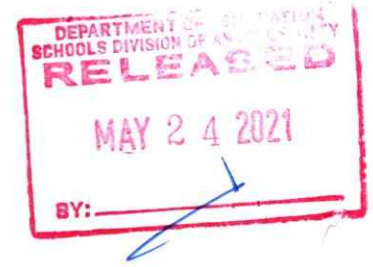




Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



May 24, 2021

DIVISION MEMORANDUM
No. 126 s. 2021

**DIVISION WEBINAR WORKSHOP ON DEVELOPING TRANSFORMATIONAL INSTRUCTIONAL LEADERS
AND UPSKILLING MANAGEMENT SKILLS OF SCHOOL HEADS**

TO: Assistant Schools Division Superintendent
Chief ES, School Governance and Operations Division
OIC, -Chief ES, Curriculum Implementation Division
Heads, Public Elementary and Secondary Schools

1. This is to announce the conduct of Division Webinar Workshop on Developing Transformational Instructional Leaders and Upskilling Management Skills of School Heads, which will be held on May 27, June 1 and 3, 2021 via Google Meet from 8:30 A.M. to 5:00 P.M.
2. The Webinar- Workshop aims to:
 - 2.1 provide learning and training opportunities to school heads in strengthening their level of competence in leading the school strategically;
 - 2.2 provide them the opportunity to practice Filipino KAMALAYA/N as a powerful tool to gain awareness and take a proactive stance in managing various relationships.
 - 2.3 familiarize the participants on the contents of the DepEd manuals, which include the standards for language styling, writing and formatting of DepEd issuances (Dis) and other official documents, including the visual standards to be applied in all DepEd communications, presentations, learning resources, advocacy materials, citations and documentations, and other official collaterals; and
 - 2.4 reinforce data management skills through analysis and interpretation of data in designing school programs and projects.
3. Participants to this webinar are all school heads and assistant principals of public elementary and secondary schools.
4. Enclosed are the pre- workshop reminders for the KAMALAYA/N and indicative matrix of the activity.
5. Immediate dissemination of and strict compliance with the contents of this Memorandum is earnestly desired.

MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer -in- Charge
Office of the Schools Division Superintendent



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KA/MALAYA/N

A Mindful School Manager

Description: This mindfulness workshop aims to give our school heads and leaders the opportunity to practice Filipino Kamalayan as a powerful tool to gain awareness and take a proactive stance in managing various relationships. It shall cover the discussion on the psychosocial, spiritual, and universal benefits of the practice of mindfulness in the daily. The workshop shall also allow the participants to practice mindful breathing, Metta meditation, and Whole-self Pagtanggap.

Outline:

1. Definition and Description of Mindfulness at Work
2. Metta Meditation and Filipino Kamalayan
3. Pre-workshop discussion
4. Mindful Breathing and Whole-self Pagtanggap

Pre-workshop Reminders

(Please tell the participants of the following)

1. Make sure you have good meal prior to the session.
2. Allocate the afternoon only for the session, if possible, no unnecessary distraction for the full experience of Kamalayan. Turn off or put into silent mode your gadgets.
3. Take a bath, wear comfortable clothes (white shirt if possible).
4. Choose a conducive place for the mindfulness exercises. A quiet room for yourself is highly recommended.
5. Turn on electric fan or airconditioning unit for comfort.
6. You may use headset or earphones during the mindfulness exercises.
7. Have a pitcher of water nearby if in case needed to hydrate during the session.
8. Have an open mind and heart to experience mindfulness exercises.
9. Find time for yourself.
10. Take the session to self-care.

DEVELOPING TRANSFORMATIONAL INSTRUCTIONAL SCHOOL LEADERS AND UPSKILLING MANAGERIAL COMPETENCE OF SCHOOL HEADS

TRAINING MATRIX – DIS PROJECT- MAY 27, June 1, and June 3, 2021

| TIME | DAY 1 – MAY 27, 2021 | DAY 2-June 1, 2021 | DAY 3-JUNE 3, 2021 |
|-------------|--|---|---|
| 8:00-8:30 | Registration | Registration/Kamustahan | Registration/Kamustahan |
| 8:30-9:00 | Opening Program | MOL | MOL |
| 9:00-10:00 | Leading a Strategically Focused School: Success and Sustainability | Upskilling Management Skills of School Leaders | Upskilling Management Skills of School Leaders on Data Management |
| 10:00-11:00 | Resource Speaker: Fernandina P. Otchengco PhD | Familiarization of the DepEd Manual of Style | |
| 11:00-12:00 | OIC- Asst. Schools div. Superintendent Workshop 1 Presentation | | |
| 12:00-1:00 | Lunch Break | | |
| 1:00-2:00 | A Strategic Leader: A Mindful School Manager | Workshop Presentation of Output Announcement / Evaluation | Workshop Presentation of Output Announcement / Evaluation |
| 2:00-3:00 | Resource Speaker: Mr. Allen Jeffrey Saraza | | |
| 3:00-4:00 | Announcement / Evaluation | | |
| 4:00-5:00 | | | Closing Program |