

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

August 13, 1982

MECS M E M O R A N D U M
No. 199, s. 1982

SECOND DEVELOPMENT PROGRAM FOR SECONDARY SCHOOL PRINCIPALS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. The second development program for secondary school principals, under the joint auspices of the Ministry of Education, Culture and Sports and the Civil Service Academy, Civil Service Commission, will be held in Teachers Camp, Baguio City, from October 12 to November 10, 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, Culture and Sports.
4. Participants will pay only their transportation expenses from their station and return and a training fee of ₱300, 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 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 immediately brought to the attention of those concerned.

(SGD.) ONOFRE D. CORPUZ
Minister

Incls.: As stated

Reference: MEC Memorandum: No. 146, s. 1982

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

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

BUREAUS & OFFICES

OFFICIALS

TRAINING PROGRAM

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, Culture and Sports 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; and
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

- MECS 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
- Conflict Management

OTHER ACTIVITIES

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

LIST OF PARTICIPANTS TO THE
2ND DEVELOPMENT PROGRAM FOR SECONDARY SCHOOL PRINCIPALS

Region I

Milagros Olivar	Villasis National High School, Pangasinan
Paciencia Conte	Alaminos National High School, Pangasinan
Lino Carvajal	Urdaneta National High School, Pangasinan
Remedios P. Madrid	Juan C. Laya National High School, Pangasinan
Belen Rivera	Filipinas National High School, Ilocos Norte
Manuel Visitacion	Sarrat National High School, Ilocos Norte
Salvador Anunciacion	Ilocos Sur National High School, Ilocos Sur
Juliet Etorma	Sinait National High School, Ilocos Sur

Region II

Ernesto P. Imperial	Diadi National High School, Nueva Vizcaya
Teodorico B. Aspiras	Maddela High School, Quirino
Luz D. Dayag	Roxas Municipal High School, Isabela
Rogelio Pinson	Iguig Municipal High School, Cagayan
Bernabe Enriquez	Pattao High School, Cagayan

Region III

Maria Barcena	Sapang Palay National High School, Bulacan
Amparo del Rosario	Marcelo H. del Pilar High School, Bulacan
Marcelo S. Divina	Talavera National High School, Nueva Ecija
Sabina B. Mangulabnan	Gen. Tinio Provincial High School, Nueva Ecija
Lolita Medina	San Jose City High School, Nueva Ecija
Margarita Fontelera	Zambales National High School, Zambales
Felicidad Sinio	B. Camacho High School, Bataan

National Capital Region

Josefina Roque	Pasay City East High School, Pasay City
Marcela B. Ponce	Muntinglupa National High School, Pasay City
Filipina M. Tetangco	Valenzuela High School, Caloocan City
Corazon G. Gonzaga	Malabon Municipal High School, Caloocan City
Carlos del Rosario	Laurel High School, Manila
Julia Roxas	M. J. Quezon High School, Manila
Consuelo Sison	Novaliches High School, Quezon City
Socorro de los Santos	Ramon Magsaysay High School, Quezon City

Region IV

Servillano Salvaña	Luis Palad Provincial High School, Quezon
Lydia Baldovino	Lopez Provincial High School, Quezon
Mariano P. Endaya	W. Trinidad Memorial High School, Batangas
Jose de Castro	Lipa City High School, Lipa City
Juliana V. Orillena	Rizal Community High School, Laguna
Elfleda T. Real	Famy Community High School, Laguna
Concepcion Reyes	Carmona Relocation Center High School, Cavite
Francisca de Asis	Tagaytay City High School, Cavite
Francisca R. Macolor	Roxas National High School, Palawan
Gloria Badillo	Looc National High School, Romblon
Generosa Masikip	Cainta Community High School, Rizal
Zosimo Q. Panahon	Magsaysay Municipal High School, Occidental Mindoro

Region V

Vicente Batbat	Manuel C. Rañola Memorial High School, Albay
Germite C. Dineros	Nabua National High School, Camarine Sur
Josefa S. Priela	Pili National High School, Camarines Sur

Region V (Continued)

Emma Ferrer	Vinzons Pilot High School, Camarines Norte
Beatriz Villaluz	Jose Panganiban High School, Camarines Norte
Woodrow B. Morales	Mandaon High School, Masbate
Edilberto Altarejos	San Jacinto High School, Masbate
Nonita Julian	Sorsogon National High School, Sorsogon
Luz Gajo Angeles	Prieto Diaz High School, Sorsogon
Hilario S. Clemeno	Iriga City High School, Iriga City

Region VI

Primitivo Gatungay	San Enrique National Comprehensive High School, Iloilo
Norma Jamiliaran	Badianan High School, Iloilo
Maria Teresa Setias	Don Felix Serra Memorial High School, Iloilo
Priscilla B. Vencer	Jaro High School, Iloilo City
Conсорcia M. Cuelos	Tapi High School, Negros Oc.
Dolores S. Cape	Col. Griffin Memorial High School, Negros Oc.
Violeta Benedicto	Domingo Lacson City High School, Bacolod City
Romeo Tenefrancia	E. Lizares High School, Bacolod City
Mildred Garay	Doña Monserrat Lopez Memorial High School, Silay City
Moises Dime	Cadiz City High School, Cadiz City

Region VII

Ernesto Monsato	Madredejos Provincial High School, Cebu
Genoveva Sy	Daan Bantayan Provincial High School, Cebu
Francisco Mirafior	Canlaon City High School, Negros Oriental
Licerio Napao	Bonawon High School, Negros Oriental

Region VIII

Remedios C. Cornista
Encarnacion de Paz
Gil Dagami

Nerio Aberia

Ernesto Jadloc

Alangalang High School, Leyte
Calubian High School, Leyte
San Juan Comprehensive High
School, Southern Leyte
Dolores High School, Eastern
Samar
Basey National High School,
Basey, Samar

Region X

Nenita Ilg. Dael

Amado A. Adviento, Jr.

Visitacion Tabanas

Liberato P. Tortola

Ricardo C. Umel

Misamis Oriental Provincial High
School, Misamis Oriental
Salay High School, Misamis
Oriental
Libuna High School, Misamis
Oriental
Bukidnon National High School,
Bukidnon
Camiguin National High School,
Camiguin

Region XI

Ariston J. Vilorio

Julian Naanip

Benjamin A. Tomas

Luisa Cabanisas

Tarsicio O. Somosa

Koronadal National Comprehensive
High School, South Cotabato
Surrallah National High School,
South Cotabato
Nabunturan National Comprehensive
High School, Davao del Norte
Panabo Provincial High School,
Davao
Bislig High School, Surigao

Region XII

Lawambai B. Macacua

Ramon Genova

Felino Sarmiento

Alfonso Magnate

Elena Olaer

Malabang National High School,
Lanao del Sur
Tacurong High School, Sultan
Kudarat
Pigcawayan High School, North
Cotabato
Parang High School, Maguindanao
Maria Cristina High School,
Iligan City