



May 6, 2019

Regional Memorandum

No. ~~144-2019~~

RELEASED
MAY 07 2019

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

1. 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
3. 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.
4. 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:

RTM 233551

TRAINING MATRIX ON LEADERSHIP MANAGEMENT OF CESO POTENTIALS

Hotel Elizabeth, Baguio City
May 14 to 17, 2019

DAY 0, MAY 14: Arrival and Registration				
DAY 1, MAY 15				
TIME	ACTIVITY/TOPIC	OBJECTIVES	Sub-topics	RESOURCE SPEAKER/ FACILITATOR
7:45 – 8:00				
8:01 – 9:00	Opening Program			RO Team
9:01 – 10:30	Knowing the Assessment Center	For participants to be aware of what to expect in this type of test and be familiar with the varied tasks that would measure their qualities and skills as leaders	<ul style="list-style-type: none"> -Critical points regarding Assessment Centers -Types of Tasks to expect -The assessors -Time management 	OIC ASDS Christopher Benigno
10:30 – 12:00	Management Reality through the In-tray	To learn the necessary skills in dealing with incoming mail and written communication	<ul style="list-style-type: none"> -Types of in-tray activities -Time pressure and time management -Standard versus specific -In-tray advice -Towards excellence 	RD May B. Eclar
1:01 – 3:30	Remembering TIF in the Role Play (Client Interaction)	For participants to demonstrate managerial skills on decisiveness, flexibility, sensitivity, persuasiveness, and listening.	<ul style="list-style-type: none"> -How it works -Creativity -Hazardous pitfalls and nagging problems -Using silence -Dealing with difficult partners -Conflict 	OIC-ASDS Christopher Benigno

3:31 – 6:00	Behavioral Dimensions of Analysis and Presentation Tasks	To help improve one's behavioral skills in analyzing problems and presenting the solution to management	<ul style="list-style-type: none"> -Ten tough evaluation 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 	OIC-ASDS Irene Angway
OD Jennifer P. Ande, Chief-FTAD ICT Vandolph Flora				

DAY 2, MAY 16				
TIME	ACTIVITY/TOPIC	OBJECTIVES	SUB-TOPICS	RESOURCE SPEAKER/ FACILITATOR
7:45 – 8:00	Management of Learning			Pio D. Ecuán
8:01 – 10:00	Producing of Written Pieces of Work Effectively (Strategic Planning)	To help participants improve their written behavior manifested in various written tasks	<ul style="list-style-type: none"> -Management cases -Commercial writing -Marketing plan -Policy information -Rewriting a policy document -Strategic Planning 	RD Milagros Rimando, NEDA-CAR
10:01 – 12:00	Management Potential as seen in the Group Play	To assist participants in learning how to influence others and how to positively contribute to the group	<ul style="list-style-type: none"> -Your role -The group discussion -Variations -Positive comments -The building task -The meeting task 	OIC-ASDS Virginia Batan
1:01 – 3:30	Being on one's toes through the Interview	To be reminded of appropriate verbal and nonverbal behaviors during interviews	<ul style="list-style-type: none"> -Motivation -Hobby horses -More dilemmas and ethics -Justifying your answers -Language usage -Personal subjects -Avoiding problem areas -Non-verbal behavior during the interview -Attention 	RD Milagros Rimando
3:31 – 6:00	Never again to Test Anxiety! (Preparing for Test Day)	To prepare oneself for the actual test and perform at one's best on the day itself	<ul style="list-style-type: none"> -Suggestions to help you prepare -Concentration in ten steps -Physical and mental fitness 	RD May B. Eclar

OD	Pio D. Ecuana, Chief-PPRD
ICT	Vandolph Flora

DAY 3, MAY 17				
TIME	ACTIVITY/TOPIC	OBJECTIVES	MECHANICS OF SIMULATION	RESOURCE SPEAKER/ FACILITATOR
7:45 – 8:00	Management of Learning			Carmel F. Meris
8:01 – 12:00	Simulation	To apply the tips/techniques shared during the previous discussions	The group will be subdivided into 5 to include 6 members each.	Participants Assessors
1:01 – 3:30	Continuation of Simulation	To actualize the varied tasks encapsulated in an Assessment: Center	Each group will go through the following tasks alternately: Room 1-Group Play Room 2-In-tray/Inbox Room 3-Role Play (Client Interaction) Room 4-Evaluation of Clientele Room 5-Strategic Planning Room 6-Interview	Participants Assessors
3:31 – 4:00	Closing Program	To improve oneself after feedback from assessors		
OD	Carmel F. Meris, EPS OIC-HRDD			RO Team
ICT	Vandolph Flora			

SIMULATION SCHEDULE: MAY 16, 2019

TIME	GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5
7:45-8:00					
8:10-9:10	In-basket/ In-tray	Client Interaction	Group Play/Meeting	Strategic Planning	Interview
9:30-10:30	Client Interaction	Strategic Planning	Evaluation of Clientele	Client Interaction	In-basket/ In-tray
10:45-11:45	Evaluation of Clientele		In-basket/ In-tray	Client Interaction	Group Play/Meeting
11:20-12:20	Group Play/Meeting	Interview	Client Interaction	In-basket/ In-tray	Evaluation of Clientele
1:30-2:30	Strategic Planning	Group Play/Meeting	Interview	Evaluation of Clientele	Client Interaction
2:30-3:30		In-basket/ In-tray	Strategic Planning	Interview	Strategic Planning
3:45-4:45	Interview	Evaluation of Clientele		Group Play/Meeting	
<i>Group In-change</i>	<i>Ria D. Ecran</i>	<i>Jennifer S. Unde</i>	<i>Garnet S. Menis</i>	<i>Genaldine B. Gawi</i>	<i>Sonayya S. Tacula</i>

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	