



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City
Jesus Street, Pulungbulu, Angeles City
Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099



April 6, 2015 4-6-15

Division Memorandum
No. 52 s. 2015

DIVISION CAPACITY BUILDING FOR SCHOOL HEADS

TO: Heads of Public Elementary and Secondary Schools
School Governance and Operations Division
Curriculum Implementation Division


1. This is to inform the field that a Capacity Building for School Heads shall be held on April 8, 2015, at Gabaldon Building, Pulungbulu, Angeles City.
2. The objectives of this workshop are :
 - A. Understand the importance of effective communication, motivation, coaching and delegating.
 - B. Develop behaviors that are sustainable and effective.
 - C. Practice effective collaboration with team members.

3. Participants in this workshop are the following:

1 SDS
1 ASDS
45 School Heads
5 EPS
2 SGOD

Total – 54

4. All expenses to be incurred in the conduct of this capacity building shall be charged against the **Division INSET Funds** subject to the usual accounting and auditing rules and regulations.
5. Wide dissemination of the contents of this Memorandum is earnestly desired.


NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent



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DIVISION CAPACITY BUILDING FOR SCHOOL HEADS

April 8, 2015

Gabaldon Building, Pulungbulo, Angeles City

PROPOSED BUDGET

I. Source of Funds

DIVISION INSET FUNDS

Php 17, 010.00

II. Participants

1 SDS

1 ASDS

45 School Heads

5 EPS

2SGOD

Total = 54

III. Expenses

Expenses

Meals @ Php 250.00/day x 54participants -Php 13, 500.00


Materials: 54 Participants @ Php 50.00 - 2, 700.00

Miscellaneous 5% - 810.00

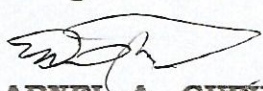
Total:

Php 17,010.00

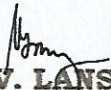
Prepared by:


EDGAR L. MANABAT
EPS-SGOD


Budget Available:


ARNEL A. GUEVARRA
Budget Officer

Recommending Approval:


LYN V. LANSANGAN
Chief – SGOD

Approved by:


NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722; 888-0582; 322-4702 / Fax Nos. (045) 887-6099

PROJECT PROPOSAL

- I. **Project Title: DIVISION CAPACITY BUILDING FOR SCHOOL HEADS**
- II. **Proponent:** School Governance and Operations Division
Department of Education, Angeles City
- III. **Date/Venue: April 8, 2015**
Gabaldon Building, Pulungbulo, Angeles City
- IV. **Rationale:**

Capacity Building is part of a psychological discipline of any organization called organizational psychology. It offers employers and employees an opportunity to improve communication and motivation in the workforce. Employees learn to work as a team and have an opportunity to learn more about themselves and each other.

It is on this premise, that the Division of Angeles City shall conduct a Capacity Building for School Heads with a series of planned activities that are fun and motivational and that can be used to determine their strong points, reflect upon their approach to leadership and develop some sustainable and practical skills for use on their return to the workplace.

Therefore, working on the principle that well-motivated staff are happy and productive staff and can motivate a workforce, the Division Office often finds that capacity building activities can positively affect the productivity of individuals, teams and the organization as a whole.

V. Objectives:

1. Understand the importance of effective communication, motivation, coaching and delegating;
2. Develop behaviors that are sustainable and effective;
3. Practice effective collaboration with team members.

VI. Participants:

1 SDS
1 ASDS
45 School Heads
5 EPS
2 SGOD

Total = 54

VII. Methodology

- A. Team Building Activities
- B. Group Dynamics
- C. Self Assessment and Reflection

VIII. Budget:

Expenses	-
DIVISION INSET FUND	
Meals @ Php 250.00/day x 54 participants	- Php 13, 500.00
Materials: 54Participants @ Php 50.00	- 2, 700.00
Miscellaneous - 5%	- 810.00
<hr/>	
Total - 17,010.00	

IX. Training Matrix (See Enclosure No. 1)

X. Planning Team: School Governance and Operations Division

Chairman: Edgar L. Manabat
Education Program Supervisor

Registration: Marilou Q. Castro , Maria Leonora E. Vinoya
(Planning and Research Team)

Physical Arrangement and Sound System : Christian F. David,
Aiza Lugtu, Cristina S. Sarmiento
(Social Mobilization and Networking Team)

Food: Donna Mae A. Batul, Gorgonia I. Pangilinan, Rosemarie
Venancia P. Necessario, Ramil M. Policarpio
(School Health and Nutrition Team)


Program and Documentation: Marjorie D. Lacson, Arcely G.
Garcia, Anna Marie C. Romero
(Human Resource Development Team)

Training Assessment: Glenn P. Sarmiento, Elizabeth David
(School Management M & E Team)


Prepared:


EDGAR L. MANABAT
EPS-SGOD


Budget Available:


ARNEL A. GUEVARRA
Budget Officer

Recommending Approval:


LYN V. LANSANGAN
Chief - SGOD

Approved:


NICOLAS T. CAPULONG, Ph.D., CESO V
Schools Division Superintendent



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DIVISION CAPACITY BUILDING FOR SCHOOL HEADS

April 8, 2015

Gabaldon Building, Pulungbulo, Angeles City

ENCLOSURE NO. 1

Time	Day 1
7:00 A.M.	Registration
8:00 A.M.- 8:20A.M.	Opening Program
8:20 A.M. – 9:20A.M.	Inspirational Message on Capacity Building Dr. Nicolas T. Capulong Ph.D., CESO V Schools Division Superintendent
9:20 A.M. - 9:30A.M.	Break
9:30 A.M – 11:00 A.M.	Session 1 (Activity Team Building) Marjorie D. Lacson, SEPS
11:00 A.M.– 12:00NN	Processing
12:00 N.N. –1:00 P.M.	Lunch
1:00 P.M. – 2:30 P.M.	Session 2 (Group Dynamics) Arcely G. Garcia, EPS II
2:30 P.M. – 3:30 P.M	Self Assessment and Self Reflection Anna Marie Carmen M. Romero, EPS II
3:30 P.M.- 3: 40P.M.	Break
3:40 P.M. – 5:00 P.M.	Closing Program