

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

September 14, 1983

MECS MEMORANDUM
No. 191, s. 1983

FOURTH DEVELOPMENT PROGRAM FOR SECONDARY SCHOOL PRINCIPALS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. The fourth 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 20 to November 18, 1983.
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. 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 submit a health certificate (General Form 96) 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:
DODS (S. 1030) 100-201, s. 1982

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

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

BUREAUS & OFFICES
OFFICIALS
TRAINING PROGRAM



(Inclosure No. 1 to MEGS Memorandum No. 191, s. 1983)

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 organization;
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/adaptive 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
- Towards An Ideology for Filipinos

Module II - EDUCATIONAL LEADERSHIP

The Environment of the Secondary School Principals

- NECS 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
- Community Development: Strategies and Approaches
- The Philippine Civil Service System

Module III - MANAGEMENT PROCESS, CONCEPTS, TOOLS AND TECHNIQUES

A. The Secondary Principal as an Administrator

- Systems Approach to Education
- Management by Objectives
- Educational Planning
- Budgeting Process

B. Employee Motivation and Productivity

- Management Development of Personnel
- Employee Performance Evaluation

- Team Building for Organizational Effectiveness
- Employee Discipline
- Personnel Actions
- Employee Benefits

C. Management Techniques

- Effective Management Communication
- Problem Analysis, Decision Analysis, PPA
- Project Development and Management
- Creativity and Innovation
- Conflict Management

OTHER ACTIVITIES

- Physical Fitness and Spiritual Exercises
- Human Relations/Communication Activities
- Cultural/Social Activities



(Inclosure No. 2 to MECS Memorandum No. 191, s. 1983)

LIST OF PARTICIPANTS TO THE FOURTH DEVELOPMENT
PROGRAM FOR SECONDARY SCHOOL PRINCIPALS

Region I

Macaria dela Cruz	Ilocos Sur Experimental and Pilot School of Home Industries Ilocos Sur
Victoriano Manrique	Burgos Agro-Industrial School, Ilocos Norte
Reynalda Manegdag	Bangui Provincial High School Ilocos Norte
Andres A. Seril	Mangatarem National High School, Pangasinan
Raquel Abella	Burgos High School, Pangasinan
Domingo M. Torio	Tublay School of Home Industries Banguet

Region II

Melchor Cabalza	Enrile Vocational High School Cagayan
Rebecca Carog	Cordova Barangay High School Cagayan
Carmen Sequian	Benito Soliven Community High School Isabela
Ligaya de Jesus	Dofia Aurora Barangay High School Isabela
Teodoro Aspiras	Maddela High School, Quirino
Peter C. Sumidang	Quirino Provincial High School Quirino
Lillian C. Magquilat	Castañeda National High School Nueva Vizcaya
Aurelio Salunat	Quezon National High School Nueva Vizcaya
Luis Escalona	Batanes School of Arts and Trade Batanes

Region III

Lorenzo D. Dionisio	San Jose del Monte Vocational School Dulacan
Fortunato Ruiz	Floridablanca National Agricultural School Pampanga
Cristeta E. Corpuz	Aliaga Provincial High School Nueva Ecija
Hilario Francisco	Julia Ortiz Luis Provincial High School Nueva Ecija

National Capital Region

Natividad A. Samia	Emilio Aguinaldo High School Manila
Esperanza E. Bautista	Tondo High School Manila
Julia A. Roxas	Manuel L. Quezon High School Manila
Isabel C. Tinga	Eulogio Rodriguez Jr. High School Quezon City
Amelia V. Castellfort	Balara High School Quezon City
Isabelita L. Montesa	Tagig Municipal High School Pasay City
Fermina R. Batilo	Muntinlupa Municipal High School Pasay City
Joel San Luis	Daesa High School Caloocan City
Lolita Gregorio	Kalabon Municipal High School Caloocan City

Region IV

Natividad A. Peralosa	Guusaca Provincial High School Quezon
Medardo A. Florido	Infanta Provincial High School Quezon

Region IV (Cont.)

Servillano I. Silvestre	Luis Fajal Provincial High School Quezon
Victoria S. Galang	Guido Maramba High School Laguna
Bernabe S. Macaraig	San Jose National High School Occidental Mindoro
Iluminada S. Bono	Calinlan Municipal High School Occidental Mindoro
Rebecca T. Arguero	G. Abondo Memorial National High School Palawan
Elinda H. Felizarte	Quezon Municipal High School Palawan
Constanza Nazareno	Cavite Provincial High School Cavite
Buenaventura F. Poballa	Scott High School Torbolan
Gertruda S. C. Pili	Aurora National Agricultural School Aurora

Region V

Gonzalo B. Bruceo	Ugda Municipal High School Albay
Adolfo A. Cielo	Calapan National High School Sorsogon
Jesus L. Huenda	San Rafael Municipal High School Sorsogon
Wilfredo Barua	San Jacinto High School Masbate
Jesus Ballesteros	San Fernando High School Masbate
Novito Aguilar	San Juan Norte National School of Arts and Trades Camarines Norte

Region VI

Cresencio Bunda	Minigaran High School Negros Occidental
Ana P. Punzalan	Sagay High School Negros Occidental
Norma Loredo	Lambunao High School Iloilo
Elvira C. Zernal	Carlos Municipal High School Iloilo
Melinda B. Ganganera	Nueva Valencia Municipal High School Guimaras
Eva G. Naredo	General Leandro Fullow National School Antique
Antonio Peralta	Copiz Institute of Technology Texas City
Violeta Castillo	Jalaud Municipal High School Iloilo City
Alfonso T. Gonzales	Luis Hernias High School Bacolod City
Angeles G. Binola	Luis Model High School Bacolod City

Region VII

Flaviano Bartiana	Kaga Provincial High School Cebu
Manuel Alforque	Carotes Provincial High School Cebu
Felix Lomaad	Calape Municipal School of Fisheries Bokel
Vicente Torres	Penplona Municipal High School Negros Oriental

Region VIII

Felina B. Albac	La Paz Barangay High School Leyte
Germilano V. Dolina	Tanzuan School of Craftmanship and Home Industries, Leyte
Virgilio B. Santos	Naval School of Fisheries Biliran, Leyte
Claudio V. Javier	Pintuyan National Vocational School Southern Leyte
Leonic C. Macatimpag	Basco National Agricultural School Samar
Gerardo G. Saucelo	Lawaan School of Craftmanship and Home Industries, Eastern Samar
Jesus D. Abrugar	Matarinco School of Fisheries Eastern Samar

Region IX

Maximo Eisma	Basilan National Agricultural and Industry School Basilan
Aleuterio L. Seriano, Jr.	Kabasalan National Vocational School Zamboanga del Norte
Gaudencio I. Cabral	Sigon National Vocational School Zamboanga del Norte
Ernesto O. Angeles	Zamboanga del Norte School of Arts and Trades Zamboanga del Norte

Region X

Cesar Mozar	Mainit National Comprehensive High School Surigao del Norte
Amado A. Adviento, Jr.	Salay National High School Misamis Oriental
Elias Gil	Nasipit National Vocational High School Agusan del Norte
Francisco Lamadrid	Salsagan Barangay High School Agusan del Norte

Fleur M. Bermudez	Sanibog Municipal High School Comiguin
Bagelio Madao	Dugo City High School Comiguin de Oro City
Elias Dias	Tangub City National High School Tangub City
Aniceño S. Lamason	Ozamiz City National High School Ozamiz City

Region XI

Angelino Managero	Tagum National Trade School Davao
Lucia Cabanizas	Panabo Provincial High School Davao
Belen Vergara	Bunganga Provincial High School Davao Oriental
Tomas Briones	Lugon Vocational High School Davao Oriental
Salvador del Mundo	Dofia Gabriela Calstrom Memorial High School Davao del Sur
Lourdes Bondigs	Sta. Cruz Provincial High School Davao del Sur
Virgilio Anarcon	Madrid Provincial High School Surigao del Sur
Faustino Magallano, Jr.	Lingig Provincial High School Surigao del Sur

Region XII

Carr Ponce de Leon	Balabagan Trade School Lanao del Sur
Araceli S. Garcia	Iligan City High School Iligan City

