

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

October 1, 1981

MEC M E M O R A N D U M
No. 184, s. 1981

TRAINING PROGRAM FOR SCHOOL EXECUTIVES

To: Bureau Directors
Regional Directors
Schools Superintendents

1. The first training program for those who passed the written examination for schools superintendents will be held in Teachers Camp, Baguio City, from October 13 to November 12, 1981.
2. Inclosed is a list of participants to this program. As announced in Department Memorandum No. 102, s. 1978, conferment of civil service eligibility on successful candidates will be made only after they have satisfactorily completed the School Executive Development Program for Superintendents conducted jointly by the Ministry of Education and Culture and the Civil Service Commission. Issuance of certificates of eligibility, however, will be made simultaneously after all successful examinees have undergone the training.
3. The program is residential. All expenses for board and lodging for the duration of the program will be borne by the Ministry of Education and Culture.
4. Participants will pay only their transportation expenses from their station and return and a training fee of ₱350 chargeable against local funds, subject to the usual accounting and auditing regulations. Participants are also entitled to the ₱10 daily allowance, also chargeable against local funds.
5. All participants are required to undergo physical checkup and to submit a health certificate (General Form 86) duly signed by a government physician attesting to their being physically fit to undertake this kind of training

program in Baguio City. They should be advised to bring with them sufficiently warm clothing. Only those who are in good health and have no histories of hypertension, nervous breakdown, or heart ailments should participate in this program.

6. Also inclosed is an outline of the Program Content. Participants are requested to bring with them division educational statistics and other information useful for planning exercises.

7. It is desired that the contents of this Memorandum be brought immediately to the attention of those concerned.

(SGD.) ONOFRE D. CORPUZ
Minister

Incls.:
As stated

References: Department Memorandum: (No. 102, s. 1978)
MEC Memorandum No. 86, s. 1979

Allotment: 1--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

EXAMINATION
LIST
PROGRAM, SCHOOL
SUPERINTENDENTS

TRAINING PROGRAM
QUALIFICATIONS
RULES & REGULATIONS

PARTICIPANTS TO THE FIRST PROGRAM FOR SUCCESSFUL
EXAMINEES IN THE SUPERINTENDENT'S EXAMINATION

Region I

Jesus G. Beltran
Visitacion J. Sabado
Fe D. Salindong
Mauricio S. Mabalot
Adelina M. Dingle
Onofre B. Almanzan
Petra B. Bringas
Moreno B. Molintas
Anacleto R. Rea
Marcelino T. Delson
Allyson L. Belagan
Victorino L. Jose

Pangasinan
Pangasinan
Pangasinan
Pangasinan
Pangasinan
La Union
Abra
Benguet
Ilocos Sur
Baguio City
Mt. Province
Ilocos Norte

Region II

Helen Camillas
Teresa A. Carag
Margarita V. Purugganan
Tomas A. Ratum
Helen B. Baywong
Elpidia R. Guinid
Mena T. Bugarin
Sol R. Lazo
Hipolito B. Bartolome
Fausto A. Estrada

Cagayan
Cagayan
Cagayan
Cagayan
Kalinga-Apayao
Kalinga-Apayao
Isabela
Isabela
Isabela
Nueva Vizcaya

Region III

Lydia L. Salas
Conchita Espejo
Leonarda B. Corpuz
Raymundo F. David
Amelia G. Sarmenta
Librada M. Tan
Irene B. Pili
Elita Flor M. Umali
Mariaho E. Santiago
Gertrudes F. Aquino
Alexander F. Villanueva

Olongapo City
Tarlac
Tarlac
Tarlac
Cabanatuan City
Cabanatuan City
Bataan
Pampanga
Bulacan
Nueva Ecija
Zambales

NCR

Dolores M. Orlina
Corazon D. Santiago
Lourdes P. Israel
Leonora B. Guerrero
Estela E. Devera
Ester R. Madriaga
Luis R. Santos Jr.
Rostrea O. Casem
Aquilina S. Rivas
Demetrio D. Monis

MECRO
MECRO
MECRO
Pasay City
Manila
Manila
Caloocan City
Quezon City
Quezon City
Quezon City

Region IV

Josefina V. Pampolina
Diosdada C. Boiser
Eloisa M. Balangue
Illuminada A. Real
Arturo P. Casuga
Vicente F. Viray Jr.
Rodrigo R. Zalameda

Benjamin C. Cruz
Rosita S. Dragon
Ambrocio Capayas
Belen H. Magsino
Rebecca V. de Ocampo
Domingo Hulipas

MECRO
MECRO
MECRO
MECRO
Cavite School of Arts and Trades
Batangas School of Fisheries
Baybay National Agricultural
College and Technology
Occidental Mindoro
Cavite
Cavite
Quezon
Quezon
Aurora

Region V

Soledad L. Uy-Barretta
Jose T. Rojas
Agustin A. Dating
Estela D. Diolata
Graciela D. Llave
Nerio O. Lucila
Hilda B. Revil
Oscar S. Manalo
Marcial Aguilar

MECRO
MECRO
Camarines Norte
Sorsogon
Naga City
Albay
Masbate
on detail in G.O.
Iriga City

Region VI

| | |
|-----------------------|-------------------|
| Genaro S. Soquena | MECRO |
| Manuel S. Robles Jr. | MECRO |
| Esther G. Autajay | MECRO |
| Medencio C. Cebujano | MECRO |
| Humberto T. Montano | MECRO |
| Lea O. Avelino | Roxas City |
| Ida B. Edonilla | Iloilo |
| Jose J. Perono | Iloilo |
| Teresita G. Dayot | Bacolod City |
| Sinceridad B. Delgado | Capiz |
| Fe J. Dignadice | Negros Occidental |
| Rosario J. de Guzman | Silay City |
| Reinalda I. Magdaluyo | Aklan |

Region VII

| | |
|----------------------|--------------------|
| Graciano P. Pal | Dumaguete City |
| Pablo M. Antopina | Toledo City |
| Geronimo A. Laburada | Cebu City |
| Eufemia C. Cabagnet | Bohol |
| Ofelia G. Garrovillo | MECRO |
| Eugenia M. Chiong | MECRO |
| Marcelo M. Bacalso | MECRO |
| Rosario M. Macairan | MECRO |
| Carolino B. Mordeno | MECRO |
| Jose C. Aguilar | MECRO |
| Beatriz Godroneo | Cebu State College |

Region VIII

| | |
|------------------------|----------------|
| Laureano G. Lumagbas | MECRO |
| Juliana T. Autida | MECRO |
| Generoso B. Purog | MECRO |
| Patria V. Yutangco | Tacloban City |
| Eufrosina P. Dolina | Tacloban City |
| Lydia M. Lopez | Eastern Samar |
| Pedro Tortura | Eastern Samar |
| Arcadio M. Cuenco | Samar |
| Antonio Mendoza | Samar |
| Celedonio L. Layon Jr. | Northern Samar |
| Antonio Tan | Southern Leyte |

Region IX

| | |
|-----------------------|---------------------|
| Pablo L. Domingo | MECRO |
| Angeles G. Alano | MECRO |
| Marietta P. Fernandez | MECRO |
| Carolina Q. San Luis | Basilan |
| Ricardo F. Santiago | Zamboanga del Sur |
| Felix L. Rabacio | Zamboanga del Sur |
| Vitaliano L. Valdez | Zamboanga del Sur |
| Araceli K. Bael | Zamboanga del Norte |
| Nenita R. Fernandez | Dipolog City |

Region X

| | |
|-----------------------|------------------|
| Priscilla S. Sayson | MECRO |
| Alejandro M. Cale | MECRO |
| Ricarda P. Cagaanan | MECRO |
| Gloria C. Besaga | MECRO |
| Loreto D. Rafols | MECRO |
| Eulalia P. Cortes | MECRO |
| Sol F. Matugas | Surigao City |
| Teresita B. Crisologo | Surigao City |
| Juanita A. Honculada | Butuan City |
| Lydia V. Moran | Butuan City |
| Antonio L. Intong | Bukidnon |
| Rebecca O. Llido | Agusan del Norte |
| Magno C. Escrib | Agusan del Sur |

Region XI

| | |
|-----------------------|----------------|
| Aurelia G. Sunga | MECRO |
| Benjamin S. Miano | MECRO |
| Ramon Y. Alba | MECRO |
| Constancia Q. Hintay | MECRO |
| Luceria M. de Leon | Davao City |
| Avelina B. Sajonia | South Cotabato |
| Prudencio N. Mabanglo | Davao |
| Aida Barrido | Davao |

Region XII

| | |
|------------------------|----------------|
| Isidro S. Valeroso Jr. | MECRO |
| Luis E. Escomes | North Cotabato |
| Hernani D. Napala | North Cotabato |

Hidulfo S. Reyes
Floralda Q. Cabrerros
Visitacion I. Espenido

Sultan Kudarat
Iligan City
Iligan City

General Office

| | |
|------------------------|-----------------|
| Edith B. Carpio | BEE |
| Marcelina M. Miguel | BEE |
| Pablo E. Natividad | BEE |
| Ester E. Tuy | OPS |
| Alma Bella O. Bautista | BHE |
| Faustino S. Nardo | BSE |
| Frisca A. Romero | NRDCTE |
| Josefina Domalasa | NETC |
| Lucy Eleazar | BEE |
| Petronilo Figueroa | MEC (On detail) |
| Aida Arada | NSC |

SCHOOL EXECUTIVE DEVELOPMENT PROGRAM (SEDP)

I. Introduction

The School Executive Development Program aims to develop the leadership and management skills of the school executives as administrators of educational programs and as leaders in community development. It is designed to enhance the managerial capabilities, leadership and interpersonal skills of school executives to enable them to manage their organizations more effectively in the context of national goals, the goals of the system and the specific requirements of their area of service. The course is sponsored jointly by the Civil Service Commission and the Ministry of Education and Culture, under the auspices of the Civil Service Academy.

II. Specific Objectives

More specifically, the school executives are expected to:

1. Manage most effectively their respective organizations.
2. Implement educational development programs within the region in the most innovative and facilitative manner.
3. Work as change agents expediting transfer and implementation of technology and information, including the non-formal education program.
4. Increase awareness of self and others for greater work effectiveness/efficiency.

III. Course Curriculum

MODULE I - PERSONAL AWARENESS

A. Framework for Development

- Perspective for National Development:
Current Issues and Problems

- National Pride and Socio-Cultural Heritage
- The New Constitution of the Philippines and the Modified Parliamentary System
- The Philippines in the World Politics and International Diplomacy
- National Security
- Human Settlements
- Introducing Change for Community Development

MODULE II - EDUCATIONAL LEADERSHIP

A. The Environment of the School Executive

- MEC Thrusts: Its Relevance to National Development Goals
- Non-Formal Education
- Private Education in the Philippines: Current Issues and Problems
- Instructional Supervision/Subject Thrusts
- The Philippine Civil Service System
- Personnel Actions
- Administrative Discipline

MODULE III - MANAGEMENT SKILLS AND ORGANIZATIONAL LEADERSHIP

A. The School Executive as a Manager

- Systems Approach to Education
- Educational Planning
- The Budgeting Process
- Team Building for Organizational Effectiveness

- Effective Communication
- Problem Analysis and Decision Making
- Management by Objectives

B. Management of Personnel

- Personnel Selection
- Developing and Managing Personnel
- Understanding and Motivating Personnel
- Employee Performance Evaluation

OTHER ACTIVITIES

- Physical Fitness and Spiritual Exercises
- HRC Activities
- Cultural/Social Activities