



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**Division of Misamis Oriental**  
Del Pilar- Velez St., Cagayan de Oro City  
website: [www.depedmisor.net](http://www.depedmisor.net)  
Contact numbers (08822)724615, (088)8564454



February 11, 2015

**DIVISION MEMORANDUM**

No. 42 s., 2015

**ADDENDUM TO DIVISION UNNUMBERED MEMORANDUM ON  
TRAINING ON LEADING AND MANAGING  
KTO12 SCHOOLS**

To: **PS District Supervisors  
Heads, Elem./Sec. Schools  
Concerned Participants**

1. This is in reference to Unnumbered Division Memorandum dated February 6, 2015 re: Training on Leading and Managing Kto12 Schools conducted by SEAMEO INNOTECH.
2. All participants are requested to read the **Advance Briefing Guide for the Participants** in order to be ready especially on the documents to be brought during the training.
3. Furthermore, participants are requested also to fill out the **Course Participant's Information Form** to be submitted upon registration.
4. Attached are copies of Advance Briefing Guide for the Participants and Course Participant's Information Form.
5. For compliance.

For:   
**CHERRY MAE L. LIMBACO, Ph. D., CESO V**  
Schools Division Superintendent





Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Velez St., Cagayan de Oro City  
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(08822)724615/(088)8564454/Fax(088)8564524

February 6, 2015

**Memorandum To:**

NAME	DESIGNATION	SCHOOL
1. Cynthia Rosa H. Ordinan	Teacher III	District of Talisayan
2. Beverly Hazel T. Saligumba	Principal I	Esperanza National High School
3. Bernadette L. Dacoco	Teacher/SIC	District of Talisayan
4. Hideliz Mercado	Teacher/SIC	Claveria District
5. Maryjane Birondo	Teacher/SIC	Claveria District
6. Elma P. Sabio	Teacher/SIC	Claveria District
7. Normar P. Sayson	Head Teacher	Katipunan Elem School
8. Grace G. Salarda	Teacher III	Cadena de Amor Elementary School
9. Ma. Chastity Lourdes A. Bagaporo	Head Teacher	Magsaysay District I&II
10. Roy S. Largo	Teacher II	Tinaan Elementary School
11. Rolando Y. Vallespin	Head Teacher	Magsaysay District I&II
12. Danny Boy D. Siaman	Teacher II	Tama Elementary School
13. Michael A. Lumahang	Teacher 3/SIC	Claveria District
14. Laura Simbrano	Teacher /SIC	Naawan District
15. Elsie S. Dandasan	Teacher II/SIC	Mapulog Elementary School
16. Beverly M. Tagarda	Teacher III	Dampias National High School
17. Earn Darren Z. Valmoria	Teacher III	Binuangan National High School
18. Reynaldo Magan	Principal	Jasaan District
19. Teresita, Montecillo	Teacher III	Opol District
20. Marcel Tagalogon	Principal I	Libertad District
21. Aileen Dabon	Principal	Talisayan CS
22. Roie Ubay ubay	Principal II	Alubijid District

23. Nena U. Arances	Head Teacher 2	Claveria District
24. Eva C. Guilaran	Principal	Claveria District
25. Edna N. Albaran	Principal 2	Tagoloan District
26. Leahlou C. Fabria	Principal 2	Laguindingan District
27. Alvin A. Sabayanan	Principal	Manticao District
28. Lucia L. Sabayanan	Principal	Gitagum CS
29. Annalyn A. Salcedo	Principal	Jasaan District
30. Ma. Fidela C. Salvador	Principal	Jasaan District
31. Maureen E. Olarte	Teacher 3	Jasaan District
32. Elpedio Almonicar	Principal	Jasaan District
33. Francesca Adlaon	Principal	Jasaan District
34. Manolito V. Sale	Principal	Jasaan District
35. Lucena Uba	HT I	Magsaysay District
36. Gener A. Dahilan	Head Teacher 3	Claveria District
37. Manolito Tejero	Head Teacher	Opol District
38. Elmer M. Sabanal	Head Teacher 1	Naawan District
39. Sandra G. Caudor	Head Teacher 3	Naawan District
40. Al N. Adlaw	Teacher /SIC	Opol District
41. Benecio Redulla	Teacher 3/SIC	Opol District
42. Bobby Moral	Teacher 3/SIC	Lugait District
43. Gladys Banac	Principal	Balingasag District
44. Lorna Wahing	Principal 1	Lugait District
45. Rodrigo Abe Abe	HT I	Medina District
46. Ma. Cecilia B. Pupos	Teacher 2/SIC	Medina District
47. Beberlie R. Molina	Teacher 3/SIC	Medina District
48. Joan Sanaga	Teacher 3/SIC	Medina District
49. Alejandro Mauke	Teacher 2/SIC	Medina District
50. Benjamin Absuelo	Teacher 1/SIC	Medina District

You are advised to attend the training on Leading and Managing K to 12 Schools to be conducted by SEAMEO INNOTECH on February 16-20, 2015 at Koresco Hotel, Cagayan de Oro City.

Accommodation and traveling expenses will be charged to school MOOE subject to the usual accounting and auditing rules and regulations. While the registration fee of Php 6,000.00 shall be collected from each participant to defray training expenses.

For information and compliance.

CHERRY MAE L. LIMBACO, PhD., CESO V  
Schools Division Superintendent

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CML*



**Leading and Managing K to 12 Schools  
for School Leaders of the DepEd Division of Misamis Oriental  
February 16 to 21, 2015**

**Advance Briefing Guide for the Participants**

We would like to express our sincere appreciation for your interest to participate in the Learning Program on “Leading and Managing K to 12 Schools.” We are very happy that you have decided to join us for what promises to be an engaging five days of collaborative learning discussions about how you can effectively lead and manage a K to 12 school. We would like to provide you in advance with some logistical details of the program, so you can make the necessary preparations.

*Materials and Documents you need to bring*

Please bring your School Improvement Plan, school profile, available NAT data and other current school performance data, and relevant information about your school. We will be using these documents/ information throughout the program. It would be best if you can also secure a copy of the Municipal Development Plan where your school is located, which will also serve as your reference material while you review/ define your action plan.

*Participant Information Sheet*

Enclosed in this Guide is a Participant Information Sheet, kindly complete the form and hand it to the registration staff upon your arrival at the venue.

*Program Venue*

According to the Memo dated February 6, 2015 signed by Dr. Limbaco, our program will be held at the Koresco Hotel in Cagayan de Oro City.

*Date of the Program*

This is a five-day program which will start on February 16 and end on February 20, 2015. On February 16, our registration desk will be opened as early as 7:30 am and our opening program starts at exactly 8:00 am. We expect that all the participants have already checked-in by this time.

*Learning Guide*

The Learning Guide will be made available to you as you register upon your arrival. This provides details about the program, mechanics, the day-to-day schedule and expected outputs that you need to produce within the duration of the program. This will also be explained to you on Day 1.

*Expected Outputs*

On Day 1, you will be asked to assess your current level of competency based on the areas to be covered by the program. The same instrument will be administered on the last day to see your improvement in the different competency areas.



Your major output in this program is a school action plan that will outline the key action steps that you need to implement to transform your school into a K to 12 school. You will be provided with some guide and a template on how to do this. You will also be provided with a rubric on how the action plan will be evaluated, and corresponding feedback will be shared with you.

In the different sessions, you will either be required to do individual and/ or group outputs based on the session objectives. These outputs will also be evaluated based on the rubric/criteria which will be explained to you in the program.

#### *Certificate of Completion*

You will be awarded with Certificate of Completion once you have completed all the requirements of the program. This certificate is an International Certificate equivalent to the actual number of training hours covered in the program

#### *Meals*

The Division Office has made arrangements for your meals for five days.

#### *What to wear*

As you are aware of the weather in your province, please bring comfortable/ business clothes for your use within the duration of the program.

#### *Program Management Team*

There is a dedicated team who will manage the program. If you have some clarifications or if you need more information, you may contact the following:

<b>Name</b>	<b>Mobile Number</b>	<b>Email Address</b>
<i>Edith L. Pimentel</i> Course Manager/ Facilitator	0917-863-8835	edith@seameo-innotech.org
<i>Ma. Ana Liza V. Serrana</i> Course Co-Manager/ Facilitator	0917-579-8170	analyze@seameo-innotech.org
<i>Monique I. Adalem</i> Program Officer/ Facilitator	0920-950-5770	monique@seameo-innotech.org

You may also direct your inquiry to this email address: [info@seameo-innotech.org](mailto:info@seameo-innotech.org). You will also be provided with the contact details of the invited Resource Persons, in case you see the need to get in touch with them after the program.

See you on February 16!



# COURSE PARTICIPANT'S INFORMATION FORM

Course Code

COURSE TITLE

**Leading and Managing K to 12 Schools for the School Leaders of the DepEd Division  
of Misamis Oriental (16-20 February 2015)**

TITLE <small>(Mr./Ms./Mrs./Dr.)</small>	LAST NAME (Family Name)	FIRST NAME (Given Name)	MIDDLE NAME
POSITION/DESIGNATION		NICKNAME	NATIONALITY
		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	
BIRTH DATE (Month / Day / Year)	PLACE OF BIRTH	AGE	RELIGION
DIETARY RESTRICTION	CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others		<i>If married</i> NAME OF SPOUSE

HOME ADDRESS	OFFICE / SCHOOL ADDRESS
No. & Street _____	Office/School Name _____
Town _____	No. & Street _____
City / Province _____	Town _____
State/Region _____	City / Province _____
Country _____	State/Region _____
Zip Code _____	Country _____
Telephone No. _____	Zip Code _____
Fax No. _____	Telephone No. _____
Mobile Number _____	Fax No. _____
E-mail _____	E-mail _____
	Web Site _____

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS	POSITION	YEAR

CONTACT IN CASE OF EMERGENCY	
NAME	RELATIONSHIP
ADDRESS _____	
Telephone No. _____	Mobile No. _____

**SKILLS**

**COMMUNICATION SKILLS**

Language

Understand    Read/Write    Speak

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMPUTER LITERACY**

Word Processing

Spread Sheet

Presentation

Programming

Others

\_\_\_\_\_

**OTHER SPECIAL SKILLS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL ATTAINMENT**

Degree	Institution	Specialization	Awards	Date Completed		Remarks
				From	To	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Have you attended any SEAMEO INNOTECH Course or Training Program before?  YES  NO

If YES, what course and when? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Position	Institution	City / Province	From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**IMMEDIATE SUPERIOR**

Name	Position	Institution
_____	_____	_____
Address	Telephone No.	
_____	_____	

**OTHER RELEVANT INFORMATION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participant's signature over printed name