DIVISION MEMORANDUM
No. 1153, S. 2018

ORIENTATION FOR 2018 PRINCIPALS’ TEST (PT) TAKERS

TO: MELANIE P. ESTACIO, PhD.
    SOLLIE B. OLIVER
    BEVERLY S. DAUGDAUG
    PUBLIC SCHOOLS DIVISION SUPERVISORS
    CONCERNED SCHOOL HEADS/OFFICERS IN-CHARGE
    ALL OTHERS CONCERNED

1. Congruent with one of the Digos City Division’s 2018-2022 Strategic Goal which is to improve the division’s human resource thereby producing highly competent, committed, empowered and compassionate personnel to deliver quality services to the learners, the Division is conducting an “Orientation for the 2018 Principals’ Takers” on December 4, 2018 at the Division Conference Hall.

2. The activity aims to orient the participants on the general guidelines in taking the examination, and to provide them with a general overview of the competencies and skills of a School Head anchored on the National Competency-Based Standards for School Heads (NCBSSH) and the 21st Century Skills framework.

3. The resource persons and participants to this activity are specified in the attached Matrix of Activities and List of Participants, respectively.

4. Travel and food expenses shall be charged to personal funds.

5. For your guidance and compliance.

WINNIE E. BATOON, EdD
Office-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the SDS:

MELANIE P. ESTACIO, PhD, CESE
Office-In-Charge
Office of the Assistant Schools Division Superintendent

End: As stated
To be indicated in the Perpetual Index under the following subjects: SGOD; HRD; ORIENTATION; SCHOOL HEAD’S COMPETENCIES AND SKILLS

CUY-HRD: 25 November 2018; Orientation for the 2018 Principals’ Test Takers

Roxas Street cor. Lopes Jaena Street, Zone II, Digos City 8002  853-8396/553-8376/553-9170/553-8375  853-8396/553-8376  www.depeddigoscity.org  digos.city@deped.gov.ph
### ORIENTATION FOR THE 2018 PRINCIPALS’ TEST TAKERS

**MATRIX OF ACTIVITIES/PROGRAM FLOW**

December 4, 2018  
Division Conference Hall

<table>
<thead>
<tr>
<th>TIME</th>
<th>NAME OF ACTIVITY</th>
<th>OBJECTIVES/EXPECTED OUTPUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 – 7:50</td>
<td>Registration</td>
<td>Register Participants/Attendance</td>
</tr>
<tr>
<td>7:50 – 8:00</td>
<td>Opening Program</td>
<td>Set preliminaries to formally start the activity</td>
</tr>
<tr>
<td>8:00 – 8:15</td>
<td>Overview of the Program</td>
<td>Establish the direction and introduce the content of the activity</td>
</tr>
<tr>
<td>8:15 – 9:15</td>
<td>Domain 1: School Leadership</td>
<td>Assess the level of knowledge on the said domain, and to provide additional information to deepend/strengthen their understanding in the areas where they need reinforcement. Able to make self-evaluation re. own level of understanding on the said domain, and acquire additional knowledge, understanding and confidence.</td>
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<tr>
<td>9:15 – 10:15</td>
<td>Domain 2: Instructional Leadership</td>
<td>-same-</td>
</tr>
<tr>
<td>10:15 – 11:15</td>
<td>Domain 3: Creating a Student Centered Learning Environment</td>
<td>-same-</td>
</tr>
<tr>
<td>11:15 – 12:15</td>
<td>Domain 6: School Management and Daily Operations</td>
<td>-same-</td>
</tr>
<tr>
<td>12:15 – 12:55</td>
<td>LUNCH</td>
<td>BYOB</td>
</tr>
<tr>
<td>12:55 – 1:00</td>
<td>ENERGIZER</td>
<td>-same-</td>
</tr>
<tr>
<td>1:00 – 2:00</td>
<td>Domain 4: HR Management and Professional Development</td>
<td>-same-</td>
</tr>
<tr>
<td>2:00 – 3:00</td>
<td>Domain 5: Parent Involvement and Community Partnership</td>
<td>-same-</td>
</tr>
<tr>
<td>3:00 – 4:00</td>
<td>Domain 7: Personal and Professional Attributes and Interpersonal Effectiveness</td>
<td>-same-</td>
</tr>
<tr>
<td>4:00 – 5:00</td>
<td>21st Century Skills Framework</td>
<td>-same-</td>
</tr>
<tr>
<td>5:00 – 5:15</td>
<td>Closing/Recap</td>
<td>Close the program</td>
</tr>
</tbody>
</table>

Activity Facilitators: Ronald B. Dedace and Cecile C. Uy
1. ADAM, ELECEL B.
2. ADANZA, ROGAN G.
3. ALMACIN, JONATHAN
4. ANTEPUESTO, ROMEO J.
5. APEROCHO, ROSARIO C.
6. ARPON, IRIS L.
7. BALORIO, JESSIE M.
8. BANLASAN, RELYDIA C.
9. BAYLON, MARIE JEAN M.
10. BECAMON, DANN D.
11. BONGCAYAO, MARY JANE L.
12. CALIPAYAN, RENATO D.
13. CAMPOMAYOR, MELACRES L.
14. CARTAJENA, JOEL A.
15. CASTRO, JERALYN L.
16. DEIPARINE, PETER PAUL V.
17. DELIMA, VERONICA T.
18. DELSANTOS, MARILYN D.
19. DIAMANTE, NELSON G.
20. DURANO, EFREN M.
21. GARCIA, EDWIN L.
22. GEVERA, CESAR M. JR.
23. GILLADO, MA. CARMELA E.
24. GULTIANO, ANGELYN P.
25. LANDERO, ANA R.
26. MILCA, WELLSA P.
27. PANCHO, REXIE L.
28. PANTINOPLE, ROEL C.
29. POGOY, RACHEL R.
30. QUIZON, IRENE G.
31. RENDON, ALEX M.
32. ROSIMA, ROWELEM V.
33. SALISE, JUVY B.
34. SAYSON, LILYBETH M
35. SOLIS, RICHILIE N.
36. SOSAS, LIBERTY B.
37. TAGQUIAM, SUSAN M.
38. TIMON, ELVIE E.
39. TIZON, ALAN B.