



November 3, 2014

DIVISION MEMORANDUM
No. 592, s. 2014

COMMUNITY-BASED SCHOOL DEVELOPMENT TRAINING PROGRAM

**To: Assistant Superintendents
Education Supervisors/ Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. Attached is a letter from Mr. Anthony C. Dignadice, Executive Director of RAFI- Education Development Unit, Lopez Jaena Street, Cebu City, inviting some school heads, teachers and School Governing Councils to participate in the **Community-Based School Development Training Program**.
2. Please refer to the attached communication for the list of participants, schedule of training and other relevant information.
3. Meals and accommodation of the participants shall be shouldered by **RAFI**, while traveling and other incidental expenses shall be chargeable against **local school board/SEF/SGC Funds**, subject to the usual accounting and auditing rules and regulations.
4. This Memorandum also serves as participants' Authority to Travel.
5. Immediate dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

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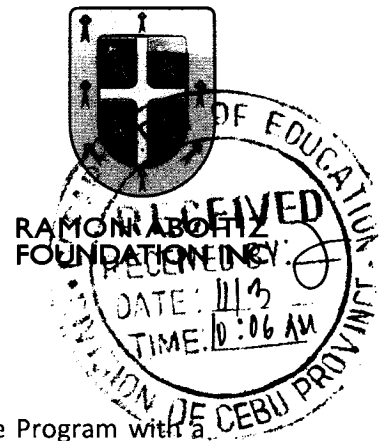
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October 31, 2014

DR. ARDEN MONISIT

School Division Superintendent
DepEd Cebu Province Division



Dear Dr. Monisit:

The Ramon Aboitiz Foundation Inc. (RAFI) will be commencing its School Governance Program with a series of training sessions aimed to improve the capacities of education stakeholders in managing their schools.

In connection with this, we would like to inform your office that we will be inviting some of the school heads and teachers identified to be part of the Project Management Team in Asturias, Samboan Aloguinsan and Bantayan as well as the School Governing Councils of the following schools in the first module of the training:

Asturias (Nov. 4-5, 2014 @ Costa Roca Resort, Balamban, Cebu)

1. Asturias Central School
2. Sta. Lucia Elementary School
3. Owak Elementary School

Samboan (Nov. 10-11, 2014; venue still to be identified)

1. Bulangsuran Elementary School
2. Dalahikan Elementary School
3. Tangbo Elementary School

Aloguinsan (Nov. 13-14, 2014 @ Park Place, Pinamungajan, Cebu)

1. Aloguinsan Central School
2. Bonbon Elementary School
3. Esperanza Elementary School
4. Zaragosa Elementary School

Bantayan (Dec. 9-10, 2014; venue still to be identified)

1. Bantayan Central School
2. Sulangan Elementary School
3. San Jose Elementary School

Please see attached document for more details of the training.

We would like to request your office to issue a memorandum to the concerned districts and schools allowing them to join the said training. RAFI will take care of the meals and accommodation of the participants for the duration of the activity. We are also coordinating with the LGU for the transportation of the participants.

For inquiries, please contact us at 418-7234 loc. 209 and look for Rizza Labao or Jan Oseo.

We look forward to your usual support. Thank you.

Respectfully yours,


ANTHONY C. DIGNADICE
Executive Director
RAFI - Education Development Unit



School Governance Program: Capacity Building

Rationale

RAFI's Education Development Unit (RAFI-EDU) aims to help improve the quality of education in public schools in Cebu province through its programs, one of which focuses on School Governance, a Key Reform Thrust in the Department of Education's (DepEd) Basic Education Sector Reform Agenda (BESRA).

In 2012, the Educational Quality Improvement through Community Empowerment and Capacity Building (EQUIP-CEBU) Project was implemented to improve the capacity of stakeholders in managing their schools. Stakeholders were engaged to create a strategic plan that addresses critical educational development issues of Philippine public schools, such as student performance, dropout rates, school management/leadership, and resource mobilization and management, among others.

EQUIP-CEBU was piloted in three areas – Carcar City, Lilo-an, and Asturias – as a separate project under RAFI-EDU. During the team's reorganization in 2014, the School Governance, Grants, and Capacity Building components were integrated in the Unit's Infrastructure Development program, to be able to provide holistic education interventions.

Under this new framework, beneficiary schools and stakeholders of the School Rehabilitation Project (SRP) and School Building Project (SBP) will be provided with better learning facilities, and will be further capacitated with knowledge and skills on school governance. This will be done through a series of training and workshops for school heads and members of the School Governing Councils (SGCs) and Project Management Teams (PMTs) in a Community-Based School Development Training Course.

Goals and Objectives

By the end of this course:

- a. SGCs are organized and functional and able to implement the School-Based Management Program in their respective schools
- b. SGCs are engaged in constructing their School Improvement Plans
- c. PMTs are empowered to train and facilitate the Community-Based School Development Training to other schools and communities

**School Governance Program: Capacity Building
Community-Based School Development
Training Plan**

Capacity Development Trainings	Objectives	Time Frame	Desired Outcome	Indicator	Target Schedules
MODULE 1	Expose the participants to different scenarios/activities that will help them discover effective ways on how to work best with each other	1 day	Team awareness and team values	Organized Project Management Team (PMT) and School Governing Councils (SGCs)	2014 November
	Discuss the principles, strategies and processes of the DepEd School-Based Management (SBM) Program to the stakeholders	.5 day	Knowledge on the existing policies and processes for the proper implementation of the program	Application of the SBM processes	
	Introduce the concept of community organizing as well as its approaches and strategies in relation to school	.5 day	Acceptance of the role as community organizers	Application of the approaches and strategies in the school planning	

School Governance Program: Capacity Building

Capacity Development Trainings	Objectives	Time Frame	Desired Outcome	Indicator	Target Schedules
	governance				
Pre-requisite MODULE	Train the PMT with the basic facilitation skills	2 days	PMT equipped with facilitation skills for them to be able to replicate the school planning process to the other schools	Community-Based School Development Training Course conducted by the PMT to the other schools	2015 January
MODULE 2	Conduct the Asset-based Community Development approach to determine the vision and agenda for the school improvement plan (SIP)	2 days	SGCs are utilizing the ABCD approach to identify issues and agenda to be included in the SIP	Consolidated data gathered from the ABCD workshop	2015 January to February
	Visioning and Agenda Setting	1 day	VMGO are constructed and education needs and	SGCs VMGO	

School Governance Program: Capacity Building

Capacity Development Trainings		Objectives	Time Frame	Desired Outcome	Indicator	Target Schedules
		SGC and determine the pressing issues/agenda that need to be addressed in the SIP		priorities are identified for the SIP		
MODULE 3	School Planning Workshop	Facilitate the school improvement planning workshop	2 days	SIP drafted in a participative process	SIP	2015 February to April
MODULE 4	Resource Mobilization	Educate the PMT and SGCs with resource mobilization techniques and activities and train them in drafting project proposals	2 days	Resource mobilization techniques and activities are practiced by the PMT and SGCs	Resource Mobilization Plan	2015 August
MODULE 5	Project Development, Implementation, Monitoring and Evaluation Workshop	Capacitate the PMT and SGCs with concepts, strategies and skills in project management	2 days	Installation of the PDIME Process in every SGC	Documentation of the PDIME process	2015 August



RAMON ABOITIZ
FOUNDATION INC

School Governance Program: Capacity Building MODULE 1 Program Flow

Day 1		Teambuilding Activity	
08:00 - 12:00	Opening Preliminaries	- Prayer	c/o EDU PO
*10:00 - 10:15	Morning Break	- Rationale - Acknowledgement of Participants - Deinhbitizers/Ice Breakers/GTKY Workshop Guidelines Self Awareness Activity (SLE) Structured Learning Experience on T.E.A.M.	
12:00 - 01:00	LUNCH BREAK		c/o 2XPLORE
01:00 - 01:30	Energizer		
01:30 - 05:30	Series of Structured Learning Experiences		
06:00 - 07:00	DINNER BREAK		
07:30 - 09:00	Group Norms/Commitment Setting Reflection, Sharing, Closing Night Activity		
Day 2		School Governance Orientation Community Organizing	
08:00 - 08:30	Recap Activity		c/o 2XPLORE
08:30 - 10:30	Capacity Assessment		Anthony Dignadice
10:30 - 11:30	School Governance Orientation		Gregorio Cyrus Elejorde
11:30 - 12:00	Application Activity		c/o 2XPLORE
12:00 - 01:00	LUNCH BREAK		Constantine Samson
01:00 - 03:00	Community Organizing Workshop		c/o 2XPLORE
03:00 - 04:00	Concluding Activity		
04:00 - 05:00	Closing Rites		

Education Development Unit