DIVISION MEMORANDUM
No. 104, s.2012

CONDUCT OF PROFESSIONAL DEVELOPMENT PROGRAM FOR SCHOOL LEADERS

To: District Supervisors
   Elementary School Heads

1. In keeping with the mandate of the Department for initiatives to improve leadership and managerial capability and systems management of school leaders, a Three-day Professional Development Program for School Leaders in coordination with NEAP-Bicol will be conducted on August 6-8, 2012 at a venue to be announced later.

2. This training aims to:
   a. Equip the participants with the concepts along school-based management within the framework of bridging leadership;
   b. Identify sense of awareness on the necessity of quality management and in designing new ways of managing stakeholders
   c. Strengthen personal commitment as a school leader-manager

3. Participants to this training are school heads from the First, Second and Third Congressional Districts whose names are found in the Inclosures to this Memorandum.

4. Registration, travel and other incidental expenses of the participants relative to their participation shall be charged against school MOOE subject to the usual accounting and auditing rules and regulation. A registration fee of One Thousand Eight Hundred Pesos (Php 1,800.00) shall cover food and accommodation, training materials and reasonable honorarium for the resource persons from NEAP-Bicol.

5. Participants are expected at the venue at 1:00 in the afternoon. First meal is dinner of August 6, 2012.

6. Training matrix is found in Inclosure No. 2 to this Memorandum.

7. Immediate and wide dissemination of this Memorandum to all concerned is desired.

GILBERT T. SADSAD
Schools Division Superintendent

Incl: As stated