DIVISION MEMORANDUM
No. _____________________________

THREE-DAY LIVE-IN DIVISION ENHANCEMENT TRAINING ON SCHOOL LEADERSHIP

To: Asst. Schools Division Superintendent
   Education Program Supervisors/Coordinators
   Public Schools District Supervisors
   School Heads
   Teachers

1. The Department of Education (DepEd) Division of Camarines Sur through the core group of division trainers and facilitators will conduct a Three-Day Live-In Division Enhancement Training on School Leadership which will start at 8 AM on October 25-27, 2012 at Starview Hotel, Naga City.

2. The expected participants to this training are the newly designated secondary/elementary school heads and other teachers who are potential leaders and have the interest to attend the training.

3. This activity aims to equip the participants with the necessary knowledge and skills on school leadership.

4. It will cover the following dimensions of school leadership:
   a. School Leadership;
   b. Instructional Leadership;
   c. Creating a Learning Community;
   d. Professional Human Resource Development;
   e. Parents Involvement and Building Communities;
   f. School Management and Daily Operations;
   g. Personal Integrity and Interpersonal Sensitivity;
   h. English Language Proficiency; and
   i. Reading Comprehension.

5. The facilitators and support staff are expected to be at the venue a day before the activity.

6. A registration fee of three thousand pesos only (Php 3,000.00) per participant will be collected to defray expenses which include meals, training materials, and other operational expenses chargeable to school/division MOOE and/other fund source subject to availability and usual accounting and auditing rules and regulations.

7. The following enclosures are hereby attached:
   Enclosure 1 – List of participants.
   Enclosure 2 – Names of facilitators and support staff.

8. Immediate dissemination of this memorandum is desired.

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