at one's best on the day itself	<ul style="list-style-type: none"> -Suggestions to help you prepare -Concentration in ten steps -Physical and mental fitness 	RD May B. Eclar

OD	Pio D. Ecuán, Chief-PPRD
ICT	Vandolph Flora

DAY 3, MAY 17				
TIME	ACTIVITY/TOPIC	OBJECTIVES	MECHANICS OF SIMULATION	RESOURCE SPEAKER/ FACILITATOR
7:45 – 8:00	Management of Learning			Carmel F. Meris
8:01 – 12:00	Simulation	To apply the tips/techniques shared during the previous discussions	The group will be subdivided into 5 to include 6 members each. Each group will go through the following tasks alternately: Room 1-Group Play Room 2-In-tray/Inbox Room 3-Role Play (Client Interaction) Room 4-Evaluation of Clientele Room 5-Strategic Planning Room 6-Interview	Participants Assessors
1:01 – 3:30	Continuation of Simulation Feedback from Assessors	To actualize the varied tasks encapsulated in an Assessment Center To improve oneself after feedback from assessors		Participants Assessors
3:31 – 4:00	Closing Program			RO Team
OD	Carmel F. Meris, EPS OIC-HRDD			
ICT	Vandolph Flora			

SIMULATION SCHEDULE: MAY 16, 2019

TIME	GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5
7:45-8:00					
8:10-9:10	In-basket/ In-tray	Client Interaction	Group Play/Meeting	Strategic Planning	Interview
9:30-10:30	Client Interaction	Strategic Planning	Evaluation of Clientele		In-basket/In-tray
10:45-11:45	Evaluation of Clientele		In-basket/In-tray	Client Interaction	Group Play/Meeting
11:20-12:20	Group Play/Meeting	Interview	Client Interaction	In-basket/In-tray	Evaluation of Clientele
1:30-2:30	Strategic Planning	Group Play/Meeting	Interview	Evaluation of Clientele	Client Interaction
2:30-3:30		In-basket/ In-tray	Strategic Planning	Interview	Strategic Planning
3:45-4:45		Interview		Group Play/Meeting	
<i>Group In-charge</i>	<i>Pio D. Ecuán</i>	<i>Jennifer P. Ande</i>	<i>Carmel F. Meris</i>	<i>Geraldine B. Gawi</i>	<i>Soraya J. Faculo</i>

AC DIMENSION	ASSESSORS
Client Interaction	Christopher Benigno, Irene Angway
Group Play/Meeting	RD May B. Eclar, RD Milagros Rimando, ARD
Interview	Bettina Aquino, Virginia Batan



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April 25, 2019

Regional Memorandum

137.2019

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TRAINING ON LEADERSHIP MANAGEMENT OF CESO POTENTIALS

**TO: Schools Division Superintendents
Heads, Public Elem., Junior and Senior High Schools
All Others Concerned**

- In line with the implementation of Learning and Development Program for Leaders, the Department of Education, Cordillera Administrative Region through the Human Resource Development Division and Field and Technical Division will conduct the *Training on Leadership Management of CESO Potentials* on May 14 to 16, 2019 at Hotel Elizabeth, Gibraltar, Baguio City.
- The objectives of the said training are as follows;
 - Equip men and women leaders/managers with the competence for leadership in a continuously changing environment;
 - Provide mindset, prepare and purpose and protocol tools as a leader;
 - Gain a wide, more mature and potential perspective of key leadership and management tasks, responsibilities and challenges.
- The participants of this activity are selected Assistant Schools Division Superintendents, CESWE Passers and chiefs of the Regional and Division Offices. The participants are as follows;

	Division	Participants
1	Abra	Hedwig Belmes Lemuel Dickson
2	Apayao	Joy Saleng Gilbert Villanueva
3	Baguio	Juliet Sannad Arthur Tiongan Jerry Ymson
4	Benguet	Rizalyn Guznian Lucio Alawas
5	Ifugao	Jacqueline Lunag Marciana Aydinan OIC,ASDS Geraldine Gawi
6	Kalinga	Romulo Galnawan Bernard Ganotice OIC,ASDS Ginadine Balagso

TN: 1556096231

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Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QUAD 422-5187
COA 422-7434

7	Mt. Province	Khad Layag Rosendo Cacap
8	Tabuk City	Sally Feken Lorraine Tubban
9	Regional Office	Atty. Sebastian Tayaban Edgardo Alos Pio Ecuán Emilia Faustino Jennifer Ande Carmel Meris Agustin Gumuwang Ethielyn Taqued
10	Training Management	Rosita Agnasi Charline Balahyas
11	Resource Persons	RD May B. Eclar SDS Ronald Castillo SDS Marie Carolyn Verano SDS Federico Martin SDS Gloria Buya-ao SDS Benedicta Gamatero SDS Benilda Daytaca SDS Sally Ullalim Aida Payang
Total		38

4. Meals, snacks, accommodation, and training materials shall be charged against downloaded HRD Funds, while the transportation expenses and other incidental expenses shall be charged against school or other local funds subject to the usual accounting rules and regulations.
5. The first meal to be served will be dinner of May 13, 2019 and the last meal will be lunch and PM snack of May 16, 2019.
6. Immediate and widest dissemination of this Memorandum to all concerned is desired.


MAY B. ECLAR, PhD, CESO V
 Regional Director