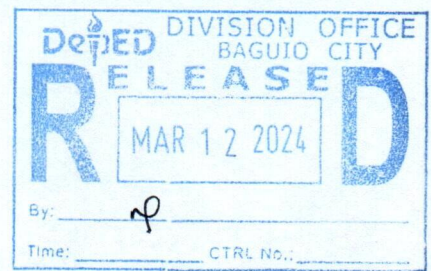




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



March 8, 2024

DIVISION MEMORANDUM
No. 171-2024

**PROFESSIONAL DEVELOPMENT PROGRAM FOR SCHOOL HEADS THROUGH
GENERATING OPPORTUNITIES AND LEAD IN EDUCATION TO ACCELERATE
DEVELOPMENT (GO AND LEAD)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Others Concerned

1. Republic Act No. 10533 (Enhanced Basic Education Act of 2013) and Republic Act No. 9155 (Governance of Basic Education Act of 2001) underscore the need for sustained efforts to support the professional growth and development of all personnel towards higher levels of efficiency and effectiveness. Towards this end, the Department of Education-Baguio through the Philippine Business for Education (PBED) shall conduct a Professional Development Program for School Heads through Generating Opportunities & Lead in Education to Accelerate Development (GO AND LEAD) Program for School Heads to commence in March 2024 and will end in July 2024.

2. The objectives of this 5 module program are as follows:

1. Equip school principals with the knowledge and skills to leverage school visits as a powerful tool for improving teaching and learning.
2. Equip school heads with the knowledge and strategies to leverage digital technologies for transformative learning experiences.
3. Equip school heads with the essential skills and knowledge to become transformative leaders in monitoring, evaluating, and improving their school systems.
4. Explore various aspects of leadership, delve into self-reflection practices, and hone leaders' decision-making abilities.

3. Module 1 on Reflective and Discerning Leadership will be conducted on **March 20-22, 2024 at Hotel Elizabeth, Gibraltar Road, Baguio City**. All participants shall be required to stay in, to ensure full engagement in the activities that may extend beyond 5 PM. There are no exemptions. Venue for the next modules will be informed via FB group chat.






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4. Please be guided by this matrix on the conduct of Module 1:

Date	Time	Accommodation	Meals
March 20	starts at 8:00 AM	Check in 2:00 PM	First meal-lunch
March 22	end at 5:00 PM	Check out 12:00 noon	last meal PM snacks

5. All participants are mandated to complete Modules 1 to 5, attend fully in the person trainings and comply with the requirements stipulated in Enclosure 4 of the Training Contract.
6. Expenses incurred relative to the conduct of the program is charged against Australian Government Department of Foreign Affairs and Trade (DFAT).
7. Please see attached enclosures for reference.
- Enclosure 1: Program Overview/Schedules
Enclosure 2: List of Participants
Enclosure 3: List of Technical Working Group
Enclosure 4: Training Contract
8. Immediate dissemination of and strict compliance with this Memorandum is required.


SORAYA T. FACULO PhD, CESO VI
OIC- Schools Division Superintendent



GO & LEAD Professional Development Program

PROGRAM OVERVIEW		
Module	Dates	Overview of Activities
Module 1: Reflective and Discerning Leadership	March 20, 2024 Venue: Hotel, Baguio	Day 1 Introductions Activities Synthesis
	March 21, 2024 Venue: Hotel, Baguio	Day 2 Discussions Activities Synthesis
	March 22, 2024 Venue: Hotel, Baguio	Day 3 Discussions Activities Synthesis
Module 2: Leading Strategically and Data-Driven School Management	April 24, 2024 Venue: Hotel, Baguio	Day 1 Introductions Activities Synthesis
	April 25, 2024 Venue: Hotel, Baguio	Day 2 Discussions Activities Synthesis
	April 26, 2024 Venue: Hotel, Baguio	Day 3 Discussions Activities Synthesis
Module 3: Principal's Focus on Improving Teaching and Learning through School Visits	May 15, 2024 Venue: Luzon, visiting schools	Day 1 Introductions Activities Synthesis
	May 16, 2024 Venue: Luzon, visiting schools	Day 2 Discussions

GO & LEAD Professional Development Program

PROGRAM OVERVIEW		
Module	Dates	Overview of Activities
		Activities Synthesis
	May 17, 2024 Venue: Luzon, visiting schools	Day 3 Discussions Activities Synthesis
Module 4: Digital-centric Strategies Educational Technologies	June 19, 2024 Venue: Hotel, Baguio	Day 1 Introductions Activities Synthesis
	June 20, 2024 Venue: Hotel, Baguio	Day 2 Discussions Activities Synthesis
	June 21 2024 Venue: Hotel, Baguio	Day 3 Discussions Activities Synthesis
Module 5: Monitoring, Evaluating, and Improving School Systems	July 17, 2024 Venue: Hotel, Baguio	Day 1 Introductions Activities Synthesis
	July 18, 2024 Venue: Hotel, Baguio	Day 2 Discussions Activities Synthesis
	July 19 2024 Venue: Hotel, Baguio	Day 3 Discussions Activities Synthesis



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ENCLOSURE 2: PARTICIPANTS

NO.	NAME
1	Accad, Valeriano B.
2	Acop, Helen C.
3	Adolfo, Jane L.
4	Agbunag, Manuel B.
5	Agpawa, Felto P.
6	Alberto, Elizabeth B.
7	Aliga, Jeffrey F.
8	Andayan. Mary Joan D.
9	Annawi. Ligaya
10	Balutoc, Lilybeth B.
11	Basing-at, Christopher D.
12	Beloken Decky M.
13	Biligan, Julia A.
14	Bisquera, Annie Laurie W.
15	Biteng, Wilma S.
16	Botis, Teodora B.
17	Bulay, Estrella B.
18	Cabasan, Erwin
19	Cael, Florida F.
20	Casim, Lucia T.
21	Castillo, Sharon Christianie R.
22	Catiyan, Gloria A.
23	Catungal, Leonila C.
24	Caya-os, Jackson T.
25	Cayat, Randy
26	Copiling, Riona R.
27	Copsiyan, Soledad E.
28	Domingo, Grace M.
29	Doriano, Stephen C.
30	Estigo, Alona C.
31	Estigoy, Joseph
32	Fangkingan, Salome C.
33	Fernandez, Victor A.
34	Fianza, Jaqueline L.
35	Gabol, Ortez D.
36	Garcia, Jimmy B. Jr.
37	Gayao, Danilo P.
38	Gomeyac, Marilou T.
39	Gonzalo, NickCarter C.
40	Kunayon, Zenaida L.
41	Lacana, Jeannette T.
42	Lachica, Samuel D.





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43	Lami-ing, Marcial
44	Larananang, Renita E.
45	Lomas-e, Agnes P.
46	Lomboy, Gemma N.
47	Lucas, Marilyn D.
48	Mamaril, Juliet R.
49	Manzano, Romel L.
50	Masidong, Alice B.
51	Ngayawon, Warren I.
52	Ngolab, Jane Marie M.
53	Niwane, Jordan O.
54	Ocyaden, Rosalia A.
55	Palsi, Maria O.
56	Pascaden, Jason W.
57	Pascua, Janet B.
58	Pedro, Octavia M.
59	Pucdihon, Ester Hydie L.
60	Quiño, Remedios P.
61	Sagalla, Philip B.
62	Sillatoc, Marie D.
63	Tacay, Genar P.
64	Vicente, Edward C.
65	Vinluan, Lillie A.
66	Walsiyen, Jerry D.
67	Yadao, Jesusa R.



ENCLOSURE 3
Program Management Team/Technical Working Group
GO AND LEAD PROGRAM

Focal Persons	Roles/Tasks
SDS SORAYA FACULO	Over all Overseer, provides guidance
ASDS CARMEL MERIS	Chairperson/Focal Manage the conduct of the program
EPS JERRY YMSON	Co- focal Perform the duties of the Chairperson when attending to other crucial functions
CES NINO TIBANGAY	Logistics Officer Provide guidance on matters related to logistics
CID JULIET SANNAD	Head- Curriculum Over sees the curriculum aspect of the project
Resource Speakers /Subject matter Experts (NTC)	Prepare own slide decks Attend meetings, briefing or de-briefing activities Deliver the topics
Facilitators JERRY YMSON VIRGINIA ALINDAYO JOVELYN BALANTIN REY GAPASIN NTC STAFF	Process the activity Responsible in making the sessions engaging and smooth. Introduce the speakers. Connect/link the topics of the speaker to the next presenter. Ask the participants other insights apart from the sharing during the discussion. Note down crucial incidents/points. Address remaining questions or doubts. Responsible for the preliminary activities
Communications/ Secretariat/Documenter SAMUEL BAB-ANGA JOVELYN BALANTIN KYDEE ESTIGOY (PBED)	Check the materials needed Assist the speakers Check attendance Prepare the communication, minutes of meetings. Compile documents
M and E/Admin ASUNCION SAGUID	Responsible for observing and ensuring high-quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs. Responsible in the over- all logistics Monitors the attendance and ensures time in and out of the participants Prepares the house rules



Republic of the Philippines
Department of Education

SDO – BAGUIO PROFESSIONAL DEVELOPMENT PROGRAM

PROJECT GENERATE OPPORTUNITIES (GO) and LEAD IN EDUCATION TO ACCELERATE DEVELOPMENT (LEAD)

CONTRACT

I, _____ (**NAME**), Filipino, of legal age and with residence at _____ (**HOME ADDRESS**),
_____ (**POSITION**) of _____
(**SCHOOL / OFFICE / STATION**) for and in consideration of the SDO BAGUIO PROFESSIONAL DEVELOPMENT PROGRAM entitled _____
_____ (**TITLE OF THE PROGRAM OR COURSE**) facilitated by _____ (**NAME OF THE LEARNING SERVICE PROVIDER**) for the period _____ (**INCLUSIVE DATES OF THE COURSE**) do hereby agree to observe the following terms and conditions:

1. Maintain the academic standard and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination of my participation IN the program;
2. Conduct myself in such a manner that will uphold the moral integrity and professionalism of DepEd public servant;
3. Maintain the academic standards as required by the Learning Service Provider;
4. Prepare the Project GO and LEAD Work Application Plan (WAP) (DM 098, s. 2024) and ensure that this scholarly work is a genuine product or a reflection of my learning from the 5 modules highlighting a project for change or innovation that would benefit the school and its stakeholders;
5. Submit to the Schools Division Superintendent a copy of the Project GO and LEAD Work Application Plan through the GO and LEAD Secretariat, SAMUEL BAB-ANGA;
6. Implement the WAP faithfully following the prescribed timeline;
7. Allow monitoring to take place in respective workplaces relative to the implementation of the GO and LEAD WAP;
8. Conduct echo seminars/LAC Sessions/or any other means to apply learning gained from the course;
9. Coordinate with designated mentor/supervisor for any concerns relative to the conduct of the project;
10. Submit session requirements and program evaluation within prescribed timeline;
11. Serve the school/division/region for at least three years which is the service obligation equivalent for a year of scholarship.

IN WITNESS WHEREOF, I set my hand this _____ day of _____
at _____.

PROJECT GO & LEAD Participant

SORAYA T. FACULO PhD, CESO VI
OIC – Schools Division Superintendent

Witness:

JULIET C. SANNAD, EdD
CID Chief

NIÑO M. TIBANGAY
SGOD Chief

CARMEL F. MERIS
OIC-Assistant Schools Division Superintendent
GO and LEAD FOCAL PERSON