



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



September 20, 2017

DIVISION MEMORANDUM
NO. 604, S. 2017

**SUBMISSION OF NAMES/LIST OF PARTICIPANTS FOR THE UPCOMING 2017
ASPIRING LEADERS ACADEMY (ALA)**

**TO: Assistant Superintendents
Chiefs/Education Program Supervisors/SEPS/EPS IIs/Coordinators
Public Schools District Supervisors (PSDSs)/OICs
Schools Heads (Elementary/Secondary/Integrated)
All Others Concerned**

1. The Office hereby requires all **Public Schools District Supervisors (PSDSs)/OICs** to submit the names or list of participants for the upcoming **“2017 ASPIRING LEADERS ACADEMY: THE DIVISION’S LEADERSHIP SUCCESSION PROGRAM.”** Deadline of submission is on or before **September 26, 2017.**
2. The **Aspiring Leaders Academy (ALA)** provides individuals with a foundational understanding of **management** and **supervision** as well as **leadership skills** and **competencies** essential for individual and school/s success. ALA is designed to challenge participants to increase the capacity of their current skills and abilities. Participants will engage in a variety of learning activities and planning efforts, which will result in key learnings and practical applications. These learning activities better prepare participants to continue to add value to their organizations/schools and contribute to the success of the schools where they will be **leading in the future.**
3. The **main purpose** of this **40-hour learning event (5 days)** is to provide a coherent and integrated learning experience for teachers who aspire to become **teachers-in-charge, head teachers, principals and/or assistant principals.** The L&D Section/Unit of the Division envisions and creates this program with the understanding that teachers who aspire to become school-based leaders need to acquire **theoretical knowledge** about **management, supervision** and **leadership.** It is also equally important for them to learn practical know-how— that is, to be able to apply many skills and competencies in order to become successful school/s leaders or school site administrators.
4. **PSDSs** must submit the names/list of participants with the following criteria (qualified to attend):

4.1 passers of the 2016 Principals Test who did not attend the 2016 School Heads Induction Program (SHIP) or 2017 School/s Heads Academy for Responsive, Progressive & Emerging New Strategies (SHARPEN 2017);

4.2 passers of the previous principals' test beginning 2004 and upwards who are still in the classroom or not yet appointed to a principal or assistant principal item.

4.3. incumbent school/s caretakers with valid designation orders from the Schools Division Superintendent (incumbent school caretakers with designation orders from PSDSs only are disqualified to attend; valid designation orders must be presented during the first day of the training);

4.4. incumbent Teachers-in-Charge (TICs) who are not master teachers and who were not able to attend SHIP 2016 or SHARPEN 2017; and

4.5 head teachers 1-3 who were not able to attend SHIP 2016 or SHARPEN 2017 or they were appointed after the conduct in any of those training programs.

5. Aspiring Teachers-in-Charge (TICs) for School Year 2017-2018 (165 applicants) who will be proposed for this year upon favorable recommendation of the PSDSs may also participate. Their names should be submitted on or before October 5, 2017. They will participate for the 2nd batch of this learning event. Only those aspirant TICs who will be designated/assigned to schools within this year should participate.

4. Please see attached sample format/template. The L&D Section/Unit is only expecting 55 emails (with attachments) coming from the 55 Public Schools District Supervisors (PSDSs)/55 schools districts. Sending of multiple emails from each school/principal is strictly prohibited. The training team has no assigned staff who will be responsible of retrieving email messages from the 1 142 schools of the Division. In this regard, school heads/principals/TICs especially those from junior/senior high schools must submit first the needed reports/data to their respective district supervisors for the consolidation of the reports/listing.

5. Questions or inquiries as regards to the 2017 Aspiring Leaders Academy (ALA) can be sent directly to Dr. Victor A. Ybañez (SEPS-HRD) in the email stipulated in paragraph six (6).

6. For time efficiency, the documents/data needed must be submitted via email at v_ybanez@yahoo.com. Please submit the names/file in Excel format (sample attached) on the dates stipulated above.

7. Wide dissemination of and strict compliance of this Memorandum is hereby directed.


RHEA MARIA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

