

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

October 29, 1981

MEMORANDUM
No. 208, s. 1981

TRAINING PROGRAM FOR SCHOOL EXECUTIVES

To: Bureau Directors
Regional Directors
Schools Superintendents

1. The second training program for those who passed the written examination for schools superintendents will be held in Teachers Camp, Baguio City, from November 19 to December 19, 1981.
2. Inclosed is a list of participants to this program. This is the last program to be conducted for those who passed the 1978 written examination for superintendents. 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 P350 chargeable against local funds, subject to the usual accounting and auditing regulations. Participants are also entitled to the P10 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)

MFC Memorandums: Nos. 86, s. 1979 and 184, s. 1981

Allotment: 1--(D.C. I-76)

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

BUPEAUS & OFFICES
EXAMINATION
LIST
PROGRAM, SCHOOL

QUALIFICATIONS
RULES & REGULATIONS
SUPERINTENDENTS
TRAINING PROGRAM

(Inclosure No. 1 to MEC Memorandum No. 208, s.s. 1981)

PARTICIPANTS TO THE SCHOOL EXECUTIVE DEVELOPMENT PROGRAM
November 19-December 19, 1981

Region I

Alfredo F. Aquino	Pangasinan
Apolinario G. Bautista	Pangasinan
Thelma B. Caronongan	Pangasinan
Julio E. Pagaduan	Pangasinan
Segunda A. Pastores	Pangasinan
Luz D. Segui	Pangasinan
Reynaldo P. Segui	Pangasinan
Remigio S. Aquino	La Union
Antonio B. Rillera	La Union
Manuela L. Ancheta	La Union
Juanita V. Lacsamana	La Union
Marcelino T. Delson	Baguio City
Felipe L. de Guzman	Baguio City
Amparo T. Rimas	Baguio City
Consolacion S. Miguel	Laoag City
Santos R. Racadio	Laoag City
Elpidio F. Santos	Laoag City
Armando M. Aquino	Dagupan City

Region II

Rizalina H. Achanzar	Cagayan
Anita M. Chauhan	Cagayan
Tomas A. Ratum	Cagayan
Pelagio A. Aquino	Cagayan
Geraldine V. Nitura	Isabela

Region III

Ernesto J. Arceo	Pampanga
Honorio N. Domingo	Pampanga
Marciana T. Baratang	Tarlac
Emiliano F. Dacayanan	Tarlac
Nilda G. Somera	Tarlac
Fe S. Ventura	Bulacan
Ricardo Wagon	Zambales

Region IV

Mercedes R. Lamorena	Rizal
Avelina T. Llagas	Rizal
Apolonia T. Bello	Rizal
Timoteo J. Pascual	Rizal
Olegario M. Cayetano	Palawan
Rosendo C. Cornejo	Quezon
Epitacio S. Palispis	Aurora
Dominica H. Torralba	Batangas
Dominador S. Wingsing	Cavite
Angelita F. Cruz	MEC Region IV
Antonio N. Rosete	Palawan
Luciana M. Mendoza	Batangas

Region V

Clemente A. Calolot	Masbate
Angeles E. Jardin	Masbate
Crisoforo L. Ricacho	Masbate
Federico L. de Jesus	Albay
Cielo Adelina S. Salceda	Albay
Priscilla G. Mariano	Camarines Norte
Esteban C. Torres	Naga City
Pacita S. Yorobe	Naga City
Hilda B. Trinidad	Sorsogon
Luis B. Arcilla	Catanduanes
Salvador T. Rodulfo	Catanduanes
Ricardo B. Francisco	Catanduanes

Region VI

Helmar E. Aguilar	Aklan
Ernesto M. Calizo	Aklan
Juanita T. de la Cruz	Aklan
Lea O. Avelino	Roxas City
Ernesto V. Botin	Capiz
Godofredo E. Gallega	Iloilo
Anita M. Jamero	Iloilo City
Manuel A. Lanada	Iloilo City
Gaudencio P. Ligutom	Iloilo City
Constancia S. Pada	Iloilo City
Eutiquio A. Quiton	Bacolod City
Jesusa R. Reyes	Bacolod City
Trinidad D. Seva	Bacolod City
Epifanio G. Pajares	Bacolod City

Region VII

Araceli G. Almase
Antipolo B. Ganzon
Pablo M. Antopina
Anatolio C. Montiveros
Fe. S. Necesario
Veneranda V. Olis
Tecla P. Revilla
Nuevas T. Montas
Tomas O. Socias
Henry A. Sojor
Rosalina C. Tan
Francisco U. Lorico

Mandaue City
Mandaue City
Toledo City
Toledo City
Cebu City
Cebu City
Cebu City
Tagbilaran City
Tagbilaran City
Dumaguete City
Dumaguete City
Negros Oriental

Region VIII

Catalino S. Aldeosa
Antolin P. Burgos
Nolasco V. Lejis
Ricardo T. Puda
Cirila V. Villegas
Pedro D. Destura
Mario E. Melchor
Resurreccion C. Sydiongeo
Zosimo E. Lutao

Northern Samar
Leyte
Leyte
Leyte
Leyte
Eastern Samar
Tacloban City
Tacloban City
Northern Samar

Region IX

Bernabela L. Ko
Biliardo V. Ligayo
Singa S. Alam
Alfonso E. Culanculan
Candido D. Sandalo

Zamboanga City
Zamboanga City
Tawi-Tawi
Dipolog City
Pagadian City

Region X

Rosemary P. Gellor
Godofredo L. Ycaro
Fernando S. Ruiz
Montano F. Salvador
Victorio L. Labuntog
Peregrina D. Leonardo

Bukidnon
Bukidnon
Ozamiz City
Cagayan de Oro City
Cagayan de Oro City
Cagayan de Oro City

Angelita L. Vera Cruz	Quezon City
Consolacion C. Domingo	Quezon City
Erlinda M. Olam	Quezon City
Marina D. Cesar	Manila
Iluminada G. Espino	Manila
Pedro A. Ramos	Manila
Roxane A. Salem	Manila
Liwgyway N. Angeles	Manila
Diana C. Santos	Manila
Librada M. Ysip	Manila
Felicitas T. Leogardo	Pasay City
Alberto P. Mendoza	Pasay City
Consolacion N. Quiñon	Pasay City
Ricardo T. Sibug	Pasay City
Felisa H. Quinto	Caloocan City

(Inclosure No. 2 to MEC Memorandum No. 208, s. 1981)

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 administrator 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; and
4. increase awareness of self and others for greater work effectiveness/efficiency.

III. Course Curriculum

MODULE I - PERSONAL AWARENESS

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

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

HR ACTIVITIES

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