

REPUBLIC OF THE PHILIPPINES  
(Republic of the Philippines)  
MINISTERIO NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Manila

July 1, 1983

MECS MEMORANDUM  
No. 140, s. 1983

SCHOOL EXECUTIVE DEVELOPMENT PROGRAM

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Schools Superintendents

1. A School Executive Development Program will be conducted from August 4 to September 2, 1983 in Teachers Camp, Baguio City, for all chiefs and assistant chiefs of divisions in the MECS Central and regional offices. Since this is the last program for officials of this category, it is desired that the chiefs and assistant chiefs of both the promotional and administrative divisions who have not participated in this program be encouraged to attend. Also, additional candidates who passed the superintendent's examination by virtue of Executive Order No. 790 s. 1982 may attend this training.
2. Regional directors are requested to communicate to this Office, Attention: Office of the Assistant Secretary for Personnel Management and Development, as to the number of officials from their respective offices who are attending this program not later than July 25.
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 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 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 asthma, hypertension, nervous breakdown, or heart ailments should participate in this program.







6. Inclosed is an outline of the Program Content. Participants are requested to bring with them 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.

(SGE.) ONCERE D. CORBIE  
Minister

Incl.:  
As stated

Reference:  
NECS Memorandum: No. 318, s. 1982

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

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

OFFICIALS  
QUALIFICATIONS  
TRAINING PROGRAM









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 inter-personal 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 jointly sponsored by the Civil Service Commission and the Ministry of Education, Culture and Sports 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
- Philippine Socio-Cultural Development
- The New Constitution of the Philippines and the Modified Parliamentary System
- The Philippines in the World Politics and International Diplomacy
- National Security







- Human Settlements and the KKK Movement
- Towards an Ideology for Filipinos

Module II - Educational Leadership

The Environment of the School Executive

- MECS Thrusts for the 80s
- Private Education in the Philippines: Current Issues and Problems
- Instructional Supervision/Subject Thrusts
- The Philippine Civil Service System
- Personnel Selections
- 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 Selections
- Developing and Managing Personnel
- Understanding and Motivating Personnel
- Employee Performance Evaluation









Other Activities

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

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