



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
 No. 250, s. 2021

April 21, 2021

**CAREER ENHANCEMENT: A CAPACITY BUILDING PROGRAM FOR THE
 2021 PRINCIPALS' TEST TAKERS OF DIGOS CITY DIVISION**

**TO: ASDS
 SGOD CHIEF
 CID CHIEF
 PSDSs
 PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS/SICs
 DIVISION HEALTH AND NUTRITION UNIT
 HRD SPECIALISTS
 ALL CONCERNED (LEARNING FACILITATORS AND 2021 PT TAKERS)**

1. Relative to the upcoming 2021 Principals' Test, the field is hereby informed of a Division initiated series of face-to face technical assistance engagements entitled *Career Enhancement: A Capacity Building Program for the 2021 Principals' Test Takers of Digos City Division* scheduled on April 28, May 5, 13, and 18, 2021 from 8am to 5pm, at the Digos City National High School's (DiCNHS) AVR.
2. The Program aims to prepare prospective principals for greater leadership roles in the organization which include strategic thinking, financial decision-making, administrative cases, personnel administration among others. The specific objectives include the following:
 - a) to fully enhance the necessary skills of a school principal;
 - b) to achieve a full awareness on school governance and operations; and
 - c) to develop the strategic planning skills of an effective principal.
3. Specifically, it shall cover the seven (7) domains of the *National Competency-Based Standards for School Heads (NCBSSH)* stipulated in DO No. 32 s.2010, entitled the *National Adoption and Implementation of the National Competency-based Standards for School Heads*:
 - a) School Leadership
 - b) Instructional Leadership
 - c) Creating Student-Centered Learning Climate
 - d) Human Resource Management and Professional Development
 - e) Parent Involvement and Community Partnership
 - f) School Management Operations, and
 - g) Personal and Professional Attributes and Interpersonal Effectiveness
4. In addition, the program shall also cover the four (4) domains of the newly implemented Philippine Professional Standards for Scholl Heads (PPSSH) stipulated in DO No. 24, s.2020:
 - a) Leading Strategically
 - b) Managing School Operations and Resources
 - c) Focusing on Teaching and Learning
 - d) Developing Self and Others



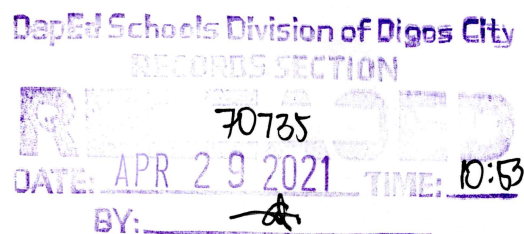
5. Please see attachments for the program, and lists of participants and Learning Facilitators for ready reference.
6. A medical team of two personnel from the Health and Nutrition Unit (HNU) shall be present daily in the venue to ensure the implementation of the Basic Health Protocols in adherence to the City IATF Health Guidelines and Executive Order No. 57, s.2020 which was made effective on October 27, 2020 to December 31, 2020
7. Travel expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Lunch and snacks are on personal expense.
8. For your guidance and strict compliance.



CRISTY C. EPE

Schools Division Superintendent

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04-21-21



Encls: As stated

References: None

To be indicated in the Perpetual Index under the following subjects: SGOD HRD PRINCIPALS' TEST
HRD: CUY: 4/21/2021 CAREER ENHANCEMENT: A CAPACITY BUILDING PROGRAM FOR THE 2021 PRINCIPALS'
TEST TAKERS OF DIGOS CITY DIVISION

ATTACHMENT 1

Career Enhancement: A Capacity Building for the 2021 Principals' Test Takers of Digos City Division

April 28, 2021 (Wednesday) May 5, 2021 (Wednesday)
May 13, 2021 (Thursday) May 18, 2021 (Tuesday)

INDICATIVE PROGRAM OF ACTIVITIES

April 28, 2021 8:00-8:30	Phil. Nat'l Anthem Prayer Digos City Hymn Presentation of Participants Rationale Message	HRD Specialist HRD Specialist HRD Specialist HRD Specialist ASDS SDS
8:30-11:30	Leading Strategically -School Leadership -School Management and Daily Operations	Joan M. Niones EPS Basilio P. Mana-ay, Jr. ASDS
12:00-1:00	Lunch Break	
1:00-2:00	Leading Strategically -School Leadership -School Management and Daily Operations	Joan M. Niones EPS Basilio P. Mana-ay, Jr. ASDS
2:00-4:30	Mock Test	ASDS
4:30-5:00	Synthesis	HRD Specialist
May 5, 2021 8:30-11:30	Managing School Operations and Resources -Parent Involvement and Community Development	Gervasio Salinas, Jr. EPS Basilio P. Mana-ay, Jr. ASDS
12:00-1:00	Lunch Break	
1:00-2:00	Managing School Operations and Resources -Parent Involvement and Community Development	Gervasio Salinas, Jr. EPS Basilio P. Mana-ay, Jr. ASDS
2:30-4:30	Mock Test	ASDS
4:30-5:00	Synthesis	HRD Specialist
May 13, 2021 8:30-11:30	Focusing on Teaching and Learning -Instructional Leadership - Creating Student-Centered Learning Climate	Jem Boy Cabrella EPS Basilio P. Mana-ay, Jr. ASDS
12:00-1:00	Lunch Break	
1:00-2:30	Focusing on Teaching and Learning -Instructional Leadership - Creating Student-Centered Learning Climate	Jem Boy Cabrella EPS Basilio P. Mana-ay, Jr. ASDS
2:30-4:30	Mock Test	ASDS
4:30-5:00	Synthesis	HRD Specialist
May 18, 2021 8:30-11:30	Developing Self and Others -Human Resource Management and Professional Development -Personal and Professional Attributes and Interpersonal Effectiveness	Jem Boy Cabrella EPS Basilio P. Mana-ay, Jr. ASDS
12:00-1:00	Lunch Break	
1:30-3:30	Mock Test	ASDS Supervisors HRD Specialists
4:30-5:00	Synthesis	HRD Specialist

ATTACHMENT 2

LIST OF LEARNING FACILITATORS

	NAME	POSITION
1	BASILIO P. MANA-AY, JR.	ASDS
2	JOAN M. NIONES	EPS
3	GERVASIO SALINAS, JR.	EPS
4	JEM BOY CABRELLA	EPS

**LIST OF PARTICIPANTS
(2021 Principals' Test Takers)**

LIST OF INTERESTED PT TAKERS

	NAME	SCHOOL
1	ADAM, ELECEL	DCCES
2	ADANZA, ROGAN G.	DiCNHS
3	AGUILAR, ZORAINA K.	P. GARCIA ES
4	ALABADO, CELEDONIA	P.V. BASALAN ES
5	ALMACIN, JONATHAN C.	SOONG ES
6	ANDRADE, NEDYMAR	BALABAG ES
7	ANTIPUESTO, ROMEO J	DiCNHS
8	APEROCCHO, ROSARIO C.	DiCNHS
9	ARPON, IRIS L.	SAN MIGUEL ES
10	BALORIO, JESSIE M.	SHSDC
11	BANGAY, DEOGRACIAS P.	RIZAL CENTRAL ES
12	BANLASAN, RELYDIA	RMCES
13	BECAMON, DANN	MARAWER ES
14	BONGCAYAO, MARY JANE	SAN MIGUEL ES
15	CADUNGOG, FLORA MAY	P.V. BASALAN ES
16	CALIPAYAN, RENATO	A. MANIAPAO ES
17	CAMPOMAYOR, MELACRES	LUNGAG ES
18	CARTAJENA, JOEL	I. ABALAYAN ES
19	COLES, ELLEN R	P.GARCIA ES
20	COMETA, MICHAEL	NECENCIO A. ISIDRO ES
21	COMETA, SHIELA	NECENCIO A. ISIDRO ES
22	DE LOS TRAJES, JEROME	SHSDC
23	DEIPARINE, PETER PAUL	IGPIT ES
24	DELIMA, VERONICA T.	DiCNHS
25	DIAMANTE, NELSON	DiCNHS
26	DURANO, EFREN M.	DiCNHS
27	ENDAR, JAVE A.	DiCNHS
28	FABILLAR, REHUEL	DiCNHS
29	FERNANDEZ, KIM A	IGPIT ES
30	GARCIA, EDWIN	DiCNHS
31	GEVERA, CESAR	RIZAL CENTRAL ES
32	GRANADA, JERWIN	BAGUMBUHAY ES
33	HERNAN, JEAN	DiCNHS
34	HAIRIL, NORWENDA	CASILDO B. NONOL ES
35	LOPEZ, JOSEPHINE L.	ISAAC ABALAYAN ES
36	MERCA, LHIENY NONETTE R.	PEDRO V. BASALAN ES
37	OSORNO, RODOLFO II M.	RMCES

38	PALLER, EDUARDO P. JR.	MATTI ES
39	PANCHO, REXIE	DiCNHS
40	PANTINOPLE, ROEL	RMCES
41	PASCUAL, STEPHEN	SDO
42	QUIZON, IRENE	COGON ES
43	ROLDAN, JAY ANN	DAWIS ES
44	ROSIMA, ROWELEM	BINATON ES
45	SALISE, JUVY B.	NECENCIO A. ISIDRO ES
46	SAYSON, LILYBETH M.	DiCNHS
47	SISMAR, RUEL A.	RMCES
48	SOLIS, RICHILIE N.	RMCES
49	SOSAS, LIBERTY B.	DiCNHS
50	TAGUIAM, SUSAN M.	SOONG ES
51	TIZON, ALLAN B.	DiCNHS
52	VIRTUDAZO, NORYLETH A.	DCCES