

Republic of the Philippines
Department of Education
REGION V


SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM:

SGOD-UM-01-17-2023/CPG

To: Chief Education Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
All others concerned

From: By Authority of the Schools Division Superintendent


AROLINE T. BORJA
Education Program Supervisor
Officer-In-Charge

Date: January 17, 2023

Subject: **Invitation of SACEDA YOUTH LEAD SCHOOL to Conduct an Executive Education in Leadership Development for All School Heads and Teachers 1, 2, & 3**

1. The Saceda Youth Lead School, an authorized service providers by the National Educators Academy of the Philippines with Authorization No. LSP 2021-000800902 would like to invite interested participants to the Leadership Course for all School Heads and Teachers 1, 2, & 3.
2. This is to equip teachers to become better Organizational Leaders, to become better Instructional Leaders and to become a Change Maker/Influencer in support of the vision of sufficiency, stability and peace through the Learning Continuity and Recovery Plan of the government.
3. The participants are Teachers 1, 2 & 3 and school heads. Attendance to this event is on **personal account** and on **official time only**.
4. Attached herewith is the training program, content and methodologies and the tentative registration fees for reference.
5. For information and dissemination.

CPG/SGOD-UM-01-17-23/Invitation of Saceda Youth Lead School



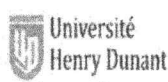
San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph

inspiring
the
future

SACEDA YOUTH LEAD SCHOOL

Empowering Leaders, Strengthening Communities

With NEAP Authorization LSP 2021-0008-0902



January 14, 2023

THE SCHOOLS DIVISION SUPERINTENDENT

DepEd Catanduanes
Republic of the Philippines

Re: Proposal to conduct an Executive Education in Leadership Development for All
School Heads and Teachers 1, 2 & 3

Sir/Madam:

Saceda Youth Lead School, an authorized service provider by the National Educators Academy of the Philippines with **Authorization No. LSP 2021-0008-0902**, proposes the Leadership Course for all School Heads and Teachers 1, 2 and 3 in your division to equip teachers to become better LEADERS, to become better ORGANIZATIONAL LEADERS, to become better INSTRUCTIONAL LEADERS and to become a CHANGE MAKER/ INFLUENCER in support of the vision of sufficiency, stability and peace through the Learning Continuity and Recovery Plan of the government.

The proposed training will be conducted on F2F platform.

This training aims to: (1) re-energize each of the participants as one who leads and teaches others; (2) expose them to new ideas, different viewpoints, challenging experiences and peer-to-peer learning; and (3). resume their role refreshed, and with greater clarity of thought and vision.

Attached is our proposal. Thank you very much!

Sincerely yours,

DAVE G. SACEDA
Chair and Founder

SACEDA YOUTH LEAD SCHOOL
Brgy. Daro 6200 Dumaguete City, Philippines
Contact: 0956 229 4082 Email: sacedayouthlead@email.com

DG9-DKL-20

Overview and Objectives:

The Executive Education in Leadership Development for School Heads and Teachers 1, 2, & 3, is a 3-day intensive executive program. Here, you will explore a completely different brand of leadership that stresses what someone does, rather than who someone is; examine a framework that doesn't focus on those at the top, but rather on those individuals working diligently at the ground level, inspiring change, and producing positive, powerful results.

The program will include both lectures and case study sessions and feature innovative simulations and participatory learning. For 3 extraordinary days, the participants will be immersed in a stimulating and dynamic environment discovering what engaged moral leadership looks like in the 21st century. You'll strengthen critical skills, gain new perspective, and learn how to make an even greater difference to becoming a new education leader for Philippines.

Batch 1: For School Heads

EXECUTIVE EDUCATION IN LEADERSHIP DEVELOPMENT

Communication, Power and Organizational Change

TENTATIVE PROGRAM:

Day 1	Specifics
0730-0800	Arrival and Registration
0830-0900	Soft Opening
0930-1140	<p>Topic 1: Sharpen Your Communication Skills</p> <ul style="list-style-type: none"> • Communication is key to compelling leadership. Learn effective communication practices that increase your impact. • Associated program topics in General Management Organizational Leadership, Personal Leadership
1140-1300	Lunch (Simulation Lunch for Social Graces)
1330-1600	<p>Topic 2: The Effective Use of Power for Organizational Change</p> <ul style="list-style-type: none"> • Do you have hard and soft powers? Develop your style, create an action plan and inspire innovation. Intelligences, Skills and Values
Day 2	
800-0830	Summation and Recap/ Preliminaries
0830-1140	<p>Topic 3: The Brains and Guts of Decision Making</p> <ul style="list-style-type: none"> • Unlock the mysteries of consumer decision making and learn powerful tools to influence behaviours and impact outcomes. • Associated program topics: Innovation, Negotiation, Organizational Leadership, Personal Leadership
1140-1300	Lunch
1330-1700	<p>Topic 4: Team Effectiveness and Leadership</p> <ul style="list-style-type: none"> • Conflict Resolution, Problem Solving and Decision Making, Team Effectiveness and Leadership
Day 3	
0800-0830	Summation and Recap/ Preliminaries
0830-1140	<p>Topic 5: Leading Change and Handling the Emerging Challenges</p> <ul style="list-style-type: none"> • How to Coach and Mentor Teacher • Setting the direction of the school/ team • Creating the Professional Culture

Batch 2: For Teachers 1, 2 and 3

Awakening the Giant Within with Emphasis on Moral and Adaptive Leadership, Decision Making and Balance

TENTATIVE PROGRAM:

Day 1	Specifics
0730-0800	Arrival and Registration
0800-0830	Soft Opening
830-1140	Topic: The Teacher as a Leader <ul style="list-style-type: none"> • The Leadership Ladder Theory • Powers of a Teacher • Social Graces and Etiquette of a Teacher
1140-1300	Lunch (TBA) Jos Chicken
1330-1500	Topic: The Teacher as an Organizational Leader <ul style="list-style-type: none"> • Conflict Resolution, Problem Solving and Decision Making • Team Effectiveness and Leadership
Day 2	
800-0830	Summation and Recap/ Preliminaries
0830-1140	Special Topics in Leadership <ul style="list-style-type: none"> • Emergency and Preventive Medicine
1140-1300	Lunch (TBA) at Silliman University Cafeteria
1330-1700	Topic: The Teacher as an Exemplar <ul style="list-style-type: none"> • Writing Proposals and Collaborations • Refining Human Resource Development • Valuing and Commendation of Teachers
Day 3	
0800-0830	Summation and Recap/ Preliminaries
0830-1140	<ul style="list-style-type: none"> • Benchmarking and Tours of Dumaguete • Silliman University/ Lake Balinsasayao and
1140-1300	Lunch and Closing Program
1300-1500	Free Time / End of Training

TENTATIVE REGISTRATION FEES

SPECIFIC	AMOUNT	TOTAL
Meals		
Day 1 (1 lunch @ P150, 2 snacks @ P50)	P170 + P240 x 100 pax	P41,000
Day 2 (1 lunch @ P150, 2 snacks @ P50)	P170 + P240x 100 pax	P41,000
Day 3 (1 lunch, 1 snack)	P170+ P120 100 pax	P23,000
Venue of Training	P5,000 x 3	P15,000
Honorarium of Lecturer & Facilitators Honorarium, transportation (to & from Dumaguete), meals, accommodation, training kits and materials and other related expenses to the training	P1,500 x 100	P150,000
TOTAL		P270,000
REGISTRATION PER PERSON		P2,700
Registration fee is <u>Two Thousand Seven Hundred Twenty Pesos (Php2,700)</u> to cover the meals, venue, seminar materials, honorarium, transport of lecturer and facilitators which can be on personal account, or thru available funds of the institution.		
SYL issues Official Receipt. SDO facilitates the meals and venue of the training.		

TITLE OF THE TRAINING:

EXECUTIVE EDUCATION IN LEADERSHIP DEVELOPMENT; With Strong Emphasis on Leadership Development, Conflict Resolution, Decision Making and Balance

BRIEF DESCRIPTION:

The Executive Education in Leadership Development is a 3 -day intensive program. Here, the participants will explore a completely different brand of leadership that stresses what someone does, rather than who someone is; will examine a framework that doesn't focus on those at the top, but rather on those individuals working diligently at the ground level, inspiring change, and producing positive, powerful results.

The program will include both lectures and case study sessions and feature innovative simulations and participatory learning. The participants will be immersed in a stimulating and dynamic environment discovering what engaged moral leadership looks like in the 21st century. You'll strengthen critical skills, gain new perspective, and learn how to make an even greater difference.

TARGET PARTICIPANTS AND MODE OF TRAINING

The participants are Teachers 1, 2, and 3 and the School Heads. They will be selected by their own respective institutions and funding to attending this event is on personal account, however participants can solicit from families, friends and others. The training employs limited Face to Face and shall follow health protocols.

- Batch 1 All School Heads
- Batch 2 Teachers 1, 2 and 3

RATIONALE:

Saceda Youth Lead builds leadership through education and action. For 23 years now, it continues empowering elementary, high school and college students and even teachers to become most effective citizens by providing them opportunities in leadership, community service and exchange. As part of our greater commitment to national development, we organize several leadership development trainings in the Philippines, ASEAN and the West African regions.

Training Needs Analysis:

What Training is needed and why?

Today, there is a need to empower our Supervisors, Principals and Teacher in Charge who show greater interest in leadership development and social action. The training is one of the trainings to be considered because it focuses on leadership development, which means it evaluates the significant experiences of a would-be leader, equip him/her with the necessary skills based on his/her intelligences and values and polish him/her with the higher skills he/she can learn from his/her peers, facilitators and lecturers.

The training activities have strong emphasis in leadership, decision making, conflict resolution and balance; it stirs the interest of the participant to pursue a path of leadership and service for God and country;

How will the training be provided?

The training will be provided by series of lectures, workshops and simulations; Most importantly, it focuses on experiences (failure and success) of every participant which they learn from teamwork.

How much will it cost?

Please see registration fees information

What is the impact on the self/participant?

The participant will be empowered through the various activities and workshops;

TNA

<i>Determining Desired Outcomes</i>	<i>Understanding of one's strengths and opportunities Decrease laxities through the improvement of skills based on intelligences Strengthened values system To become a Principal in the future</i>
<i>Links of Desired Outcome to Behavior</i>	<i>Eradication of shyness, arrogance and pride Personal suturing of emotional and psychological bleeds which may have an effect in one's leadership potential; To be bolder, courageous in contributing to the overall development of students and teachers;</i>
<i>Identify Trainable Qualities</i>	<i>Abilities one should possess when embracing leadership; abilities that can be learned along the way</i>
<i>Evaluation of Competencies and Gaps</i>	<i>This can be done through Performance Evaluation, Self-Assessments, Personal Interviews, Feedbacking</i>
<i>Determining how to conduct the training</i>	<i>Mentoring and coaching; lecture/workshops, case studies</i>
<i>Evaluation</i>	<i>How much did the training improve competencies? How did the training improve one's values system?</i>

OBJECTIVES:

The training will...

- define what is leadership and leadership development;
- enumerate the elements of Team Effectiveness;
- equip teachers necessary hard skills needed for Principal position
- study the different techniques in leadership and decision making
- assess one's skills and values from his/her intelligences
- study and practice social graces and etiquette
- awaken the giant within

TRAINING CONTENT and METHODOLOGIES:

Title of the Session/Content	Objectives	Key Learning Point/s	Methodology/ ies	Duration	Resource Person
The Making of a Leader: The Teacher as a Leader	To identify the various experiences in life that will help him/her shape his/her leadership skills Enumerate skills being develop which can be used to resolve an inequity Identify key values needed in a leader	Socratic Dialectic	Leadership Ladder Theory (Saceda)	2.5 hours	By Facilitators Dave G. Saceda (M/L) Henry A. Sojor (V)
Leadership Development, Decision Making and Balance The Teacher as an Instructional Leader	To define what is leadership, decision making and balance. To differentiate if a leader is born or made?	Leadership Decision Making Balance	Lecture/Worksho p	2.5 hours	
Team Effectiveness and	To enumerate the 10 elements	Team Work	Lecture/Worksho	2.5 hours	Dave G.

Global Challenges of a Leader	To enumerate the top 7 challenges of a leader starting with the self, family, community, nation and the world	Values Formation Sympathy and Emphaty	Lecture/Workshop	3 hours	
Visionary Leadership	To enumerate the visionary leaders of the world To identify traits and characteristics of a visionary leader	The Making of a Visionary Leader	Lecture/Workshop	3 hours	
Special Topics in Leadership The Teacher as an Exemplar	To acquire skills in social graces, etiquette and protocols	Social Graces and Etiquette of Leaders	Lecture/Simulation	2.5 hours	

LEADERSHIP DEVELOPMENT PLAN

In working to improve our communities, leadership is our most important resource. It is the engine that pulls the train. Here are the Leadership Development Plans of the Executive Education Class.

Whether the Participants are part of a small or large group or organization at their schools, it is useful to envision their ideal leadership team.

How many leaders do you want on your team?

What kinds of skills will they have?

Will your leadership team reflect the community which your organization serves or works in?

How will your leadership team support each other and you?

How will your leaders be committed to the goals of your organization?

PROPONENT: SACEDA YOUTH LEAD



practitioners, we are an independent academic institution with Filipino roots and global reach. We strive to be the trusted leadership learning partner of choice for institutions. For 24 years now, it continues empowering students and professionals to become most effective citizens by providing them opportunities in leadership, education, conferences, international exchange and publications.

We believe in the ripples of modest beginnings- starting with the true development of the self that creates stronger families, more secure communities and robust economies. We believe in intelligences as gifts from God and core powers of leaders which come with skills (soft and hard) to effectively lead, manage and supervise people. We believe in the values of honesty and integrity, respect, sincerity, humility and excellence. We believe that we are not just stewards but also guardians of God's creation. We believe that we are not just blessings but also as solutions to the many problems of our existence.

SYL challenges conventional and cultural leadership thinking and helps manage strategic transitions to the future through interdisciplinary studies in leadership development, education, public administration, international relations, health care, and defense.

Based in Dumaguete City, Negros Oriental, Philippines, it is a recognized partner by the Berg Institute, Charter for Compassion, United Nations Student Association, Department of Education, TESDA, National Educators Academy of the Philippines and the National Youth Commission.

Our Purpose

We empower individuals who can strengthen organizations; who can transform communities and contribute to nation building.

Our Values

Honesty and Integrity, Sincerity, Respect, Humility and excellence.

Impacts

200,000 youths, teachers and LGU employees in the Philippines empowered and inspired since 1999.
400+ alumni in Singapore through the Youth Expedition Projects of Ngee Ann Polytechnic sponsored by the TCP, NYC and the Temasek Foundation International.
Hosted more than 40 European Youths (Austria, Belgium, Denmark, France, Germany, Switzerland through the International Cultural Youth Exchange.
5,000 participants in all the international programs in Asia (Brunei, China, Israel, Japan, Singapore, Thailand), Australia, New Zealand and the USA.

Accreditations

As a Youth Serving Institution of the National Youth Commission, Republic of the Philippines
As a Youth Serving Organization by the City Government of Dumaguete City
As a Government Recognized School of the Department of Education
As a Government Recognized Technical and Vocational School of TESDA
As a Licensed Service Provider of the National Youth Educators Academy of the Philippines
As a Development Partner in Youth Leadership by the United Nations Students Association
As an NGO by the World Associations of NGO's of the United Nations

SYL Programs and Solutions

School Heads LeaderSHIFT Development Program
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	Emergency and Disaster Leadership and Management Saceda Youth Lead Doctoral/ Post Graduate Leadership Programs
Leadership Programs	Global Youth Leadership and Education Conference National Summer Leadership Camp SYL Leadership Convention
Focused Programs	SPG SSG and Teacher Advisers' Leadership Program Student Athletes and Coaches Leadership Program LGU Employees Leadership Refinements Program (Gender and Development, Team Effectiveness and Leadership)
Saceda Youth Lead International Programs	SIP Australia / SIP New Zealand SIPA Brunei, SIPA China, SIPA Japan SIPA Israel, SIPA Singapore, SIPA Thailand
CSR	Most Inspiring Teachers of the Philippines Youth Expedition Projects (In bound and Outbound) Continents' Journey Documentary SYL School Divine Mercy Hospital The DGS Leadership Museum
Research and Publications	Youth Leadership Education Strategic Negligence of Governments

Republic of the Philippines
 Department of Education
 Bureau of Secondary Education

Certificate of Authorization

Saceda Youth Lead School

27 John Haddad Center St. Davao City and North Davao District
 Davao City, Mindanao

The Bureau of Secondary Education, Department of Education, in accordance with the provisions of the Department Order No. 1, s. 2000, and in accordance with the provisions of the Department Order No. 1, s. 2000, hereby authorizes the operation of the above-named school.

Authorized by: **JOHN EDUARDO S. NERA**
 Director

Date: **11/11/2022**

DEPED
 BUREAU OF SECONDARY EDUCATION
 GOVERNMENT RECOGNITION
 OF
 SECONDARY EDUCATION COURSE

This school is recognized as a government school for the purpose of receiving the benefits of the Government of the Philippines, including the right to receive the same as a government school.

This recognition is granted for the purpose of receiving the benefits of the Government of the Philippines, including the right to receive the same as a government school.

Director
 Bureau of Secondary Education

Certificate of Registration
 SACEDA YOUTH LEAD
 DAVAO CITY

This is to certify that the above-named school is duly registered with the Bureau of Secondary Education, Department of Education, and is authorized to operate as a government school.

Director
 Bureau of Secondary Education

DEPED
 BUREAU OF SECONDARY EDUCATION
 CERTIFICATE OF REGISTRATION

This is to certify that the above-named school is duly registered with the Bureau of Secondary Education, Department of Education, and is authorized to operate as a government school.

Director
 Bureau of Secondary Education

SACEDA YOUTH LEAD
 DAVAO CITY
 CERTIFICATE

This is to certify that the above-named school is duly registered with the Bureau of Secondary Education, Department of Education, and is authorized to operate as a government school.


Director
 Bureau of Secondary Education

SEC030823
 REPUBLIC OF THE PHILIPPINES
 SECURITIES AND EXCHANGE COMMISSION
 P.O. Box 6026, Manila
 CEBU EXTENSION OFFICE

COMPANY REG. NO. CN20129993
 CERTIFICATE OF FILING
 OF
 AMENDED ARTICLES OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS, that the Amended Articles of Incorporation of the **SACEDA YOUTH LEAD SCHOOL, INC.**, Amending Article II of the original articles of incorporation thereof, copy annexed, adapted on 10/16/2018 by a majority vote of the Board of Trustees and by the vote of at least two-thirds of the members of the corporation, and certified under oath by the Corporate Secretary and a majority of the said Board, was approved by this Office on this date, pursuant to the provisions of the Corporation Code of the Philippines, (Ratified Republic Act No. 63, approved on May 1, 1908), and copies thereof are filed with the Commission.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Cebu City, Philippines, this 11th day of November, Two Thousand Eighteen.


ALMA MABIE ESTRADA-BALENA
 Director-in-Charge
 SEC CEBU OFFICE

Province of Negros Occidental
 Davao City
 Office of the City Mayor
MAYOR'S PERMIT 2022


By virtue of the power vested in me by law, I HEREBY GRANT TO WHOME SOEVERS SUBJECT TO THE PAYMENT OF THE DUES AND COLLECTIONS OF THE CITY OF DAVAO CITY.

OWNER'S NAME SACEDA YOUTH LEAD SCHOOL, INC.
BUSINESS NAME SACEDA YOUTH LEAD SCHOOL, INC.
BUSINESS ADDRESS E. Claydon Homes, Palomina Street, Orty, Davao, Davao City, Negros Occidental

Business Name SACEDA YOUTH LEAD SCHOOL, INC.
Address E. Claydon Homes, Palomina Street, Orty, Davao, Davao City, Negros Occidental

No. of Employees 1
Official Receipt No. 153079
OR Date 11/11/2022
Payment Mode Cash
OR Registration No. 0124729993
Type of Business Corporation

LINE OF BUSINESS	TYPE OF FEE	AMOUNT
Private general secondary education	Signature Fee	100.00
	Occupational Tax	700.00
	Tax Clearance Fee	20.00
	SERVICES (see schedule)	3,000.76
	Mayor's Permit Fee - SERVICES (para-18,200)	2,000.00
	Electrical/Mechanical Inspection Fee	200.00
	Building Inspection Fee	100.00
	Health Card Fee	100.00
	Sanitary Permit Fee	500.00
	PHC Clearance Fee	700.00
	Environmental Fee	200.00
	Seal	100.00
	Duties	1,000.00
	GRAND TOTAL	9,922.01

APPROVED: 
ROLANDO DEPOSTARIO
 City Mayor

LEAH C. BARRON, JR.
 City Administrator

