



September 20, 2019

Division Memorandum

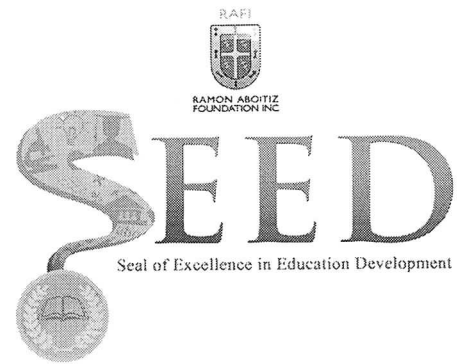
No. 574 s, 2019

**RAFI SEED FUNDAMENTALS OF EXECUTION TRAINING AND ASPIRANTS'
LEADERSHIP TRAINING**

1. Attached is the letter of Dominica Chua, COO and President of Ramon Aboitiz Foundation, Inc and the Regional Unnumbered Memorandum, dated , s. 2019, dated, August 5, 2019 entitled, **Rafi Seed Fundamentals of Execution Training and Aspirants' Leadership Training to Pilar Central School, Pilar, Cebu which will be on September 23-25, 2019.**
2. The participants of the said activity are the School Head, Faculty President and three other teachers, SPG President, five (5) PTA Officers and two (2) representatives from Barangay Council.
3. School head should ensure that there is no disruption of classes relative to the conduct of the said activity.
4. Meals and snacks shall be shoulder by the RAFI while travelling expenses incurred by the participants relative to the participation of the said activity shall be changeable against SEF/School MOOE subject to usual accounting and auditing rules and regulations.
5. The communication is attached for further reference.
6. This Memorandum will serve as Authority tp Travel to participants.
7. Immediate dissemination of this Memorandum is desired.


RHEA MAR A. ANGTUD, ED. D.
Schools Division Superintendent

20 September 2019



RHEA MAR A. ANGTUD, Ed. D. CESO VI
Schools Division Superintendent
Cebu Province Division
Department of Education Region VII

Dear Dr. Angtud:

Greetings from the Ramon Aboitiz Foundation, Inc. (RAFI)!

We are delighted to inform you that RAFI is organizing a **Fundamentals of Execution Training** for **Pilar Central Elementary School** on **September 23-25, 2019**. This activity was originally scheduled on August 7-9, 2019, however, due to unfavorable weather condition they were not able to participate. (Please see attached Regional Memo for August 7-9, 2019 activity.)

This training aims to increase the high performing public schools in Cebu by equipping the school administrators and stakeholders with strategic thinking and execution skills necessary to drive the progress of the schools.

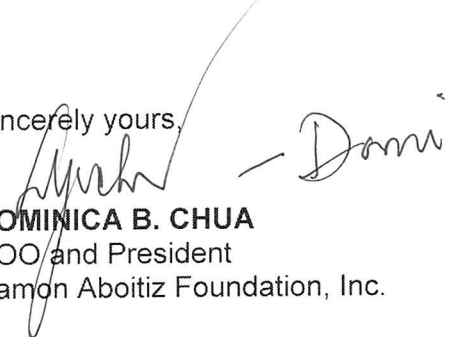
On this light, we seek the assistance of your office in the following:

- **Issuance of memo for the participation of:**
 - 14 school leaders from Pilar Central Elementary School
- Travel expenses of the participants be charged to SEF or MOOE.

Should there be any queries or concerns, we can accommodate them at **(032) 411-1700 loc. 24558** or **0905-350-8091**.

Thank you very much for allowing us to partner with you in the pursuit of education excellence. God bless.

Sincerely yours,


DOMINICA B. CHUA
COO and President
Ramon Aboitiz Foundation, Inc.



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MEMORANDUM

To : Schools Division Superintendents
Divisions of City of Bogo, Carcar , Cebu City, Cebu Province

Subject : **RAFI SEED FUNDAMENTALS OF EXECUTION TRAINING AND ASPIRANTS' LEADERSHIP TRAINING**

Date : August 5, 2019

1. Attached is a communication from RAFI SEED, informing the identified top 5 elementary and secondary schools and school administrators of 15 identified SEED participating schools of the **Fundamental of Execution Training and Aspirants' Leadership Training** respectively on **August 7-9, 2019** at **RAFI Kool Adventure Camp, Balamban, Cebu**

2. For details and list of participants, see attached communication.

3. For compliance.

ESSD
Bly/nams'19

SALUSTIANO T. JIMENEZ

Assistant Regional Director

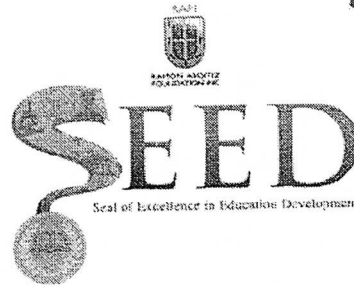
Officer-In-Charge

Office of the Regional Director

Office of the Director (ORD/D), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7323; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324; Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 233-8061; 414-7321

" 85A 2015: Karapatan ng Lahat, Pananagutan ng Lahat "

8 August 2019



SALUSTIANO T. JIMENEZ
Director III
OIC-Regional Director
Department of Education Region VII

Dear Dr. Jimenez:

Greetings from the Ramon Aboitiz Foundation, Inc. (RAFI)!

We are pleased to inform you that RAFI has organized a **Fundamentals of Execution Training** for the SEED Top 5 elementary and secondary schools and **Aspirants' Leadership Training** for the school administrators of 15 identified SEED participating schools on August 7-9, 2019.

These trainings aim to increase the high performing public schools in Cebu by equipping the school administrators and stakeholders with strategic thinking execution skills necessary to drive the progress of their schools.

On this ight, we seek the assistance of your office in the following:

- **Issuance of memo for the participation** of the above mentioned stakeholders in the organized activities at RAFI Kool Adventure Camp, Balamban, Cebu on **August 7-9, 2019** as indicated in Annex 1.
 - 5 school leaders from the SEED Top 5 ES and SS, and
 - School head and one (1) Master Teacher from each of the 15 identified SEED Participating Schools (*Kindly refer to Annex 1*);
- Travel expenses of the participants be charged to SEF or MOOE.

For more details about the schedule and the program, kindly see attached document. Should there be any concerns, we can accommodate them at **(032) 411-1700 loc. 24558**.

We look forward to a productive year of SEED with you as partner. Thank you very much. God bless.

Sincerely yours,

ERNESTO ALIX
Executive Director
RAFI Education Development Unit

ANNEX 1

Fundamentals of Execution

DISTRICT / DIVISION	SCHOOL
Bogo City	Binabag Elementary School
	Jovencio Mason National High School
Carcar City	Roberto E. Sato Memorial National High School
Cebu City	Tisa II Elementary School
Mandaue City	Cabancalan I Elementary School
	Jagobiao National High School
Naga City	City of Naga Enhanced Special Science and Technology High School
Boljoon	Pondohan Elementary School
Dalaguete	Casay National High School
Pilar	Pilar Central Elementary School

Aspirants' Leadership Training

DISTRICT / DIVISION	SCHOOL
Asturias	Agtugop Elementary School
	Cubong Elementary School
	Guinabasan Elementary School
Dalaguete II	Coro Elementary School
	Dumalan Elementary School
	Managal Elementary School
	Salug Elementary School
Pinamungajan I	Tangub Elementary School
Samboan	Bulangsuran Elementary School
	Colase Elementary School
	Jumangpas Elementary School
	Monteverde Elementary School

Tuburan I	Kabkaban Elementary School
	Lusong Elementary School
	Montealegre Elementary School

ANNEX 2

Program Flow

PROGRAM FLOW: FUNDAMENTALS OF EXECUTION TRAINING

DATE & TIME		ACTIVITY / TOPIC	PERSON RESPONSIBLE*
DAY 1			
09:00	am – 09:30 am	Admissions & Health Check	
09:30	am -10:00am	Welcome & Introduction	
10:00	am -10:30 am	Large Group Celebrations Center Familiarization Ground Rules & Expectation Setting	
		AM SNACKS	
10:30	am – 11:30 am	Challenge 1: Cards Up	
11:30	am – 12:00nn	Sharing of Camp Names & Human Board	
12:00	nn – 1:00 pm	LUNCH	
1:00	pm – 1:15pm	PM Energizer & Onset of Different Courses for Top & Aspiring Schools	
01:15	pm – 02:00 pm	Activity 1: SEED Gap AIP Review Correlation Definition of Project Manager, Project Management	
02:00	pm – 02:30 pm	Prioritization Matrix	
02:30	pm – 03:30 pm	Activity 2: Prioritization of Gaps	
03:30	pm – 03:45 pm	PM SNACKS	
03:45	pm – 04:30 pm	Challenge 2: Blind Polygon	
04:30	pm – 05:30 pm	Activity 3: Force Field Analysis of Identified Gap	
05:30	pm – 06:00 pm	End of Day Closing & Cabin Room Check-in	
06:00	pm – 07:00 pm	DINNER	
	07:00 pm	Emergency Drill & Tea-up	
DAY 2			
08:00	am – 08:30 am	Day 2 Celebrations, Expectations Setting & Day 1 Recap	

08:30 am – 09:30 am	Challenge 3: Ecosystem	
09:30 am – 10: 00 am	Introduction to Secrets of Execution	
10: 00 – 10: 30 am	AM SNACKS	
10:30 am – 11:30 am	I. Focus on the Goal	
11:30 am – 12:01 pm	Activity 4: Goal Statement Formulation for the Selected Gap	
12:01 pm – 01:00 pm	LUNCH	
01: 00 pm – 02: 00 pm	II. Move the Goal	
02: 00 pm – 03: 00 pm	III. Track the Goal	
03: 00 – 04: 00 pm	IV. Own the Goal	
03:15 pm	PM SNACKS	
04: 00 pm – 05:00 pm	Activity 5: Lead Measure & Tasking Diagram	
05:00 pm – 06:00 pm	Activity 6: Draft Creation of AIP (Annual Improvement Plan)	
06:00 pm – 06:30 pm	End of Day Update & Assignment for AIP Finalization	
06:30 pm	DINNER	
DAY 3		
08:00 am – 08:30 am	Day 3 Celebrations & Day 2 Recap	
08: 30 am – 09:00 am	Value of Feedback (SBI)	
09: 00 am – 10:00 am	Finalization and Publishing of AIP	
	WORKING AM SNACKS	
10: 00 am – 11:00 am	AIP Carousel for Elementary & Secondary	
11:00 am – 12:01pm	Personal Commitment or Contribution to Achieve School AIP	
12:01 pm – 01:00 pm	LUNCH	
01: 00 pm – 01:30 pm	Large Group Sharing of Learning & Personal Commitment Evaluation & Closing (Top & Aspiring)	
01: 30 pm – 02:00 pm	Evaluation & Closing	
02: 00 pm	EOC	

PROGRAM FLOW: ASPIRANTS' LEADERSHIP TRAINING

DATE & TIME	ACTIVITY / TOPIC	PERSON RESPONSIBLE*
DAY 1		
09: 00 am – 09:30 am	Admissions and Health Check	

09:30 am – 10:00 am	Welcome & Introduction	
10:00 am – 10:30 am	Large Group Celebrations Center Familiarization Ground Rules & Expectation Setting	
	AM SNACKS	
10:30 am – 11:30 am	Challenge 1: Cards Up	
11:30 am – 12:01 pm	Sharing of Camp Names & Human Board	
12:01 pm – 01:00 pm	LUNCH	
01:00 pm – 01:15 pm	PM Energizer and Onset of Different Courses for Top & Aspiring Schools	
01:15 pm – 02:00 pm	Activity 1: 360 Leadership Competency Assessment	
02:00 pm – 02:30 pm	Discussion on Leadership Competence	
02:30 pm – 03:30 pm	Sharing of Strengths & Areas for Growth Based on Competency Assessment	
03:30 pm – 03:45 pm	PM SNACKS	
03:45 pm – 04:30 pm	Workshop on Self-Awareness: Self-resiliency, Emotional Strength, Empathy to Motivate, Trust	
04:30 pm – 05:30 pm	Create a Leadership Journey in terms with Self-resiliency, Emotional Strength, Empathy to Motivate, Trust	
05:30 pm – 06:00 pm	Sharing of Leadership Journey	
06:00 pm – 07:00 pm	DINNER	
07:00 pm	Emergency Drill & Tea-up	
DAY 2		
08:00 am – 08:30 am	Day 2 Celebrations, Expectation Settings, and Day 1 Recap	
08:30 am – 09:30 am	Challenge 2: Picturesque 3D	
09:30 am – 10:30 am	Introduction to Collaboration Competency	
10:00 am	AM SNACKS	
10:30 am – 11:30 am	Workshop on Collaboration: Vision, Mission, & Values Body Map	
11:30 am – 12:01 pm	Workshop on Collaboration: Coaching & Communication	
12:01 pm – 01:00 pm	LUNCH	
01:00 pm – 02:00 pm	Workshop on Organizational Acumen: Project Leadership, Innovation, & Critical Thinking	
02:00 pm – 03:00 pm	Activity 2: Matching SEED Gap & Leadership Competence	
03:00 – 04:00 pm	Workshop on Project Leadership: Project	

	Charter	
03: 15 pm	PM SNACKS	
04: 00 pm – 05:00 pm	Activity 2: Matching SEED Gap & Leadership Competence	
05: 00 pm – 06:00 pm	Draft of School Project Charter Addressing SEED Gap & Leadership Competence	
06: 00 – 06: 30 pm	End of Day Update & Assignment on Final Project Charter	
06: 30 pm	DINNER	
DAY 3		
08:00 am – 08:30 am	Day 3 Celebrations & Day 2 Recap	
08:30 am – 09: 00 am	Workshop: Basic Action Planning	
09:00 am – 10:00 am	Finalization & Publishing of Project Charter & Action Plan	
	WORKING AM SNACKS	
10: 00 am – 11:00 am	Project Charter Carousel for Elementary & Secondary	
11:00 am – 12:01 pm	Personal Commitment for Leadership Competence Area Growth	
12:01 pm	LUNCH	
01: 00 pm – 01: 30 pm	Large Group Sharing of Learning & Personal Commitment Evaluation & Closing (Top & Aspiring)	
01: 30 pm – 02: 00 pm	Evaluatin & Closing	
02: 00 pm	EOC	

* Activities to be facilitated by KAC with assistance from EDU.