



Republic of the Philippines
Department of Education
Region VII, Central Visayas
CITY SCHOOLS DIVISION-TAGBILARAN
City of Tagbilaran



MEMORANDUM:


**TO : Ms. Juanita C. Lafuente – School Principal- TCCES
Ms. Maria Antonette P. Dugang – School Principal – TCEES**

From : Security Bank Foundation, Inc.

**SUBJECT : 3-DAY LIVE-IN MANAGEMENT AND LEADERSHIP WORKSHOP
FOR SCHOOL PRINCIPALS**

DATE : November 7, 2018

1. This Office is hereby disseminating a communication from Security Bank Foundation, Inc. entitled “3-Day Live-In Management and Leadership Workshop for School Principals” which is self-explanatory.
2. For more details please read attached Unnumbered Memorandum.
3. Immediate dissemination of this Memorandum is desired.


VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent *sc*

SECURITY BANK FOUNDATION, INC.

18 October 2018

DR. VIRGINIA D. ZAPANTA, CESO V
Schools Division Superintendent
Division of City Schools – Tagbilaran City
Department of Education

DEPARTMENT OF EDUCATION
 DIVISION OF CITY SCHOOLS
 TAGBILARAN CITY
RECEIVED
 BY: [Signature] TIME: [Time]
 DATE: [Date] CTR #: [CTR#]

Dear Dr. Zapanta:

Security Bank Foundation, Inc., in partnership with One La Salle Educational Foundation, Inc. (OLEF), will conduct a **3-day live-in Management and Leadership Workshop for School Principals** of the Foundation's Classrooms Project beneficiary schools nationwide on **November 28-30, 2018** at **Hotel Benilde Maison De La Salle, Malate, Manila**.

The 3-day workshop will train the school principals to become managers not only of the school as an institution, but also as managers of the school faculty, staff and himself/herself as a leader. The workshop will include sessions on personal and interpersonal leadership, trends in 21st century learning, creating conducive and safe school environment, building and nourishing partnerships, managing school assets and infrastructures, disaster risk reduction and management in schools, and resource mobilization for school needs. There will also be a session on financial wellness for the school principals.

In line with this, we would like to invite the School Principals of the Foundation's Classrooms Project beneficiary schools in Tagbilaran City as indicated below.

Name of School	No. of Classrooms Donated	Year Turned Over	No. of Participant/s
Tagbilaran City Central School	6	2015	1
Tagbilaran City East Elementary School	6	2015	1
Total No. of Principal/s			2

Likewise, please refer to the attached copy of the formal letter of invitation that was sent to the principals of the above-mentioned schools.

Security Bank Foundation will take care of the transportation, as well as the meals and accommodation of the school principal who will attend the training. The principal will also be provided with copies of all the materials to be used in the training.

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 Security Bank Centre, 6776 Ayala Avenue, Makati City, Philippines 0719
 ☎ 888-7341 🌐 www.securitybank.com/sustainability

In return for supporting the upgrading of skills of the school principals, please note that we will require the principal to:

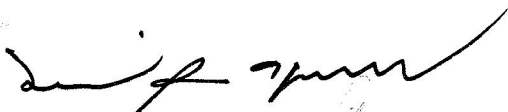
- Re-echo the learnings and insights to their teachers when they return to their own school within the period of six (6) months after the date of the training. Echo training of the principals can be done one-time or in a series of meetings or any similar activities of the teachers at school.
- Submit a feedback report on the echo training conducted to OLEF (including pictures).
- Submit an assessment of school assets/ infrastructures and resource mobilization plan

Confirmed training participant/s who fail to attend the training session, re-echo or share their training to the teachers in their schools, and submit the assessment of school assets/infrastructures and resource mobilization plan, shall be requested to return the total cost of the training that was spent by the Foundation for his or her participation.

Please note that the principal sent to the training will be required to **submit the filled out registration, waiver, commitment, and classrooms project monitoring forms (attached to our letter to the school principal) to the Foundation via fax (02-891-1049) or email (sbfoundation@securitybank.com.ph) on or before October 31, 2018.** The principal will also be required to accomplish the **workshop pre-work survey** accessible through this link: <http://bit.ly/2N0Auao>.

Should you have any question or need further clarification, please feel free to call our **Project Officer, Ms. Racquel Tanyag**, at (02) 888-7341 / 0919 330 4144.

Very truly yours,

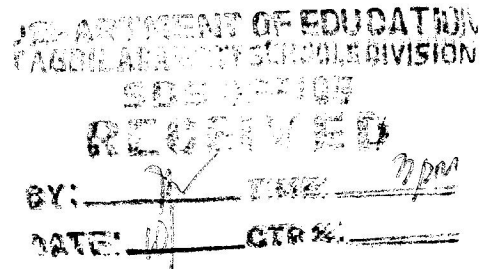


MELISSA R. AQUINO
Trustee / Corporate Secretary

SECURITY BANK FOUNDATION, INC.

18 October 2018

MS. JUANITA LA FUENTE
School Principal
Tagbilaran City Central School
c/o Ma. Elena L. Deligero
Security Bank Tagbilaran Branch



Dear Ms. La Fuente:

Security Bank Foundation, Inc., in partnership with One La Salle Educational Foundation, Inc. (OLEF), will conduct a **3-day live-in Management and Leadership Workshop for School Principals** of the Foundation's Classrooms Project beneficiary schools nationwide on **November 28-30, 2018** at **Hotel Benilde Maison De La Salle, Malate, Manila**.

Sessions will be from **8:00a.m. – 5:00p.m.** over the **Wednesday to Friday** indicated schedule. Participants' accommodations will likewise be at **Hotel Benilde Maison De La Salle, Malate, Manila** with **check-in** scheduled on the **afternoon of November 27** and **check-out** scheduled on the **afternoon of December 1**.

The 3-day workshop will train the school principals to become managers not only of the school as an institution, but also as managers of the school faculty, staff and himself/herself as a leader. The workshop will include sessions on personal and interpersonal leadership, trends in 21st century learning, creating conducive and safe school environment, building and nourishing partnerships, managing school assets and infrastructures, disaster risk reduction and management in schools, and resource mobilization for school needs. There will also be a session on financial wellness for the school principals.

In line with this, we would like to invite you to participate in this pilot workshop for school principals of the Foundation's Classrooms Project beneficiary schools. We will take care of the transportation, as well as the meals and accommodation throughout the training duration. The training participants will also be provided with copies of all the materials that will be used in the training.

In return for supporting the upgrading of skills of the school principals, please note that we will require the trained principals to:

- Re-echo the learnings and insights to their teachers when they return to their own school within the period of six (6) months after the date of the training. Echo training of the principals can be done one-time or in a series of meetings or any similar activities of the teachers at school.

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- Submit a feedback report on the echo training conducted to OLEF (including pictures).
- Submit an assessment of school assets/ infrastructures and resource mobilization plan

Confirmed training participant/s who fail to attend the training session, re-echo or share their training to the teachers in their schools, and submit the assessment of school assets/infrastructures and resource mobilization plan, shall be requested to return the total cost of the training that was spent by the Foundation for his or her participation.

Please note that you will be required to **submit the filled out registration, waiver, commitment, and classrooms project monitoring forms to the Foundation via fax (02-891-1049) or email (sbfoundation@securitybank.com.ph) on or before October 31, 2018.**

You are also required to accomplish the **workshop pre-work survey** accessible through this link: **<http://bit.ly/2N0Auao>**.

For your reference, please see attached copy of the letter we sent to the DepEd Division of Tagbilaran City regarding the invitation to the training.

Should you have any question or need further clarification on any of the above, please feel free to call our **Project Officer, Ms. Racquel Tanyag, at (02) 888-7341 / 0919 330 4144.**

Very truly yours,



MELISSA R. AQUINO
Trustee / Corporate Secretary

****Attached Forms (please fill out and fax to 891-1049 or e-mail to sbfoundation@securitybank.com.ph on or before 31 October 2018:***

- Registration Form (1 copy)
- Commitment and Waiver (1 copy)
- Classrooms Project Monitoring Form (1 copy)