



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
Tabuk City, Kalinga



October 14, 2024

Division MEMORANDUM  
No. 397, s. 2024

**CONDUCT OF THE TALENT TRANSFORMATION SERIES**  
**Foundational Leadership Course for School Leaders and Managers**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Elementary and Secondary School Heads  
All other concerned

1. RA 9155 or the Governance of Basic Education Act of 2001 decentralizes authority to school heads, giving them greater responsibility in decision-making, resource management, and implementing policies that directly affect student learning outcomes. To fulfill these roles, school heads need to continuously develop their leadership and management skills, ensuring they stay up-to-date with new educational trends, policies, and best practices. Hence, continuous capability building for school heads is crucial because it empowers school leaders to effectively manage and lead their institutions in the face of evolving educational challenges.
2. Relevant to this, the Talent Transformation Series 1: Foundational Leadership Course for School Leaders and Managers shall be conducted to enhance the School Heads' ability to foster quality teaching and learning environments, promote effective stakeholder engagement, and respond to issues such as curriculum changes, technological integration, and community needs.
3. The following are the Key Result Areas and objectives of said training:
  - a. **Personnel Management Skills:** Equip school leaders and managers with advanced personnel management techniques to effectively supervise and motivate both teaching and non-teaching staff, fostering a collaborative and productive work environment.
  - b. **Designing Learning and Development Plans:** Enable participants to design tailored Learning and Development (L&D) plans for teaching and non-teaching personnel, ensuring continuous professional growth that aligns with the school's goals and the Department of Education's standards.
  - c. **Financial Management Capabilities:** Provide school heads with practical knowledge in financial management, focusing on budgeting, financial reporting, and the strategic allocation of school funds to maximize resource efficiency.
  - d. **Procurement Processes and Compliance:** Train school leaders on procurement best practices, including the legal frameworks and ethical standards governing the acquisition of goods and services, ensuring transparency, efficiency, and compliance with government regulations.



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DepEd Tayo Tabuk City



e. **Strategic Leadership and Decision-Making:** Develop strategic leadership skills to help school heads make informed, data-driven decisions that address personnel, financial, and operational challenges while aligning with the school's mission and vision for sustainable educational improvement.

4. The said activity shall be conducted on November 21-23, 2024, venue to be announced. Prior to this, school heads are directed to register to the google classroom using their personal Gmail account (Not the DepEd account) using this code: [effghwr](https://classroom.google.com/c/Njg2MTMyNDM0Nzlw?cjc=effghwr) or through following this link: <https://classroom.google.com/c/Njg2MTMyNDM0Nzlw?cjc=effghwr>

5. Participants are required to accomplish all activities in the google classroom. Completion of all activities shall constitute the third day of the training course. Only those who completed the actual face-to-face attendance and the activities shall be given a Certificate of Participation for Managerial and Supervisory Training.

6. The training matrix is enclosed for reference of all participants.

7. For information, guidance, and compliance.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 

**INDICATIVE LEARNING AND DEVELOPMENT MATRIX**  
**Foundational Leadership Course for School Leaders and Managers**

**DAY 1**

| <b>Time</b> | <b>Topic</b>                                          | <b>Target Skills/Competencies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08:00-08:30 | Preliminaries                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 08:30-09:30 | Revisiting the DepEd Mission, Vision, and Core Values | Revisiting the DepEd Mission, Vision, and Core Values enhances critical skills for school leaders and managers, promoting effective educational leadership, enabling them to align their school's initiatives and goals with the overarching mission and vision of the Department of Education, thereby fostering a cohesive educational environment. Hence, this reflection process equips school leaders with the tools to inspire their teams and drive positive change in the schools and learning centers of the Schools Division of Tabuk City.                                                                                                                                                                                                                                           |
| 10:00-12:00 | Purpose and Impact of Foundational Leadership         | The Purpose and Impact of Foundational Leadership and Strategic Leadership and Decision-Making is to strengthen visionary thinking among school leaders, enabling them to articulate a clear and inspiring direction for their schools that aligns with educational goals. These will also foster emotional intelligence, as leaders learn to understand and manage their own emotions and those of their teams. It will also enhance decision-making skills, allowing leaders to analyze complex situations and make informed choices that will positively impact students and personnel. These topics will also enhance accountability and ethical leadership, prompting leaders to reflect on their values and actions while fostering a culture of trust and integrity within their school. |
| 01:00-03:00 | Strategic Leadership and Decision Making              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 03:30-05:00 | Efficient Financial Management in Schools             | The topic on Efficient Financial Management in Schools enhances essential skills for school leaders and managers, equipping them to efficiently navigate the complexities of budgeting and resource allocation. It will also strengthen strategic planning skills, aiding leaders to align financial resources with the school's goals and priorities to maximize impact on student outcomes. Thus, the skills gained from this topic will empower school leaders to create a sustainable financial environment that supports educational excellence.                                                                                                                                                                                                                                           |

**DAY 2**

|             |                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08:00-08:30 | Management of Learning (MOL)     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 08:30-09:30 | Budgeting and Financial Planning | The topic on Budgeting and Financial Planning significantly enhances the skills of school leaders on strategic thinking, enabling them to create comprehensive budgets that align financial resources with educational goals and priorities. It will also foster collaboration, encouraging leaders to work closely with staff, parents, and stakeholders in the budgeting process and ensure articulation of budgetary decisions and rationales to promote transparency and accountability. |

|             |                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10:00-12:00 | Navigating Human Resource Management                      | The topic on Navigating Human Resource Management will enable the school leaders to be abreast in the current trends of the Recruitment, Selection, and Hiring Process (RSP) in the Schools Division of Tabuk City. This topic will also foster performance management skills, as school leaders learn to set clear expectations, provide constructive feedback, and implement evaluation processes that promote professional growth. This topic will also emphasize the importance of strategic planning in Human Resource development, helping school leaders to align HR practices with their school's goals and objectives. Hence, the skills gained from navigating human resource management will equip school leaders the skills to cultivate a motivated, skilled, and collaborative school workforce that positively impacts student achievement. |
| 01:00-02:30 | Designing a Comprehensive Personnel Development Framework | The topic of Designing a Comprehensive Personnel Development Framework will enhance school leaders' and managers' skills in learning and development needs assessment of personnel, enabling them to identify specific areas for professional growth among staff and tailor development appropriate opportunities. It will also cultivate mentorship and coaching abilities, as school leaders learn to support and guide personnel through their professional journeys, fostering a culture of continuous improvement.                                                                                                                                                                                                                                                                                                                                    |
| 03:00-05:00 | Procurement Compliance and Audits                         | The topic on Procurement Compliance and Audits enhances school leaders' and managers' skills in regulatory knowledge, ensuring they understand and adhere to relevant laws and policies governing procurement processes. It will also develop analytical and auditing skills, enabling them to effectively and efficiently evaluate procurement activities, identify discrepancies, and implement corrective measures to ensure accountability and transparency. Thus, this topic will foster strategic planning abilities, as leaders learn to align procurement practices with the school's goals, ensuring that resources are acquired efficiently and ethically to support educational objectives.                                                                                                                                                     |

### DAY 3

| Topic                                | Output                                                                                                              |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Foundational Leadership              | Vision and Leadership Framework of a School Leader and Manager                                                      |
| Financial Management                 | Annual Improvement Plan (AIP), Budget and Financial Plan                                                            |
| Personnel Management Skills          | Personnel Professional and Personal Development Framework                                                           |
| Procurement Processes and Compliance | Project Procurement Management Plan (PPMP), Indicative Annual Procurement Plan (APP), and Work Financial Plan (WFP) |