



February 4, 2015

DIVISION MEMORANDUM
No. 073, s. 2015

RAFI COMMUNITY-BASED SCHOOL DEVELOPMENT TRAINING (MODULE 2)

To: **Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary School Heads**

1. Attached is a communication from Mr. Anthony C. Dignadice, Executive Director of RAFI-Education Development Unit, inviting the Districts Supervisors/OICs of Asturias, Samboan, Aloguinsan and Bantayan I and II Districts, with the school heads, teachers identified to be part of the Project Management Team and School Governing Council Members of the beneficiary schools, to participate in the **Community-Based School Development Training (Module 2)**.
2. Please refer to the attached documents for the details of the training.
3. This Memorandum also serves as participants' Authority to Travel.
4. Immediate dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

Telephone Numbers:
Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
Disbursing Section: (032) 255-4401
Admin Legal: (032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com

3 February, 2015

MR. ARDEN MONISIT, Ed.D.
Schools Division Superintendent
DepEd Cebu Province Division



**RAMON ABOITIZ
FOUNDATION INC**

Dear Dr. Monisit:

True to our brand promise of "Touching People, Shaping the Future", the Ramon Aboitiz Foundation, Inc. (RAFI) through its School Governance Program continues to empower the school communities which support the education of our public school children.

This year, the Education Development Unit of RAFI aims to partner with more school communities in various towns of Cebu Province as well as continue with the remaining training and workshops with our current partners in Asturias, Aloguinsan, Samboan and Bantayan.

In this regard, we would like to inform your office that we will once again invite the district supervisor, selected school heads and teachers identified to be part of the Project Management Team to participate in the Module 2 of our Community-based School Development Training. Together with them will be School Governing Council members representing the different school stakeholders who will participate in this activity.

Below are the schedules of the training in the following areas. Please also see attached document for more details of the training.

Asturias (Feb. 10 – 12, 2015 in Asturias Gym)

1. Asturias Central School
2. Sta. Lucia Elementary School
3. Owak Elementary School

Samboan (Mar. 4 – 6, 2015; venue still to be identified)

1. Bulangsuran Elementary School
2. Dalahikan Elementary School
3. Tangbo Elementary School

Aloguinsan (Mar. 11 – 13, 2015; venue still to be identified)

1. Aloguinsan Central School
2. Bonbon Elementary School
3. Esperanza Elementary School
4. Zaragosa Elementary School

Bantayan (Apr. 6 – 7, 2015; venue still to be identified)

1. Bantayan Central School
2. Sulangan Elementary School
3. San Jose Elementary School

May we respectfully request from your office to issue a memorandum to the concerned districts and schools allowing them to join the said training. RAFI will take care of the meals of the participants for the duration of the activity. We are also coordinating with the LGU and schools for the venue of the training.

For inquiries, please contact us at 418-7234 loc. 209 and look for Rizza Labao. We look forward to your usual support. Thank you.

Respectfully yours,


ANTHONY C. DIGNADICE

Executive Director

RAFI - Education Development Unit

touching people, shaping the future
INTEGRATED DEVELOPMENT | MICRO-FINANCE & ENTREPRENEURSHIP | CULTURE & HERITAGE | LEADERSHIP & CITIZENSHIP | EDUCATION

Ramon Aboitiz Foundation, Inc. 35 Lopez Jada Street, Cebu City 6000 Philippines
tel: (6032) 418 7234 fax: (6032) 418 7234 loc. 516 www.rafi.org.ph

[ACTIVITY PROPOSAL]

Community-based School Development Training Course: Module 2

1. Rationale

RAFI's Education Development Unit (RAFI-EDU) aims to help improve the quality of education in public schools in Cebu province through its programs, one of which focuses on School Governance, a Key Reform Thrust in the Department of Education's (DepEd) Basic Education Sector Reform Agenda (BESRA).

In 2012, the Educational Quality Improvement through Community Empowerment and Capacity Building (EQUIP-CEBU) Project was implemented to improve the capacity of stakeholders in managing their schools. Stakeholders were engaged to create a strategic plan that addresses critical educational development issues of Philippine public schools, such as student performance, dropout rates, school management/leadership, and resource mobilization and management, among others. EQUIP-CEBU was piloted in three areas - Carcar City, Lilo-an, and Asturias - as a separate project under RAFI-EDU. During the team's reorganization in 2014, the School Governance, Grants, and Capacity Building components were integrated in the Unit's Infrastructure Development program, to be able to provide holistic education interventions.

Under this new framework, beneficiary schools and stakeholders of the School Rehabilitation Project (SRP) and School Building Project (SBP) will be provided with better learning facilities, and will be further capacitated with knowledge and skills on school governance. This will be done through a series of training and workshops for school heads and members of the School Governing Councils (SGCs) and Project Management Teams (PMTs) in a Community-Based School Development Training Course.

This Community-based School Development Training Course is a series of 6-module workshops and trainings which includes the following:

- ❖ Introduction to School Governance and Teambuilding of the School Governing Council
- ❖ Basic Facilitation Skills and Asset-Based Community Development (ABCD) Planning Workshop
- ❖ School Improvement Participatory Planning
- ❖ Resource Mobilization Training
- ❖ Project Development and Management Training (PDIME)
- ❖ School Leadership Training Camp

The first module of this training course had already been implemented to the four partner areas namely Asturias, Samboan, Aloguinsan and Bantayan. In the first module, invited representatives of the various school stakeholders were introduced to DepEd's School-based Management which highlights the purpose and characteristics of School Governance as well as the roles of the School Governing Council (SGC). The participating stakeholders which then became the initial SGC members were also exposed to teambuilding activities in order to strengthen the collaboration and working relations between the members. A capacity assessment for the SGC was also conducted in order to guide the council for the next plan of action in strengthening the shared leadership, shared commitment and shared accountability among the stakeholders.

Community-based School Development Training Course: Module 2

For this next module, we target to involve more stakeholders to participate in identifying the existing assets and pressing concerns in education to create local roadmap for school improvement.

II. Goals and Objectives

By the end of this course:

- a. SGCs are organized and functional and able to implement the School-Based Management Program in their respective schools
- b. SGCs are engaged in constructing their School Improvement Plans
- c. PMTs are empowered to train and facilitate the Community-Based School Development Training to other schools and communities

Community-Based School Development Training Course

Capacity Development Trainings	Objectives	Time Frame	Desired Outcome	Indicator
MODULE 1	Team Building	1 day	Team awareness and team values	Organized Project Management Team (PMT) and School Governing Councils (SGCs)
	School Governance	.5 day	Knowledge on the existing policies and processes for the proper implementation of the program	Application of the SBM processes
	Community Organizing and Development	.5 day	Acceptance of the role as community organizers	Application of the approaches and strategies in the school planning

[ACTIVITY PROPOSAL]

Community-based School Development Training Course: Module 2

Capacity Development Trainings	Objectives	Time Frame	Desired Outcome	Indicator
Basic Facilitation Workshop	Train the PMT with the basic facilitation skills	5 day	PMT equipped with facilitation skills for them to be able to replicate the school planning process to the other schools	Community-School Based Development Training Course conducted by the PMT to the other schools
ABCD Workshop	Conduct the Asset based Community Development approach to determine the vision and agenda for the school improvement plan (SIP)	1 day	SGCs are utilizing the ABCD approach to identify issues and agenda to be included in the SIP	Consolidated data gathered from the ABCD workshop
Visioning and Agenda Setting	Identify the Vision, Mission, Goals and Objectives (VMGO) of the SGC and determine the pressing issues/agenda that need to be addressed in the SIP	1 day	VMGO are constructed and education needs and priorities are identified for the SIP	SGCs VMGO
School Planning Workshop	Facilitate the school improvement planning workshop	2 days	SIP drafted in a participative process	SIP
Resource Mobilization	Educate the PMT and SGCs with resource mobilization techniques and activities and train them in drafting project proposals	2 days	Resource mobilization techniques and activities are practiced by the PMT and SGCs	Resource Mobilization Plan





[ACTIVITY PROPOSAL]

Community-based School Development Training Course: Module 2

Capacity Development Trainings	Objectives	Time Frame	Desired Outcome	Indicator
<p>MODULE 5</p> <p>Project Development, Implementation, Monitoring and Evaluation Workshop</p>	<p>Capacitate the PMT and SGCs with concepts, strategies and skills in project management</p>	<p>2 days</p>	<p>Installation of the PDIME Process in every SGC</p>	<p>Documentation of the PDIME process</p>
<p>MODULE 6</p> <p>School Leadership Training Camp</p>	<p>Develop the leadership skills of the school heads</p>	<p>3 days</p>	<p>Improved school governance</p>	

III. Program Details

MODULE 2

Target Participants and Schedules

- Project Management Team in every town which consists of ten identified members who have participated in the Module 1 Training and/or have committed to facilitate in the School Improvement Planning of the schools.
- School Governing Councils (which consists of at least ten elected members) from the selected schools of each town
- Representatives from various internal and external stakeholders of the schools

Participants	Asturias	Samboan	Bantayan	Aloguinsan
School Governing Councils	10	10	10	10
Project Management Team	10	10	10	10
Representatives from various stakeholders	20	20	20	20
Schedule in each town	Feb. 11-13	Mar. 4-6	Apr. 6-8	Mar. 11-13



ACTIVITY PROPOSAL

Community-based School Development Training Course: Module 2
IV. Program Flow

MODULE 2

Day 0

- 12:00 – 12:15 Registration
- 12:00 – 01:00 Lunch
- 01:00 – 05:00 Basic Facilitation Skills Training

Basic Facilitation Skills Training

- Registration
- Lunch
- Basic Facilitation Skills Training

RAF1 – EDU PO

Anthony C. Dignadice
 RAF1 – EDU Executive Director

Day 1

- 07:30 – 08:00 Registration
- 08:00 – 08:15 Introduction of the Participants
- 08:15 – 08:30 Training Overview
- 08:30 – 09:30 Introduction of the ABCD and the Planning Process
- 09:30 – 11:00 Workshop 1: Timeline
- 11:00 – 12:00 Instructions for Workshops 2 and 3
- 12:00 – 01:00 Lunch
- 01:30 – 04:00 Workshop 2: Transect Mapping
 Workshop 3: Focus Group Discussion

ABCD Planning

- Registration
- Introduction of the Participants
- Training Overview
- Introduction of the ABCD and the Planning Process
- Workshop 1: Timeline
- Instructions for Workshops 2 and 3
- Lunch
- Workshop 2: Transect Mapping
- Workshop 3: Focus Group Discussion

RAF1 – EDU PO
 School Heads
 RAF1 – EDU PO

Constantine Samson
 RAF1 – EDU Senior Community Organizer

Constantine Samson
 RAF1 – EDU Senior Community Organizer

Day 2

- Visioning and Agenda Setting**
- Registration
- School Profile
- Transect Map Results
- FGD Results
- V-M of DepEd
- Workshop 4: Prouds, Sorries and Hopes
- Lunch
- Workshop 5: Define General Thrust and Direction-setting
- Closing Ceremony

RAF1 - EDU PO
 School Heads
 c/o SGC, PMT
 c/o SGC, PMT
 Schools District Supervisor
 c/o SGC, PMT

Constantine Samson
 RAF1 – EDU Senior Community Organizer
 RAF1 – EDU

RAF1 ASSOCIATION POLAND
 INTEGRATED DEVELOPMENT WORKFORCE & ENTREPRENEURSHIP CULTURE & HERITAGE LEADERSHIP & CITIZENSHIP