



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



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

February 22, 2001

DECS MEMORANDUM
No. 77, s. 2001

**ANNOUNCING THE 2001 PNU SUMMER EDUCATIONAL
MANAGEMENT INSTITUTE**

To: Regional Directors
Schools Division/City Superintendents
Private Elementary and Secondary Schools Principals

1. The Philippine Normal University (PNU) will conduct the Sixth Summer Educational Management Institute on April 23-28, 2001 at the Auditorium, Maceda Building of this University.
2. The one-week training program with the theme "Enhancing the Management Capabilities of School Managers for the New Millennium" is designed to provide opportunity for retraining school managers/administrators from both public and private schools. It aims to improve the job performance of school managers/administrators through an intensive and systematic training for the promotion of efficient and effective educational service.
3. Participants to this training program are school managers/administrators and master teachers. Those who have already gone through the AMDP may also attend/participate in this program, if they still desire.
4. A registration fee of Three Thousand Pesos (P3,000.00) will be charged each participant to cover the cost of Institute materials, honoraria of speakers and certificates. Participants from the public schools will be allowed to attend on official time only. They may utilize funds from the Local School Board or from other private sources. Those coming from private schools shall make financial arrangements with their respective schools.
5. For particulars and confirmation, please contact Dr. Leonora L. Oriondo, Head, Department of Educational Administration and Measurement and Evaluation, PNU, Manila, telefax: 527-03-72; tel. no. 400-12-03.
6. Immediate dissemination of this Memorandum is desired.

R. S. Roco
RAUL S. ROCO
Secretary

Reference: DECS Memorandum: No. 111, s. 2000
Allotment: 1- (D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS

TEACHERS

TRAINING PROGRAMS

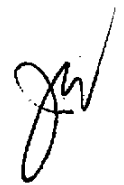
- I. **Project:** Sixth Philippine Normal University Summer Educational Management Institute
- II. **Date:** April 23 – 28, 2001
Venue: Auditorium
Maceda Building, PNU
- III. **Theme:** Enhancing the Management Capabilities of School Managers for the New Millennium
- IV. **Proponent:** Philippine Normal University in cooperation with DECS
- V. **Rationale:**

Are teachers, educators and school managers ready to face the challenges of the third millennium? We have to face the effects of changes, global modernization and technology that shape our lives. The problem on the deterioration of the quality of education for decades now implies a review of our management practices, and an update on the emerging styles & thrust of management for the new century. This conference addresses that problem.

Success in every facet of management calls for constant striving to improve. Quality management does not happen neither does it emerge from frenzied moments of inspiration. Adequate training must be provided. The school managers must feel the compelling need to upgrade his skills in planning, organizing, influencing and controlling the school system and program.

VI. **Objectives:**

- To manifest skills in actualizing the vision, mission and goals of any schools organization
- To identify and explain some salient educational planning concepts, approaches, and strategies needed by school managers to enable them to be effective & empowered in their management work
- To manifest skills in managing change and conflict including supervisory strategies for the New Millennium
- To review, plan, and monitor appropriate financial resources of the school
- To explain the importance of research and evaluation how these are operationalized in the school system
- To exhibit skills in the preparation of technical reports and memoranda



VII. Content:

- Update on Total Quality Management
- Actualizing Our Vision, Mission and Goals
- Empowering Our Organizations
- On Becoming a Strategic Planner
- Management of Special Programs and Alternative Approaches in Educational Management
- Empowering Myself as a Transformational Leader
- Integrating New Developments in Managing School Systems
- How Good Am I as a Decision-Maker?
- Managing Change and Conflicts in an Organization
- "Chimes" of Management
- Policy Review, Implementation and Monitoring of Financial Resources
- Managing Program Evaluation
- Preparation of Technical Reports and Memoranda

VIII. Methodology:

Basically, the andragogical strategy will be utilized. This will be augmented by lecturers, quality circles, group dynamics, workshop and others.

IX. Target Clientele:

Schools heads/managers, deans/directors, district supervisors, subject supervisors, head teachers/department heads, master teachers.

X. FEE:

The seminar fee of P3, 000 per participant includes registration and workshop materials.

Payments must be made on or before the start of the institute.

CONFIRMATION:

Please confirm attendance by sending back the fully accomplished registration form (at the back) at least two weeks before the scheduled seminar.

REGISTRATION FORM:

SIXTH PNU SUMMER EDUCATIONAL MANAGEMENT INSTITUTE

Name: _____
Last Name First Name M.I.

Position: _____

Mailing Address:

No./Street: _____

District/Town: _____

City/Province: _____

Telephone No.: _____

Fax No.: _____

Date of Registration: _____

Seminar Fee: P3, 000

Lodging Reservation:

_____ Single Occupancy (P _____)
_____ Twin Occupancy (P _____)

**SIXTH PNU SUMMER EDUCATIONAL
MANAGEMENT INSTITUTE**

April 23 – 28, 2001

Theme: Enhancing the Management
Capabilities of School Managers

PROGRAM OF ACTIVITIES

Day 1 – April 23

Morning

7:00 – 10:00	Registration	
10:00 – 12:00	Opening Program	
	Invocation	PNU Chorale
	National Anthem	PNU Chorale
	Greetings	Dr. Jesus A. Ochave <i>Dean, College of Graduate Studies, PNU</i>
	Introduction of the Training Staff & Participants	Dr. Leonora L. Oriondo <i>Institute Director</i>
	Introduction of the Keynote Speaker	Atty. Lilia S. Garcia <i>President PNU</i>
	Keynote Address	Honorable Raul Roco <i>Secretary DECS</i>
	Closing Remarks	Dr. Norma Manaloto

Afternoon

1:00 – 5:00	Revisioning: Guide to Excellence ..	Dr. Vicente Payuyo <i>Vice President Adamson University</i>
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Day 2 – April 24

Morning

8:00 – 12:00	Strategic Planning : Key to Management Success	Dr. David Catangay <i>Training Director INNOTECH</i>
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Afternoon

1:00 – 3:00	Management in Action: De La Salle Experience	Dr. Oscar Bautista <i>Vice President De La Salle University</i>
3:00 – 5:00	Excellence in School Management: A Public School Experience	Dr. Nerissa David <i>Principal Gomez Elem. School</i>

Day 3 – April 25

Morning

8:00 – 12:00

Benchmarking: An Alternative to
Quality EducationDr. Demetrio Monis
*Former Imotech Training
Director*

Afternoon

1:00 – 5:00

Leadership/Decision Making: Australia
ExperienceDr. Dante Juanta
*Principal, Australia High
School, Australia***Day 4 – April 26**

Morning

8:00 – 12:00

Developing My Team

Dr. Paraluman Giron
*Asst. Regional Director,
Region IV*

Afternoon

1:00 – 5:00

Empowering School Managers: Phil.
Normal University ExperienceAtty. Lilia S. Garcia
*President
Phil. Normal University***Day 5 – April 27**

Morning

8:00 – 12:00

Resource Management in Information
Technology EraAtty. Mario Bravo
*USEC for Finance
DECS*

Afternoon

1:00 – 5:00

Communication as a Skill in
ManagementDr. Erlinda Pefianco
*Director
INNOTECH***Day 6 – April 28**

Morning

8:00 – 12:00

Quality Assurance in Management

Dr. Jesus A. Ochave
*Dean, College of
Graduate Studies
Phil. Normal University*

Afternoon

1:00 – 4:00

The "Chime" of Management

Bro. Rolando Dizon
*President
De La Salle University*

4:00 – 5:00

Clearing House/Synthesis
Closing Program**Note:**

All Workshops will be done from 5:00 – 7:00 p.m.