



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

February 4, 2020

DIVISION LETTER
No. 08, s. 2020

To : Concerned Public Secondary School Principals

Sirs/Mesdames:

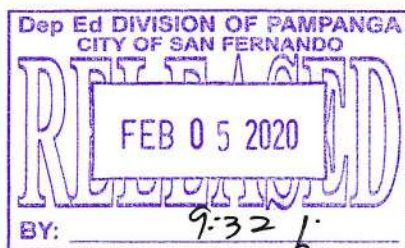
Pampanga Association of Secondary School Head Teachers will conduct the Head Teacher's Congress on February 5, 2020 at the Orchid Gardens, Lazatin Boulevard, City of San Fernando, Pampanga.

Expected participants are the Head Teachers and Teachers-in-charge of the departments of Public Secondary Schools. The registration fee of five hundred pesos (P 500.00) shall cover expenses for lunch, venue and materials, chargeable against any available local funds subject to the usual accounting and auditing rules.

Attached is the approved project proposal for reference.

Very truly yours,


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-27-28; Email Address: pampanga@deped.gov.ph





Republic of the Philippines
Department of Education

Region III
SCHOOLS DIVISION OF PAMPANGA
 PAMPANGA ASSOCIATION OF SECONDARY SCHOOL HEAD TEACHERS

TITLE: "GROW CONTINUALLY AS A LEADER"

BACKGROUND/RATIONALE:

"The growth and development of people is the highest calling of leadership" – Harvey S. Firestone The Secondary school head teachers and teachers-in-charge heed to this call.

Human Resource Management and Development is one of the Key Result Areas of a Secondary School Head Teacher. As Department heads, it is the responsibility of the head teachers to assist teachers in their growth and development. However, before one can develop another, he has to grow and develop first. Growth in leadership is mandatory being in a dynamic organization like DepEd. Growing as a Leader redounds to the growth and development of people served.

OBJECTIVES:

At the end of the one-day congress, the Secondary school head teachers and the designated teachers-in-charge of departments shall have:

1. been inspired and invigorated in energy and spirit by the leaders in the Dep.Ed;
2. been upgraded not only by a management training but by a management development;
3. benchmarked from each cluster the best practices in performing the KRAs of a head teacher
4. updated the financial status of the association.

PARTICIPANTS:

280 Secondary School Head Teachers I-III and Designated Teachers-In-Charge

KEY CONTENTS:

1. Inspirational Message and Keynote Address
2. Talk on Grateful Leadership
3. Best Practices in performing HT's KRAs
4. Update on Financial Status

DATE AND VENUE

Date: February 5, 2020	Venue: The Orchids Garden, Lazatin Blvd., San Juan, CSF(P)
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EXPECTED OUTPUT:



Address: High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga
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TRAINING MANAGEMENT TEAM

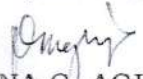
Overall Project Lead: President	Rowena G. Aguipto	- PASSHT
Co-Project Lead	Teresita S. Carlos	- Vice President
Members:	Melinda S. Dayao	- Secretary
	Josephine M. Del Rosario	- Treasurer
	Belinda G. Regala	- Auditor
	Freddie S. Baltazar	- PIO
	Rosario M. Flores	- Business
Manager		

BUDGETARY OUTLAY


Venue, Food, Tarpaulin, Certificates, Tokens for Speakers/Guests	Participants- 280 X P500.00=P140,000
	PASSHT Funds= 23, 800
	Total: P 163,800

Source of Fund: Local School Funds and PASSHT Funds

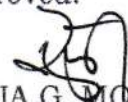
Prepared by:


ROWENA G. AGUIPO
PASSHT President
Over-all Project Lead

Recommending Approval:


ROWENA P. QUIAMBAO, CESE
Assistant Schools Division Superintendent

Approved:


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent





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Enclosure No. 1 To Division Memorandum No. ___, S. 2020

Training Management Team

Overall Project Lead:	Rowena G. Aguipto	- PASSHT President
Co-Project Lead	Teresita S. Carlos	- Vice President
Members:	Melinda S. Dayao	- Secretary
	Josephine M. Del Rosario	- Treasurer
	Belinda G. Regala	- Auditor
	Freddie S. Baltazar	- PIO
	Rosario M. Flores	- Business Manager

Matrix Of Activities

Time	Activity	Person-In-Charge
7:30-8:30	Registration	Rosario M. Flores
8:30-9:30	Opening Program/ Tribute to Retirees	Belinda G. Regala/ Melinda S. Dayao
9:30-9:45	Welcome Message	Rowena G. Aguipto
9:45-10:45	Keynote Speech	SDS Zenia G. Mostoles
10:45-12:00	Talk on Grateful Leadership	SGOD Chief Arceli S. Lopez
12:00-1:00	LUNCH	
1:00-1:15	Energizer	Josephine M. Del Rosario
1:15-3:30	Presentation of Best Practices, Gallery Walk	Cluster Representatives
3:30-4:00	Awarding of Best Practices, Best Posters and Best Presenters	Evaluators: ASDS Rowena T. Quiambao SGOD Chief Arceli S. Lopez
4:00-4:30	Closing Program	Teresita S. Carlos

Emcee: Freddie S. Baltazar



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