

March 9, 2015

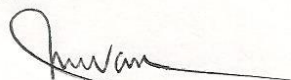
**DIVISION MEMORANDUM**

No. 21, s. 2015

**DIVISION ORIENTATION ON THE  
NATIONAL COMPETENCY-BASED STANDARDS FOR SCHOOL HEADS-  
TRAINING AND DEVELOPMENT NEEDS ASSESSMENT (NCBSSH-TDNA)**

TO : All Education Program Supervisors  
Public Schools District Supervisor  
Division ICT Coordinator  
All Elementary and Secondary School Heads

1. In compliance to Unnumbered Regional Memorandum dated February 11, 2015, there will be a One-Day Orientation on the Conduct of the National Competency - Based Standards for School Heads – Training & Development Needs Assessment (NCBSSH-TDNA) to the Education Program Supervisors, Public Schools District Supervisor and all Public Elementary and Secondary School Heads at Cloud 9 Hotel and Leisure Park on Tuesday March 17, 2015 from 8:00 A.M. to 5:00 P.M.
2. The said orientation aims to:
  - A. brief the participants on the Domains, Strands and Competencies of the NCBSSH-TDNA Tool
  - B. improve on the proficiency as school manager/leader by making an authentic assessment using the tool
  - C. craft an Individual Plan for Professional Development (IPPD) and the Division Development Plan which will be considered for future trainings
  - D. help in the development of modules for the Principals' Training Program on School Heads' Foundation Course and Progressing Principals by the National Educators Academy of the Philippines.
3. Participants to the training are requested to bring their laptops, pocket wifi, calculator, pencil and crayons for the activities.
4. A registration fee of Seven Hundred Fifty Pesos (P 750.00) will be charged each participant to cover expenses for the food, training materials and other incidental costs related to the activity. Said registration will be drawn from the School MOOE subject to the usual accounting and auditing rules and procedures.
5. Attached is the Programme, the Working Committees and Schedule of Activities for your reference.
6. Widest dissemination and participation of all concerned to this activity is enjoined.



**DR. MERTHEL M. EVARDOME**  
Acting Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

## *Programme*

<i>Phil. National Anthem</i> .....	<i>Mr. Lolito A. Makiramdam</i> (EPS, MAPEH)
<i>Prayer</i> .....	<i>Mrs. Merlita O. Sayago</i> (EPS, Private Schools)
<i>Welcome Remarks</i> .....	<i>Dr. Merthel M. Evardome</i> (Acting ASDS, OIC-Office of SDS)
<i>Presentation of Participants</i> .....	<i>Mr. Anselmo C. Celeste</i> (EPS, ALS)
<i>Statement of the Purpose</i> .....	<i>Mrs. Doris DJ. Estalilla</i> (OIC-ASDS)
<i>Orientation Proper</i> .....	<i>Dr. Merthel M. Evardome</i> <i>Mrs. Doris DJ. Estalilla</i> <i>Mrs. Cristina C. Salazar</i> (EPS, English) <i>EPSs as Facilitators</i>

*Mr. Reynaldo M. Andrade Jr.*  
(Emcee)

### EXECUTIVE COMMITTEE

Chairman .....	Dr. Merthel M. Evardome
Vice – Chairman .....	Mrs. Doris DJ. Estalilla
Members .....	Mrs. Cristina C. Salazar Mrs. Priscilla V. Salo All Education Program Supervisors

### Working Committees

Physical Arrangement .....	Dr. Luisito F. Diego
Documentation .....	Mrs. Priscilla V. Salo
Certificate .....	Mrs. Lourdes A. Tabuena
Food & Refreshment .....	Mrs. Cynthia C. Quirong
Registration .....	Mrs. Dolores J. Agong

### *Schedule of Activities*

Time	Activity	Assigned Resource Person/s
7:30 – 8:00	Registration	Working Committee
8:00 – 8:30	Opening Program	EPSs Assigned
8:30-9:00	Orientation on the Conduct of the NCBSSH-TDNA	Dr. Merthel M. Evardome
9:00-10:15	Basis, Purposes & Framework of the NCBSSH-TDNA	Mrs. Cristina C. Salazar
10:15 – 10:30	Break	
10:30 – 12:00	Assessment Procedures	Mrs. Doris DJ. Estalilla
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Self – Evaluation , Scoring, Computation, Graphing & Interpretation of Results (Manual Version)	Mrs. Doris DJ. Estalilla Mrs. Cristina C. Salazar Division EPSs
3:00-4:30	*Self – Evaluation , Scoring (E-version)	Mrs. Priscilla Salo Division EPSs
4:00-4:30	Crafting of School Head's IPPD	School Heads Facilitators In-Charge
4:30-5:00	Submission of Output	Facilitators In-Charge

#### Assigned EPSs as Facilitators

Secondary School Heads	Mrs. Lourdes A. Tabuena
District I-A Elementary School Heads	Mr. Lolito A. Makiramdam
District I-B Elementary School Heads	Mrs. Merlita O. Sayago
District I-C Elementary School Heads	Mrs. Priscilla V. Salo
District II-A Elementary School Heads	Mrs. Dolores J. Agong
District II-B Elementary School Heads	Mr. Anselmo C. Celeste Jr.
District II-C Elementary School Heads	Dr. Luisito F. Diego
District II-D Elementary School Heads	Mr. Reynaldo M. Andrade Jr.