



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 560, s. 2023

November 28, 2023

**CAPACITY ENHANCEMENT OF SCHOOL LEADERS
OF TAGBILARAN CITY SCHOOLS DIVISION**

To: Elementary and Secondary School Principals,
Assistant School Principals,
Elementary and Secondary Head Teachers
All Others Concerned

1. As a government organization, the Department of Education is dedicated to the professional and personal development of its employees. It is believed that an employee's professional and personal growth positively impacts organizational development and outcomes. Given the growing complexities and challenges in the workplace, organizations must cultivate emotionally intelligent leaders who are engaging and can exhibit self-leadership, confidence, and authenticity.
2. Hence, all Elementary and Secondary School Heads (School Principals, Assistant Principals and Head Teachers) are **directed to participate in a 1-day upskilling activity entitled, "Capacity Enhancement of School Leaders of Tagbilaran City Schools Division" on December 6, 2023 from 10:00 AM to 5:00 PM at Solea Coast Resort Panglao.**
3. This upskilling activity will allow participants to gain a deeper understanding of valuable leadership strategies, people management, branding and much more. It will help School Leaders see their role based from the Philippine Professional Standards for School Heads and turning themselves into transformative and innovative leaders of the organization.
4. **A registration fee of One Thousand Three Hundred Fifty Pesos (Php 1,350.00) will be collected from every participant to cover the meals, snacks and venue and shall be charged against School MOOE** subject to the usual accounting and auditing rules and regulations. The participants are required to pay the registration fee before the conduct of the said capacity enhancement activity.

5. The organizing committee will be providing the City Government Bus as transportation in going to the said venue and vice versa. The assembly area and drop-off for those participants who will avail of the bus will be at Tagbilaran City Central Elementary School (TCCES). It will depart from TCCES at 9:40AM.
6. The official list of participants is attached to this Division Memorandum for reference. (Enclosure 1).
7. For more details, participants shall coordinate with Mrs. Juanita C. Lafuente (*PESPA President*) or Mr. Jenelou John F. Israel (*NAPSSHI President*).
8. For your information and guidance.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


ERNESTO Q. ALAS-AS JR. CESE
OIC-Assistant Schools Division Superintendent 