

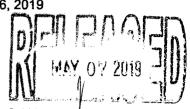
Republic of the Philippines ASTACHED OF CAUCACION CORDILICARAMERRANICARON CORDILICARAMERRANICARON

Wangal, La Trinidad, Benguet
Website: www.depedcar.ph/Email: car@deped.gov.ph



May 6, 2019

Regional Memorandum No. 144.2019



CORRIGENDUM TO REGIONAL MEMORANDUM NO. 137, s. 2019 (Training on Leadership Management of CESO Potentials)

- Relative to the conduct of the Training on Leadership Management of CESO Potentials, please be advised that the conduct will be on May 14 to 17, 2019 at Hotel Elizabeth, Gibraltar, Baguio City. Training will officially start on May 15, 2019.
- 2. Since all Schools Division Superintendents are members of the Board of Election Canvassers, the following are requested to participate as Resource Speakers and assessors during the simulation, in lieu of the SDSs:
 - OIC ASDS Christopher Benigno
 - OIC ASDS Irene Angway
- CESWE Passers not identified as participants may be included by the SDOs provided the Regional Office through the HRDD, will be informed prior to inclusion.
- First meal will be dinner of May 14 (Tuesday) and last meal will be PM snack of May 17 (Friday). Check in will start at 2 P.M. on May 14 and check-out at 12 noon on May 17.
- 5. To help facilitate management of the activity, the presence of Ms. Cynthia Harada of the RO is requested.
- 6. Attached is the Program Matrix for your reference.
- 7. Immediate dissemination of and strict compliance to this Memorandum is desired.

MAY B. ECLAR, PhD, CESO V Regional Director

tracking Number:

TRAINING MATRIX ON LEADERSHIP MANAGEMENT OF CESO POTENTIALS Hotel Elizabeth, Baguio City May 14 to 17, 2019

TIME TIME ACTIVITY/TOPIC OBJECTIVES Sub-topics T - 45 - 8:00 Reforming Program 9:01 - 10:30 Assessment Center their qualities and skills as leading with fincoming mail and written the Role Play (Client Interaction) 1:0:10 - 3:30 Remembering TIF in Interaction) Remembering Tif in Interaction Interaction Remembering Tif in Interaction Interaction Remembering Tif in Interaction Interaction Remembering Tif in Interaction Remembering Tif in Interaction Interaction Remembering Tif in Interaction Remembering Tif interaction R	DAY 0, MAY 14: Arrival and Registration	and Registration			
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Copening Program For participants to be Critical points Assessment Center this type of test and be familiar with the varied tasks that would measure Types of Tasks to expect their qualities and skills as Interaction Time management To learn the necessary through the In-tray skills in dealing with incoming mail and written Communication Time management Standard versus Specific In-tray advice In-tray advice Towards excellence T	7:45 — 8:00				
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Remembering TIF in the Role Play (Client Interaction) Remembering Tis skills on decisiveness, and listening. Interaction Remembering Tis in the Role Play (Client Interaction) Remembering Tis in the Role Play (Client Interaction) Remembering Tis in the Role Play (Client Interaction) Remembering Tis in time pressure and time management -Standard versus specific -In-tray advice -Towards excellence -How it works -Creativity -Hazardous pitfalls and nagging problems -Using silence -Dealing with difficult partners -Conflict		mough me m-may	skills in dealing with	activities	
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demonstrate managerial -Creativity skills on decisiveness, flexibility, sensitivity, persuasiveness, and listeningCreativity -Hazardous pitfalls and nagging problems -Using silence -Dealing with difficult partners -Conflict	1:01 - 3:30	Remembering TIF in	For participants to	-How it works	OIC-ASDS
skills on decisiveness, flexibility, sensitivity, persuasiveness, and listeningDealing with difficult partners -Conflict		the Role Play (Client	demonstrate managerial	-Creativity	Christopher
and nagging problems -Using silence -Dealing with difficult partners -Conflict		Interaction)	skills on decisiveness,	-Hazardous pitfalls	Benigno
			flexibility, sensitivity,	and nagging problems	
			persuasiveness, and	-Using silence	
-Conflict			listening.	-Dealing with difficult	
-Conflict				partners	
				-Conflict	

ICT	OD	3:31 – 6:00	
		Behavioral Dimensions of Analysis and Presentation Tasks	
Vandolph Flora	Jennifer P. Ande, Chief-FTAD	To help improve one's behavioral skills in analyzing problems and presenting the solution to management	
Flora	Chief-FTAD	questions -What is being measured? -Types of analytical tasks -How to approach the analysis task Preparation: who, what, when, where, how? -The "delivery" -Premature questioning -Answering questions -Handling criticism	-Ten tough evaluation
		OIC-ASDS Irene Angway	

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7:45 – 8:00	Υ/TO	OBJECTIVES	SUB-TOPICS	RESOURCE SPEAKER/ FACILITATOR Pio D. Ecuan
8:01 - 10:00	ing V	To help participants	-Management cases	RD Milagros
	of	improve their written	-Commercial writing	Rimando, NEDA-
	Effectively (Strategic	behavior manifested in	-Marketing plan -Policy information	CAR
	9		-Rewriting a policy	
			document	
			-Strategic Planning	
10:01 — 12:00	Management	To assist participants in	-Your role	OIC-ASDS Virginia
	Potential as seen in	learning how to	-The group discussion	Batan
	the Group Play	influence others and	-Variations	
		how to positively	-Positive comments	
		contribute to the group	-The building task	
1:01 - 3:30	Being on one's toes	To be reminded of	-Motivation	RD Milagros
	through the Interview	appropriate verbal and	-Hobby horses	Rimando
		nonverbal behaviors	-More dilemmas and	
		during interviews	ethics	
			-Justifying your answers	
			-Language usage	
			-Avoiding problem areas	
			-Non-verbal behavior	
			during the interview	
3:31 - 6:00	Never again to Test	To prepare oneself for	-Suggestions to help you	RD Mav B. Eclar
	Anxiety! (Preparing	the actual test and	prepare	•
	for Test Day)	perform at one's best on	-Concentration in ten	
		the day itself	steps	
			fitness	

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	OD
Vandolph Flora	Pio D. Ecuan, Chief-P

				24
	PS OIC-HRDD	Carmel F. Meris, EPS OIC-HRDD		OD
RO Team			Closing Program	3:31 - 4:00
	Room 6-Interview			
	Planning			
	Room 5-Strategic			
	Clientele			
	Room 4-Evaluation of	assessors	W. A. Sandara	
	(Client Interaction)	feedback from	Mr. w dan	
	Room 3-Role Play	To improve oneself after	and a state of	
	Room 2-In-tray/Inbox		Assessors	
	Room 1-Group Play	Assessment Center	Feedback from	
	tasks alternately:	tasks encapsulated in an		
	through the following	To actualize the varied		
	Each group will go			
Assessors	each.	discussions	Simulation	
Participants	include 6 members	during the previous	Continuation of	1:01 - 3:30
Assessors	subdivided into 5 to	tips/techniques shared		
Participants	The group will be	To apply the	Simulation	8:01 - 12:00
			Learning	
Carmel F. Meris			Management of	7:45 – 8:00
RESOURCE SPEAKER/ FACILITATOR	MECHANICS OF SIMULATION	OBJECTIVES	ACTIVITY/TOPIC	TIME

SIMULATION SCHEDULE: MAY 16, 2019

Soraya F. Faculo	Geraldine B. Gawi	Carmel F. Meris	Jennifer F. Ande	Fin D. Ecuan	Group In-charge
	Play/Meeting		Clientele		
	Group		Evaluation of	Interview	3:45-4:45
			In-tray		the factor of th
Strategic Planning	Interview	Strategic Planning	In-basket/		2:30-3:30
	Clientele		Play/Meeting	Q.	
Client Interaction	Evaluation of	Interview	Group	Strategic Planning	1:30-2:30
Clientele					
Evaluation of	In-hasket/In-trav	Client Interaction	Interview	Group Plav/Meeting	11:20-12:20
				Clientele	
Group Play/Meeting	Client Interaction	In-basket/In-tray		Evaluation of	10:45-11:45
,		Clientele			
In-basket/In-tray		Evaluation of	Strategic Planning	Client Interaction	9:30-10:30
	Planning			In-tray	
Interview	Strategic	Group Play/Meeting	Client Interaction	in-basket/	8:10-9:10
					7:45-8:00
GROUP 5	GROUP 4	GROUP 3	GROUP 2	GROUP 1	TME

AC DIMENSION	ASSESSORS
Client Interaction	Christopher Benigno, Irene Angway
Group Play/Meeting	RD May B. Eclar, RD Milagros Rimando, ARD
Interview	Bettina Aquino, Virginia Batan