



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 OCT 2020

DIVISION MEMORANDUM

No. 284 s. 2020

**DIVISION TRAINING-WORKSHOP ON ADDRESSING SCHOOL HEADS
COMPETENCY NEEDS**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 All Others Concerned

1. Pursuant to RA 9155 re: Governance of Basic Education and DO 2 s., 2015 entitled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", this office announces the conduct of Division Training-Workshop on Addressing School Heads Competency Needs to be held on November 5-6, 2020 at SDO Main Building.

2. The purpose of this training-workshop is to equip participants in preparing development plans and crafting of OPCRf.

Objectives:

- a. to identify personal gaps/needs
- b. to identify competencies for development planning
- c. to be able to craft/submit OPCRf as an output of the activity

3. Participants are encouraged to bring laptops and extension cords. They are also advised to come to the venue before 8:00 AM, and observe safety and health protocols, as per COVID-19 Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases Resolutions.

4. Attached are the List of Participants, Program Matrix and Technical Working Committee, with their respective Terms of Reference.

5. Immediate dissemination of this Memorandum is desired.

ANIANO M. MAYON, CESO V
 Schools Division Superintendent



Brgy. PotoI, Tayabas City



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LIST OF PARTICIPANTS

No.	Name	School	Sex
1.	Melinda L. Buncayo	Alsam ES	F
2.	Adrian N. Naynes	Busal ES	M
3.	Cherry G. Hugo	Dapdap IS	F
4.	Ingrid A. Palad	Domoit ES	F
5.	Corazon M. Oabel	East Palale ES	F
6.	Larvin O. Labrada	Eugenio Francia ES	M
7.	Girlye A. Abaricia	F.E. Lopez ES	F
8.	Alona C. Crisanto	Gibanga ES	F
9.	Teresa E. Andaya	Ilasan ES	F
10.	Leonora L. De Rama	Ipilan Alitao ES	F
11.	Waldymar E. Pasacsac	Kalumpang ES	M
12.	Arlene D. Pagana	Katigan Alupay ES	F
13.	Natalia A. Andaya	Lakawan ES	F
14.	Luz A. Pacaigue	Lalo ES	F
15.	Rowena O. Sabiduria	Lawigue ES	F
16.	Alita C. Rodriguez	Malaoa Calantas ES	F
17.	Roderick O. Hugo	Masin ES	M
18.	Jeffrey G. Dimailig	Mate ES	M
19.	Elpidia C. Palayan	North Palale ES	F
20.	Wenefredo B. Baylongo	Pandakake ES	M
21.	Cecilia R. Pingol	Potol ES	F
22.	Julie M. Labita	South Palale ES	F
23.	Joy B. Go	Tayabas East CS	F
24.	Ronan R. Ranillo	TWCS I	M
25.	Lea A. Cosico	TWCS II	F
26.	Dennis O. Labita	TWCS III	M
27.	Leah C. Clado	TWCS IV	F
28.	Aldwin V. Capistrano	Valencia ES	M
29.	Georgia P. Talabong	Wakas ES	F
30.	Honesto P. Caagbay, Jr.	West Palale ES	M
31.	Evelyn R. Palambiano	West Palale NNHS	F
32.	Michael M. Safred	RQMNHS	M
33.	Gener C. Delos Reyes	Luis Palad Integrated HS	M
34.	Mary Grace M. Cabili	Buenaventura Alandy NHS	F



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INDICATIVE PROGRAM OF ACTIVITIES
Nov. 5-6, 2020

Time	Topic	Resource Person
<i>Day 1</i>		
8:00 - 8:30 AM	Opening Program	
8:30 - 9:00 AM	Overview of the Activity	
9:00 - 10:00 AM	Review/Revisiting of School Heads' Job Descriptions/ Functions	Edwin R. Rodriguez, Ed.D. CES-SGOD
10:00-11:00 AM	Assessment of Performance vis-a-viz with target and PBB	Fideliza V. Luces SEPS-HRTD
	Competency Needs Analysis	Luzviminda E. Saldares EPS II
11:00-12:00 PM	Alignment of School's PPAs to RO/SDO Strategic Goals	Marife R. Lagar Planning Officer III
	Presentation of SIP/LCP	Maria Corazon A. Borbon SEPS- M & E
12:00 - 1:00 PM	LUNCH BREAK	
1:00 - 5:00 PM	Phases of RPMS I-Performance Planning and Commitment <i>Workshop 1</i> <i>Crafting and Presentation of OPCR, 2020-2021</i>	
<i>Day 2</i>		
8:00 - 8:30 AM	MOL	
8:30 - 10:00 AM	II-Performance Monitoring & Coaching III-Performance Review and Evaluation IV-Performance Rewarding and Development Planning	Marife R. Lagar Fideliza V. Luces Luzviminda E. Saldares
10:00 - 12:00 PM	<i>Workshop 2</i> <i>Crafting of Development Plans and Presentation of Outputs</i>	
12:00 - 1:00 PM	LUNCH BREAK	
1:00 - 3:30 PM	Ways Forward	
	<i>Instructional Supervision and Other Curriculum Concerns</i> <i>Management Supervision</i>	Imelda C. Raymundo CES-CID Maylani L. Galicia ASDS
3:30 - 4:00 PM	Closing Program	



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Technical Working Committee (TWC)

**DIVISION TRAINING-WORKSHOP ON ADDRESSING SCHOOL HEADS
COMPETENCY NEEDS
November 5-6, 2020**

Over all Chairperson: SDS Aniano M. Ogayon, CESO V
Co- chairpersons: ASDS Maylani L. Galicia
SGOD Chief Dr. Edwin R. Rodriguez

Committee	Person/s In-charge	Terms of Reference
L&D Management	Marife R. Lagar	<ul style="list-style-type: none"> Plans the conduct of the program Prepares Training Design and Training Package Coordinates with Top Management regarding the activity
	Fideliza V. Lucas	<ul style="list-style-type: none"> Manages the conduct of L&D. Gathers data and information, analyze, and come up with recommendations for endorsement to SGOD Chief. Monitors and evaluates the conduct of L&D and analyze data gathered from QATAME
Documentation	Luzviminda E. Saldares	<ul style="list-style-type: none"> Prepares and submits complete narrative report
Resource Speakers/Facilitators	Edwin R. Rodriguez Marife R. Lagar Maria Corazon A. Borbon Fideliza V. Lucas Luzviminda E. Saldares Imelda C. Raymundo Maylani L. Galicia	<ul style="list-style-type: none"> Lead the discussion of topics Facilitate workshop
Logistics/Certificate	Francheska Wynori Jane Q. Zagala	<ul style="list-style-type: none"> Prepares logistics and other resources needed in



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		<ul style="list-style-type: none">• Prepares the Certificate
Technical	Jerome A. Javin	<ul style="list-style-type: none">• Prepares/ collects and takes charge in playing audio-visual presentations and material to be used during the activity.• Manages unexpected system glitches
QAME	Maria Corazon Borbon	<ul style="list-style-type: none">• Prepares evaluation tool and conduct QATAME and gather feedback