



Republic of the Philippines
Department of Education

Region V – Bicol
SCHOOLS DIVISION OFFICE OF CAMARINES NORTE



7 October 2024

DIVISION MEMORANDUM

No. 260 s. 2024

INDUCTION PROGRAM FOR SCHOOL HEADS

TO: Assistant Schools Division Superintendent
Chiefs, SGOD & CID
EPS & PSDS
School Heads
All Concerned

1. The Schools Division Office of Camarines Norte shall conduct an Induction Program for the Newly Promoted/Designated School Heads on November 6-8, 2024 at the venue to be announced.
2. This program aims to:
 - a. enable newly promoted/designated school heads to demonstrate their authority, responsibility, and accountability,
 - b. empower newly promoted/designated school heads to identify various measures to improve the condition of school and the learners in general; and
 - c. hearten newly promoted/designated school heads to display professional commitment and leadership in the management of school through creating a harmonious relationship between the school and community.
3. Participants to this program are the newly promoted/designated school heads.
4. Expenses relative to the conduct of this activity shall be charged against the Division HRTD fund while travel expenses of the participants shall be charged from the school MOOE subject to the usual accounting and auditing rules and regulations.
5. Please find attached enclosure. (List of Participants, Activity Matrix)
6. Immediate and wide dissemination of the contents of this Memorandum is desired.


CRESTITO M. MORCILLA, CESO V
Schools Division Superintendent





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SCHOOLS DIVISION OFFICE OF CAMARINES NORTE



ADVISORY

November 4, 2024

Induction Program for School Heads

Please be informed that the venue for the conduct of Induction Program for School Heads shall be at Wiltan Hotel, Vinzons Avenue, Daet, Camarines Norte.

Attached is the final list of participants.

For immediate dissemination.


CRESTITO M. MORCILLA, CESO V
Schools Division Superintendent

INDUCTION PROGRAM FOR SCHOOL HEADS
November 6-8, 2024

DATE/TIME	ACTIVITY	IN-CHARGE/ RESOURCE SPEAKER
Day 1		
November 6		
7:30-8:30	Attendance/ Registration	PMT
8:30-9:00	Opening Program	
9:00-10:30	RA 9155- ARA of School Heads	Rowena F. Zamudio
10:30-10:45	Health Break	
10:45-12:00	Instructional Supervision	Chief Emma T. Soriano
12:00-1:00	Lunch Break	
1:00-2:30	School Safety for Disaster Preparedness, Mitigation and Resiliency	Geronimo Burce
2:30-2:45	Health Break	
2:45-4:00	Mobilization, Networking & Linkages. Community Engagement	Herbie De Lemios
4:00-4:30	Synthesis	PMT
Day 2		
November 7		
8:00-8:30	Management of Learning (MOL)	PMT
8:30-9:30	RA 6713- Code of Conduct and Ethical Standards	Atty. Nino B. Raro
9:30-9:45	Health Break	
9:45-12:00	Prevention, Mitigation of Administrative Case/ Grievance Procedure	Atty. Nino B. Raro
12:00-1:00	Lunch Break	
1:00-2:30	EBIS and LIS	Giovanni Asis
2:30-3:15	Supply Office/ Inventory Process and Procedures	Mary Ann Manalo
3:15-3:30	Health Break	
3:30-4:30	Personal & Professional Development	Noel S. Rafael
4:30-5:00	Synthesis	PMT
Day 3		
November 8		
8:00-8:30	Management of Learning (MOL)	PMT
8:30-10:00	Monitoring and Evaluation, Processes and Tools	Maria Gracia E. Baluca
10:00-10:15	Health Break	
10:15-12:00	Administrative Policies and Guidelines (hours of work, leave privileges, HR, records and asset management)	Antonio Ahmad
12:00-1:00	Lunch	
1:00-2:00	Physical Facilities (Repair and Maintenance of School Building, School Titling)	Engr. Glenn Dugan
2:00-2:30	CLOSING PROGRAM	PMT