

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

February 19, 1982

MEC MEMORANDUM
No. 54, s. 1982

TRAINING PROGRAM FOR SCHOOL EXECUTIVES

To: Bureau Directors
Regional Directors
Schools Superintendents

1. A School Executive Development Program will be conducted from March 2 to April 3, 1982, in Teachers Camp, Baguio City, for those in the additional list of successful candidates in the written examination for schools superintendents. Inclosed is the list of participants.
2. 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.
3. 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.
4. 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 in Baguio City. They should be advised to bring with them sufficient 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.
5. Also inclosed is an outline of the Program Content. Participants are requested to bring with them division edu-

ation statistics and other information useful for planning exercises.

6. All those who qualified in the 1978 examination for schools superintendents but have not participated in the earlier training programs may participate in this program.

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:

MEC Memorandums: Nos. 184 and 208, s. 1981

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

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

EXAMINATIONS
LIST
PROGRAM, SCHOOL

QUALIFICATIONS
SUPERINTENDENTS
TRAINING PROGRAM

(Inclosure No. 1 to MEC Memorandum No. 54, s. 1982)

LIST OF PARTICIPANTS TO THE
SCHOOL EXECUTIVE DEVELOPMENT PROGRAM

| <u>Name</u> | <u>Address</u> |
|---------------------------------|--|
| 1. Abante, Eva M. | c/o Div. Office, Camarines Sur |
| 2. Ricalde, Alfreda T. | c/o Div. Office, Catbalogan, Samar |
| 3. Soliven, Crispin F. | Regional Office, MEC XII, Cotabato City |
| 4. Abello, Wilhelmina B. | St. Francis Vil., Cainta, Rizal |
| 5. Abnasan, Abad I. | Guinsadan, Bauko, Mt. Province |
| 6. Acacio, Angel A. | Vintar, Ilocos Norte |
| 7. Agas, Sergia Q. | MEC Div. Office, Bacolod City |
| 8. Alan, Peregrino N. | MECRO II, Tuguegarao, Cagayan |
| 9. Alberto, Brunilda G. | 98 Jacob St., Naga City |
| 10. Alfanta, Helimon N. | Aurora, Zambo. del Sur |
| 11. Alonso, Josefa G. | 25 Kagitingan, Olongapo City |
| 12. Alpas, Pablo Y. | Rosary Hgts., Cotabato City |
| 13. Ambatali, Ester L. | Iligan, Isabela |
| 14. Angeles, Anastacio L. delos | Mahayahay, Iligan City |
| 15. Apostol, Lolita L. | Cabagan, Isabela |
| 16. Avenido, Vita Q. | Magarao, Camarines Sur |
| 17. Bantias, Romeo P. | Lucky Homes, Jaro, Iloilo City |
| 18. Bonoan, Margarita C. | COGEO Vil., Antipolo, Rizal |
| 19. Borja, Froilan B. | 18 P. Burgos, Tagbilaran City |
| 20. Cabasal, Dominador Q. | Iligan, Isabela |
| 21. Camacho, Jose G. | Bayambang, Pangasinan |
| 22. Castro, Anita A. de | MECRO VII, Cebu City |
| 23. Ceniza, Corazon T. | Roxas Ave., Isabela, Basilan |
| 24. Cuaresma, Fernandico M. | Gulud, Novaliches, Quezon City |
| 25. Daoas, Bartolome | Sagada, Mountain Province |
| 26. Domingo, Esperanza G. | Brgy. 53, Laoag City |
| 27. Domingo, Tomas N. | BSE, MEC, Manila |
| 28. Dumlao, Bienvenido B. | Paoay, Ilocos Norte |
| 29. Dy-Liacco, Leonor R. | Igualdad St., Naga City |
| 30. Edrozo, Alipio S. | Sarrat, Ilocos Norte |
| 31. Espinosa, Soledad E. | Candelaria, Zambales |
| 32. Estrella, Loreto S. | Bustos, Bulacan |
| 33. Fabella, Amado F. | Bongabon, Or. Mindoro |
| 34. Fabregas, Romana O. | Calasiao, Pangasinan |
| 35. Faigao, Salustiano F. | Lardizabal, Sampaloc, Manila |

36. Florendo, Lolita B.
37. Fortuno, Rosita S.
38. Gabuya, Eugenio H.
39. Garces, Victoria A.
40. Gatacilo, Tomas L.
41. Gollaba, Felipe T.
42. Gonzales, Dionisio V.
43. Gorospe, Laura R.
44. Guardian, Anita A.
45. Handoc, Teofilo R.
46. Hernaez, Francisca A.
47. Hernando, Filomena T.
48. Jamlang, Jaime R.
49. Laoag, Juliana B.
50. Lauro, Bannaog F.
51. Leon, Luisa M. de
52. Manching, Fernando T.
53. Manching, Francisco T.
54. Marapaó, Herminia P.
55. Marcos, Avelina N.
56. Mata, Lorenzo L.
57. Mendoza, Mariquita N.
58. Nagrampa, Natividad R.
59. Narcise, Demetria D.
60. Naval, Jose J.
61. Nuñez, Elisa A.
62. Orais, Tereso M.
63. Pacis, Josefa P.
64. Palma, Narciso J.
65. Panganiban, Anita L.
66. Paraan, Mercedes P.
67. Pardo, Remedios V.
68. Pastor, Ofelia T.
69. Peralta, Alicia A.
70. Pestañas, Estefania R.
71. Quijote, Mansueto D.
72. Rabot, Natividad B.
73. Raga, Restituto A.
74. Ramones, Ubaldo M.
75. Raymundo, Federico A.
76. Rebillon, Leticia A.
77. Rimando, Antonio P.
78. Roque, Josefina R.
79. Rosales, Maria T.
80. Rosario, Guillerma V.
81. Rosario, Serafin R. del
- 59 Valenzuela, Baguio City
- Nabua, Camarines Sur
- Pardo, Cebu City
- Alfonso XII, Dumaguete City
- Allen, Northern Samar
- Santiago, Isabela
- MECRO VII, Cebu City
- Magat Salamat, Proj. 4., Q.C.
- 4745 Old Sta. Mesa, Samp. Manila
- MEC Kidapawan, North Cotabato
- MEC Div. Office, Tagum, Davao
- López Jaena St., Laoag City
- San Leonardo, Nueva Ecija
- Maravilla, Mangatarem, Pangasinan
- MSAT, Marikina, MM.
- Castillejos, Zambales
- Maribago Road, Lapu-Lapu City
- Punta Rizal, Lapu-Lapu City
- Jose Basa St., Butuan City
- Hernando Ave., Laoag City
- San Vicente, Ilocos Sur
- Gelinos, Samp., Manila
- San Vicente Sur, Iriga City
- 74 Flores St., Laoag City
- Calabanga, Camarines Sur
- New Banicaín, Olongapo City
- Kangleon, Maasin, S. Leyte
- Bantay, Ilocos Sur
- Bonifacio St., Jolo, Sulu
- Bajacabajac, Olongapo City
- Novaliches, Quezon City
- Project 7, Quezon City
- Hernando Ave., Laoag City
- Marimar Vil., Paranaque, Rizal
- Dancel St., Pasay City
- San Carlos City, Neg. Occidental
- Cabagan, Isabela
- San Quintin, Pangasinan
- Masbate, Masbate
- Evangelista St., Laoag City
- UP Housing, Diliman, Quezon City
- Lopez Jaena, Pagadian City
- P. Esteban, Caridad, Cavite
- Crisologo, Vigan, Ilocos Sur
- Magsingal, Ilocos Sur
- Tugatog, Malabon, MM.

| | |
|-------------------------------|-----------------------------------|
| 82. Rubiano, Arcadio C. | Abucay, Bataan |
| 83. Sabulao, Lily K. | Ascencion, Urgello, Cebu City |
| 84. Sabularse, Justino B. | Baao, Camarines Sur |
| 85. Samson, Candida D. | Larena, Siquijor |
| 86. Sobrejuanite, Blanca S. | Sta. Barbara, Iloilo |
| 87. Tadaoan, Hilda D. | NBCS, Baguio City |
| 88. Tangonan, Dionisio I. | Romblon, Romblon |
| 89. Tino, Elena C. | Fili, Camarines Sur |
| 90. Tompar, Leonora P. | 343 M P. del Rosario, Cebu City |
| 91. Trinidad, Hermenegildo D. | Tacurong, Sultan Kudarat |
| 92. Tugbang, Lilia M. | Jereos, La Paz, Iloilo City |
| 93. Valenciano, David A. | Sta. Elena, Buhi, Cam. Sur |
| 94. Valiente, Luis M. | MEC Div. Office, Masbate, Masbate |
| 95. Vergara, Alejandro B. | Rawis, Virac, Catanduanes |
| 96. Yangzon, Amado A. | Nijaga St., Calbayog City |

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(Inclosure No. 2 to MEC Memorandum No. 54 , s. 1982)

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 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
- 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