



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

05 Jan 2021

DIVISION MEMORANDUM
No. 002, s. 2021

**CONDUCT OF PROJECT GLEAM:
DIVISION SCHOOL HEADS' DEVELOPMENT PROGRAM**

To: **Asst. Schools Division Superintendent**
Chief, Schools Governance Operations Division
Chief, Curriculum and Implementation Division
Section Heads
Education Program Specialists
All Public Elementary School Heads
All Public Secondary School Heads
All Others Concerned
This Division

1. RA 9155 "Governance of Basic Education Act of 2001" underscores the roles and functions of school heads to efficiently deliver responsibility for administrative and instructional supervisory tasks which is befittingly important to carry out the objectives of the school clusters. Thus, this Office announces the conduct of Project GLEAM (*Guiding school Leaders in Educational Agenda and effective Management*): ELSA's School Heads' Development Program in **all the Thursdays of January 2021 and first Thursday of February 2021 (1:00 to 5:00 in the afternoon)** at the Division Conference Room.
2. This program aims to equip school heads with the guiding principles of the shared governance as highlighted in RA 9155 to foster proficient management skills and strengthen leadership abilities. Specifically, this endeavors ought to:
 - a. revisit the roles and functions of a school leader;
 - b. improve school heads' instructional supervisory skills;
 - c. develop school education program, projects and services;
 - d. administer innovative modes of instruction to achieve higher learning outcomes;



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



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- e. encourage staff development;
 - f. establishing school and community networks;
 - g. provide a systematic rating scheme for teachers' classroom performance as reflected in their COT.
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3. Please see Enclosure 1 for the Activity Matrix and date specifications set for the entire program.

 4. Immediate and wide dissemination of this Memorandum is enjoined.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

SGOD/KRAS

TRAINING

SCHOOL HEADS DEVELOPMENT PROGRAM





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Enclosure 1: ACTIVITY MATRIX

Date	Time	Activity	Person/s In-Charge
January 7, 2021	1:00-1:30	Opening Program	HRD Section
	1:30-3:00	A. Leading strategically: <ul style="list-style-type: none">• Vision, mission and core values;• Policy Review and Implementation;• School Planning and Implementation;• Research to improve school performance;	C/O SDS
	3:00-3:15	Energizer/ Break	
	3:15-4:30	<ul style="list-style-type: none">• Programs, Projects, and Activities;• Learner's voice;• Monitoring and evaluation processes tools	
	4:30-5:00	Online Assessment	
January 14, 2021	1:00-1:30	MOL	Elementary School Heads
	1:30-3:00	B. Managing School Operations and Resources: <ul style="list-style-type: none">• School data and information;• School Financial Management;• School Facilities and Equipment;	C/O SGOD
	3:00-3:15	Ice Breaker	





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	3:15-4:30	<ul style="list-style-type: none"> • Management of Staff; • School safety for disaster preparedness, mitigation and resiliency; • Emerging challenges and opportunities 	
	4:30-5:00	Online Assessment	
January 21, 2021	1:00-1:30	MOL	Secondary School Heads
	1:30-3:00	C. Focusing on Teaching and Learning: <ul style="list-style-type: none"> • School-based curriculum review and contextualization; • Teaching standards and pedagogies; • Teaching performance feedback; • Learning assessment; 	C/O CID
	3:00-3:15	Ice Breaker	
	3:15-4:30	<ul style="list-style-type: none"> • Learning Environment; • Learner Discipline; • Career awareness and opportunities 	
	4:30-5:00	Online Assessment	
	January 28, 2021	1:00-1:30	MOL
	1:30-3:00	D. Developing self and others: <ul style="list-style-type: none"> • Personal and Professional Development; • Professional Reflection and Learning to Improve Practice; 	C/O ASDS





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		<ul style="list-style-type: none"> • School Personnel and Office Performance Management; • Learning and Development of School Personnel; 	
	3:00-3:15	Ice Breaker	
	3:15-4:30	<ul style="list-style-type: none"> • Developing Leadership in Individuals and Teams; • Rewards and Recognition; • General Welfare of School Personnel 	
	4:30-5:00	Online Assessment	
February 4, 2021	1:00-1:30	MOL	Senior High School Teachers In-Charge
	1:30-3:00	E. Building Connections: <ul style="list-style-type: none"> • Managing Diverse Relationships; • Inclusive Practice; 	C/O SGOD
	3:00-3:15	Ice Breaker	
	3:15-4:30	<ul style="list-style-type: none"> • Communication; • Community Engagement 	
	4:30-4:45	Online Assessment	
	4:45-5:00	Closing Program	

