

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

June 16, 1982

MEC M E M O R A N D U M
No. 146, s. 1982

DEVELOPMENT PROGRAM FOR SECONDARY SCHOOL PRINCIPALS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. The first development program for secondary school principals, under the joint auspices of the Ministry of Education and Culture and the Civil Service Academy, Civil Service Commission, will be held in Teachers Camp, Baguio City, from July 16 to August 14, 1982.
2. The program content and the list of participants to the program are inclosed. Any suggested changes in the list should be communicated to this Office, Attention: Assistant Secretary for Personnel Management and Development, through the Regional Director.
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 P300, 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 submit a health certificate (General Form 86) duly signed by a government physician attesting to their being physically fit to undertake training in Baguio City. Only those who are in good health and have no histories of hypertension, nervous breakdown, or heart ailments should participate in this program.
6. Participants are requested to bring with them school 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.) ABRAHAM I. FELIPE
Deputy Minister and
Officer-in-charge

Incls.: As stated

Reference:

N o n e

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

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

TRAINING PROGRAM
OFFICIALS

(Inclosure No. 1 to MEC Memorandum No.146,s. 1982)

DEVELOPMENT PROGRAM FOR SECONDARY SCHOOL PRINCIPALS

I. RATIONALE

The Development Program for Secondary School Principals is a response to the needs and challenges inherent of a significantly, rapidly developing society, particularly in the field of education. A recent survey conducted by the Bureau of Secondary Education on the training needs of Secondary School Administrators has shown that certain competencies need upgrading particularly in the area of management.

The capabilities of secondary school principals as executives shall be enhanced in the light of the latest educational developments.

This development program is jointly sponsored by the Civil Service Commission and the Ministry of Education and Culture thru the Civil Service Academy.

II. SPECIFIC OBJECTIVES

At the end of the training program, the participants are expected to:

1. effectively manage their respective organizations;
2. enhance their knowledge of anticipated developments in education, particularly secondary education;
3. implement educational reforms/development programs in their service areas in the most facilitative and effective manner;
4. gain a good working knowledge of management tools/techniques and functions for sound decision making;
5. prepare a development program for their respective schools responsive/adoptive of the existing conditions thereof.

III. Course Curriculum

MODULE I - PERSONAL AWARENESS

Framework for Development

- Perspective for National Development:
Current Issues and Problems

- Philippine Socio-Cultural Development
- The New Constitution of the Philippines and the Modified Parliamentary System
- The Philippines in World Politics and International Diplomacy
- National Security
- Human Settlements Program
- KKK
- Energy Development

MODULE II - EDUCATIONAL LEADERSHIP

A. The Environment of the Secondary School Principals

- MEC Thrusts in Secondary Education: Its Relevance to National Development Goals
- Curriculum Development in Secondary Education
- Secondary Education in the Philippines: Current Issues and Problems
- Instructional Supervision

B. Rural-Urban Dynamics

- Community Development: Strategies and Approaches
- Cooperatives and National Development

C. The Philippine Civil Service System

MODULE III - MANAGEMENT PROCESS, CONCEPTS, TOOLS AND TECHNIQUES

A. The Secondary School Principal as an administrator

- Systems Approach to Education
- Educational Planning
- Budgeting Process
- Effective Management Communication
- Problem Analysis, Decision Analysis, PPA

- Project Development and Management

MODULE IV - HUMAN RESOURCE MANAGEMENT

A. - Employee Motivation and Productivity

- Management Development of Personnel
- Management by Objectives
- Employee Performance Evaluation
- Team Building for Organizational Effectiveness
- Employee Discipline
- Personnel Actions
- Employee Benefits

B. Management of Change

- Concepts, Theories and Techniques
- Creativity and Innovation
- Organizational Development (OD)
- Conflict Management

C. The Secondary School Principal as a Trainer

OTHER ACTIVITIES

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

LIST OF PARTICIPANTS TO THE
DEVELOPMENT PROGRAM FOR SECONDARY SCHOOL PRINCIPALS

REGION I

Melito Fernandez	Bayambang National High School, Bayambang, Pangasinan
Andres A. Seril	Mangatarem National High School, Mangatarem, Pangasinan
Amador P. Pascual	Ilocos Norte National High School, Ilocos Norte
Purita V. Fortuna	Candon National High School, Candon, Ilocos Sur
Cristina Gonzales	Abucay National Comprehensive High School, Abra
Willie A. Duran	Atok National High School, Benguet
Dolores Bregado	Mt. Province General Comprehen- sive High School, Mt. Province
Concepcion S. Valencerina	Pines City High School, Baguio City
Florencio C. Jose	Laoag City National High School, Laoag City

REGION II

Leandro Bacuyag	Calamanyugan High School, Cagayan
Maria D. Consigna	Lallo High School, Cagayan
Rocio M. Nuñez	Isabela National High School, Isabela
Joaquina C. Falqui	Tabuk National High School, Kalinga-Apayao
Orlando E. Hontomin	Batanes National High School, Batanes
Peter G. Bumidang	Quirino Provincial High School, Quirino

REGION III

Amparo del Rosario	Marcelo H. del Pilar High School, Bulacan
Bienvenido Licup	Jose Abad Santos High School, Pampanga
Sergio Y. Navarro	Tarlac High School, Tarlac
Gregorio C. Bugarin	Nueva Ecija High School, Nueva Ecija

Cenon L. Ramos
Magdalena C. Roque
Juanita C. Lachica

Peñaranda Provincial High
School, Nueva Ecija
Limay High School, Bataan
Angeles City High School,
Angeles City

National Capital Region

Severa H. Saldaña
Virginia Cerrudo
Cleotilde Evangelista

Anicia Tanchoco

Maura Sevilla

Torres High School, Manila
Lagro High School, Quezon City
Don Mariano Marcos Memorial
High School, Quezon City
Andres Bonifacio High School,
Caloocan City
Pasay City East High School,
Pasay City

REGION IV

Agripino B. Maranan

Edgardo I. Obnial

Herminio Jamir
Emilio Olpindo

Presentacion Tria

Estelita Lazo
Eugenio de la Cuesta

Martin Adato
Rizalina Simangan

Mariano Balba

Rodolfo Viray

Gov. F. Leviste Memorial High
School, Lemery, Batangas
Recto Memorial Provincial High
School, Quezon
Tanza High School, Cavite
San Pedro Relocation Center
High School, Laguna
Occ. Mindoro High School, Occ.
Mindoro
Romblon High School, Romblon
Palawan National High School,
Palawan
Marinduque High School, Marinduque
Aurora Provincial High School,
Aurora
Batangas National High School,
Batangas City
San Pablo City High School,
San Pablo City

REGION V

Pura Luisa V. Magtuto

Gloria P. Brondial

Felicitas D. Olondriz

Patria B. Butalid

Camarines Sur National High
School, Camarines Sur
Tabaco National High School,
Albay
Polangue National Comprehensive
High School, Albay
Masbate National Comprehensive
High School, Masbate

Rebecca Alarcon

Jose P. Tabios

Dulag National High School,
Sorsogon
Camarines Norte High School,
Camarines Norte

REGION VI

Lilia R. Cuesta

Corazon V. Alcubilla

Josefa V. Argos

Elnora G. Loza

Fernando Caña

Serafin B. Peñaranda, Jr.

Cirilo A. Caberoy

Amparo M. Ledesma

Ninfa T. Jardinico

Victorias High School, Negros
Occidental

Oton High School, Iloilo

Capiz High School, Capiz

Altavas National Comprehensive
High School, Aklan

Bacolod City High School,
Bacolod City

La Paz High School, La Paz,
Iloilo City

Roxas City High School, Roxas
City

Doña Monserrat Lopez High School,
Silay City

Ramon Torres Memorial High School,
Bago City

REGION VII

Atenedoro R. Liemos

Demetrio C. Tongco

Paciencio J. Rosalem, Jr.

Delfin Saliot

Rosalina R. Kintanar

Sergio T. Sonido

Jacinta G. Sanchez

Badian National High School,
Cebu

Abellana National High School,
Cebu

Negros Oriental High School,
Negros Oriental

Lazi Provincial High School,
Siquijor

Cebu City National Science High
School, Cebu City

Dumaguete City High School,
Dumaguete City

Mandaue City High School,
Mandaue City

REGION VIII

Tito S. Plaza

Amalia B. Lagunzad

Consolacion B. Beosas

Ancipiades O. Laplap

Llorente Provincial High School,
Eastern Samar

Dulag High School, Dulag, Leyte

Leyte Provincial High School,
Leyte

Southern Leyte Comprehensive High
School, Southern Leyte

REGION IX

Pangsayan R. Radi, Sr.

Lilia E. Hamac

Mukatil Salih

Roberto Villares

Zamboanga del Sur National High School, Zamboanga del Sur
Zamboanga del Norte National High School, Zamboanga del Norte
Dayang Dayang Hadji Piandao Memorial High School, Jolo, Sulu
Zamboanga City High School, Zamboanga City

REGION X

Herminia Tiu

Liberato P. Tortola

Elyshea R. Villa

Toribio V. Nuevas

Diosdado L. Cajigas

Rodulfo F. Alipayo

Pedrito D. Acac

Agusan del Sur Provincial High School, Agusan del Sur
Bukidnon National High School, Bukidnon
Misamis Occidental National High, Misamis Occidental
Camiguin Provincial High School, Camiguin
Ozamiz City National High School, Ozamiz City
Surigao del Norte National High School, Surigao del Norte
Cagayan de Oro City High School, Cagayan de Oro City

REGION XI

Vicente Gilo

Ramon C. Presto

Purificacion Q. Huertas

Rufina Luna

Angelina C. Senal

South Cotabato National High School, South Cotabato
Davao del Sur National High School, Davao del Sur
Mati National Comprehensive High School, Davao Oriental
Tandag Provincial High School, Surigao del Sur
Davao City High School, Davao City

REGION XII

Juan L. Caballero

Masir Uka

Onofre Villegas

Ricardo Itutud

Pedro B. Generalao

Payakan G. Tilendo

Lanao del Norte National Comprehensive High School, Lanao del Norte
Maguindanao National High School, Maguindanao
Sultan Kudarat National High School, Sultan Kudarat
Kidapawan National High School, North Cotabato
Iligan City High School, Iligan City
Cotabato City National High School, Cotabato City