



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Morajo Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

Tanggapan ng Kalihim
Office of the Secretary

August 18, 2000

DECS MEMORANDUM
No. 371, s. 2000

TRAINING ON SCHOOL-BASED MANAGEMENT, INSTRUCTIONAL LEADERSHIP
AND BASIC COMPUTER SKILLS FOR ELEMENTARY AND SECONDARY
SCHOOL PRINCIPALS UNDER THE PROJECT TAO LEADS

To: Regional Directors
Regional Secretary, DECS-ARMM
Schools Division/City Superintendents

1. The DECS through the support and assistance of Senator Teresa Aquino-Oreta will hold a one-week intensive training on school-based management, instructional leadership and basic computer skills under the Project TAO LEADS II as part of the efforts of the department to upgrade the skills and competencies of the public elementary and secondary school principals.
2. The training program aims to equip public elementary and secondary principals with knowledge and skills in the area of school-based management and instructional leadership that will enhance their ability to lead and manage their respective schools effectively. The participants will also be provided with basic computer skills that will enable them to use the computer as a tool for generating, accessing and processing information and integrating technology in the teacher-learning process.
3. Selection of participants will be spearheaded by Assistant Secretary Fe A. Hidalgo and the National Educators Academy of the Philippines (NEAP), in coordination with the regional and division offices. Preference will be given to the principals, head teachers and teachers in charge of schools from fifty (50) schools divisions whose school heads have not had training on principalship as reported in the Project TAO survey. In addition, participants must be below 55 years old and have not attended a training course at INNOTECH. The selected principals will be grouped into 12 batches for one week residential training at INNOTECH following the schedule below:

Batch 1	-	September 11-16, 2000 (74 persons)
Batch 2	-	September 18-23, 2000 (74 persons)
Batch 3	-	September 25-30, 2000 (74 persons)
Batch 4	-	October 2-7, 2000 (74 persons)
Batch 5	-	October 9-14, 2000 (74 persons)
Batch 6	-	October 16-21, 2000 (74 persons)
Batch 7	-	October 23-28, 2000 (74 persons)
Batch 8	-	November 6-11, 2000 (74 persons)
Batch 9	-	November 13-18, 2000 (74 persons)
Batch 10	-	November 20-25, 2000 (74 persons)
Batch 11	-	November 27 - December 2, 2000 (74 persons)
Batch 12	-	December 11-16, 2000 (74 persons)

Target number of Participants = 880 persons

4. Travel, transportation and per diems of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Board and lodging at the INNOTECH International House for the week-long activity will be provided by Project TAO LEADS.

5. Wide dissemination and strict compliance with this Memorandum is enjoined.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Reference:

DECS Memorandum: No. 313, s. 2000

Allotment: 1—(D.O. 50-97)

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

~~PROJECTS~~
~~TRAINING PROGRAMS~~