



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

February 18, 2022

Division Memorandum

No. 069, s. 2022

**INSTRUCTIONAL LEADERSHIP IN THE NEW NORMAL – A PROFESSIONAL
DEVELOPMENT PROGRAM FOR SCHOOL HEADS IN PARTNERSHIP
WITH A NEAP APPROVED LEARNING SERVICE PROVIDER (LSP)**

To: Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Principals
All Others Concerned

1. The office announces the conduct of ARCZONE Professional Development Programs for School Leaders in accordance with the DepEd Order No. 001 s.2020 articulating the Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders, a free online course training to 893 Principals, Assistant Principals, and Head Teachers of SDO Bulacan.
2. The title of the program is "Instructional Leadership in The New Normal" that intends to train school heads to demonstrate the instructional leadership skills through flexible learning deliveries. The online lessons are composed of webinars, reading materials, exercises and feedback on their sample work using a Learning Management System.
3. Enclosure no. 1 contains the course training matrix, dates of the courses, and training participants.
4. The participants listed in Enclosure No. 1 are requested to register in this link <https://tinyurl.com/ILNN-SDOBulacan> using their DepEd email on or before March 4, 2022.
5. ARCZONE will verify the list of the participants and will coordinate with the SDO focal person. After verification, a welcome email containing the matrix of activities along with the log in credentials to the Learning Management System (LMS) will be sent to the participants 1-2 days prior to the schedule of the training.
6. Expenses to be incurred in the conduct of the said activity shall be charged against Division InSeT fund 2021 and subject to usual accounting and auditing rules and regulations.
7. Health and safety protocols set by the Inter-Agency Task Force (IATF), Department of Health (DOH) and DepEd shall be strictly implemented and observed at all times.
8. Immediate dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD., CESO V
Schools Division Superintendent





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Enclosure 1 to Division Memorandum No. 069, s. 2022

TRAINING COURSE MATRIX

| Day | Time/Duration | Topic/Activity |
|-------|---------------|--|
| Day 1 | 9:00-12:00 | Building Professional Learning Communities |
| | Self-paced | <i>Asynchronous Task via LMS</i> |
| Day 2 | 9:00-12:00 | The Role of School Heads as Instructional Leaders |
| | Self-paced | <i>Asynchronous Task via LMS</i> |
| Day 3 | 9:00-12:00 | Utilizing Assessment Results for Achievement accountability |
| | Self-paced | <i>Asynchronous Task via LMS</i> |
| Day 4 | 9:00-12:00 | Using the Professional Standards for Teachers |
| | Self-paced | <i>Asynchronous Task via LMS</i> |
| Day 5 | 9:00-12:00 | Conducting Classroom Observation |
| | Self-paced | <i>Asynchronous Task via LMS</i> |

Available timeslots: 9:00am-12:00nn / 1:00pm-4:00pm

TRAINING PARTICIPANTS

| Title of the Program | Inclusive Dates | Target Participants | Number of Participants |
|--|---------------------|------------------------------------|------------------------|
| INSTRUCTIONAL LEADERSHIP IN THE NEW NORMAL | March 14 – 18, 2022 | Principals Assistant Principals | 490 |
| | March 21 - 25, 2022 | Head Teachers | 403 |

SDO Focal Persons:

Human Resource Development Section

1. Marilene G. Ramos, LPT – Senior Education Program Specialist
2. Ma. Bella S. Fajardo – Education Program Specialist II



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