



Tanggapan ng Kalihim
Office of the Secretary

DepED MEMORANDUM
No. **234** s. 2004

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NATIONAL LEADERSHIP TRAINING FOR STUDENT GOVERNMENT OFFICERS

To: Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Secondary Schools

1. The Department of Education-Center for Students and Co-curricular Affairs (DepED-CSCA), in cooperation with the Bureau of Secondary Education (BSE), will conduct a National Leadership Training for selected Student Government Officers on **August 16-21, 2004** at the Teachers Camp, Baguio City.

2. With its theme "*Transformational Leadership*", the training aims to develop and/or enhance the management and leadership skills and values of elected Student Government Officers (SGO) through interactive breakout activities, meaningful plenary sessions and enriched modular discussions and to provide a venue for policy making and consultation among DepED officials, student-leaders and teacher-advisers.

3. The Leadership Training focuses on the specific needs of a student leader/manager and highlight best practices in running a student government, and harness its potential to encourage a vibrant and participative studentry for school and community development and nation-building.

4. As a result of the National Leadership Training, the participants are expected to achieve the following:

- a. understand the intricacies of leading /managing a student government organization;
- b. learn, understand and adopt the new and emerging roles and functions of the student government;
- c. be able to formulate and devise a dynamic, feasible and concrete action plan for implementation in their respective schools;
- d. further strengthen camaraderie among elected officers in the division, regional and national federations; and
- e. develop the best networking strategies among the participants.

5. Participants to this training are the **president, vice-president, secretary and other officers** of the student government for SY 2004-2005 including their **teacher-advisers, school principals, and regional and division education supervisors** of Araling Panlipunan or those in-charge of the Student Government Program.

6. Travel of the participants shall be on **official business**. A registration fee of Three Thousand Nine Hundred Pesos (Php 3,900.00) per participant shall be charged against local funds/local school board funds or can be sourced from private organizations. The registration fee shall cover expenses such as accommodation and meals (from dinner of Day 0 to breakfast of Day 5), training kits, which include certificates, handouts, bags, and t-shirts. This fee shall also include payments of honorarium of the facilitators, speakers, and secretariat, and other incidental expenses.

7. The schedule of activities, pre-registration form (PRF), registration procedures and other guidelines for the conduct of the training are enclosed.
8. The CSCA is authorized to conduct necessary management actions and decisions in the implementation of the National Leadership Training for Student Government Officers.
9. Participants are requested to confirm their participation by sending the pre-registration form (PRF) to their respective regional offices c/o the Araling Panlipunan Regional Supervisors/Coordinators and copy furnished the CSCA on or before **August 6, 2004**. The Regional Supervisors/Coordinators concerned shall forward a consolidated list of participants to the CSCA Office c/o CSCA Executive Director Joey G. Pelaez at telefax numbers 631-8495 or 636-3603 at the DepED Complex, Meralco Avenue, Pasig City on or before **August 9, 2004**.
10. All Regional Directors, Schools Division Superintendents and School Principals are requested to send participants to the National Leadership Training. Likewise, Regional and Division Education Supervisors or Coordinators in Araling Panlipunan are encouraged to coordinate, assist and form their respective delegation.
11. Immediate and wide dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge *for*

Encls.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

- ✓ OFFICIALS
- ✓ STUDENTS
- ✓ TEACHERS
- ✓ TRAINING PROGRAMS

Madel:c:national leadership
5-24-04

**DEPARTMENT OF EDUCATION
CENTER FOR STUDENTS AND CO-CURRICULAR AFFAIRS
BUREAU OF SECONDARY EDUCATION
NATIONAL LEADERSHIP TRAINING FOR STUDENT GOVERNMENT OFFICERS
Teachers' Camp, Benitez Hall, Baguio City**

TENTATIVE PROGRAM

DAY 0 (Monday, 16 August 2004)

AM

6:00 Registration/Billeting

PM

6:00 Dinner

7:30 Orientation Program

JOEY G. PELAEZ, CSCA Executive Director

10:00 SSG Presidents' Executive Session and Nomination

DAY 1 (Tuesday, 17 August 2004)

AM

6:00 Breakfast

8:00 Opening Ceremony (Formal Wear)

Honorable Secretary, Department of Education

10:00 *Plenary Session*

Film Showing (NATIONAL SITUATIONER)

11:00 *Plenary Session*

NATIONAL SITUATIONER

FR. BIENVENIDO NEBRES, SJ

President, Ateneo de Manila University (ADMU)

PM

12:00 Lunch

1:00 *Break Out Sessions*

Students' Group (1:00 – 5:00)

Module 1 – The Call for Leadership

ATENEO STUDENT TRAINERS (STRAINS)

Advisers' Group (1:00 – 3:00)

WHY AM I HERE? Role of Teacher-Advisers in Student Governance

MR. SEB SARMIENTO

Professor, Ateneo de Manila University

Advisers' Group (3:00 – 5:00)

BALANCE OF LIFE: Time and Stress Management

MR. ANTHONY N. PANGILINAN / ARDY S. ABELLO

6:00 Dinner

7:30 Cultural Show

Sining Kumintang, World Renowned Cultural Group

Guest: **HONORABLE FRANCIS N. PANGILINAN**

Majority Leader, Senate of the Philippines

Chairman, Senate Committee on Education

DAY 2 (Wednesday, 18 August 2004)

AM

6:00 Breakfast

8:00 *Plenary Session*

GOOD TO GREAT: A Leadership Perspective

MR. ANTHONY N. PANGILINAN

President, Businessworks, Inc.

9:00 *Plenary Session*
Leader VS. Manager
SIR EMMANUEL N. CABUSAO
Deputy Supreme Commander, Order of the Knights of Rizal

10:30 *Plenary Session*
The Experience of Leadership
HON. JOSE LUIS MARTIN C. GASCON
Undersecretary, Department of Education

PM

12:00 Lunch

1:00 *Break Out Sessions*

Students' Group (1:00 – 5:00)

Module 2 – The Nature and Demand for Leadership

ATENEO STUDENT TRAINERS (STRAINS)

Advisers' Group (1:00 – 3:00)

Multiple Intelligences

DR. HENRY TENEDERO, Author, Multiple Intelligences

DR. GRACE KOO (Proposed)

Advisers' Group (3:00 – 5:00)

Bridging the Gap: Understanding Your Students Better

MR. JIM PAREDES

6:00 Dinner

7:30 Declaration of the New DepED-CSCA Youth Spokesperson

Guest: MR. DINGDONG DANTES

Regional Presentations

DAY 3 (Thursday, 19 August 2004)

AM

6:00 Breakfast

8:00 *Plenary Session*

SELF MASTERY: Leadership from Within

9:00 *Plenary Session*

"Message Sent" – Personality, Communication and Technology

MR. BUTCH JIMENEZ, President, PLDT

10:30 *Plenary Session*

Purpose-Driven Leadership: Visioning

HON. MIRIAM DEFENSOR-SANTIAGO

Senator, Senate of the Philippines

PM

12:00 Lunch

1:00 *Break Out Sessions*

Students' Group (1:00 – 5:00)

Module 3 – The Importance of Self-Mastery and Visioning

ATENEO STUDENT TRAINERS (STRAINS)

Advisers' Group (1:00 – 2:30)

The Heart of A Volunteer

HON. RICHARD J. GORDON

Senator, Senate of the Philippines

Advisers' Group (2:30 – 4:00)

Ang Mamatay ng Dahil Sa'yo

HON. BAYANI FERNANDO

Chairman, Metro Manila Development Authority

Advisers' Group (4:00 – 6:00)

Mentoring Our Mentors (Designing Leadership Training Modules)

Businessworks Training Team

6:00 Dinner
7:30 **YOUTH RALLY/FELLOWSHIP NIGHT/DEBATE** with Mare at Pare (Proposed)

DAY 4 (Friday, 20 August 2004)

AM

6:00 Breakfast

8:00 *Plenary Session*
Leadership in Action: Strategic Leadership
MR. MANNY V. PANGILINAN
President, First Pacific Holdings Corporation

9:00 *Plenary Session*
Leadership in Action: Change Leadership
MR. JAIME AUGUSTO ZOBEL DE AYALA
President and CEO, Ayala Corporation

10:30 *Plenary Session*
LIFE IS A GAME (Team-Building Workshop)
MR. CHOT REYES
Consultant, Businessworks, Inc.

PM

12:00 Lunch
1:00 *Break Out Sessions*
Students' Group (1:00 – 5:00)
Module 4 - Leadership in Action
ATENEO STUDENT TRAINERS (STRAINS)
Advisers' Group (1:00 – 5:00)
Free Time

5:00 **DepED Hour**
Issues and Concerns, New Grading System and Selection of Honor Students
DR. LOLITA M. ANDRADA
Director, Bureau of Secondary Education

6:00 Dinner
7:30 Closing Ceremony (Formal Wear)
XY Kids, Asia's Youngest Boy Band, in Concert
HONORABLE RAMON C. BACANI
Undersecretary, Department of Education
Guest: MS. DONITA ROSE

11:00 Distribution/Release of Certificates

DAY 5 (Saturday, 21 August 2004)

AM

6:00 Breakfast
8:00 Departure

*The National Leadership Training for Student Government Officers Program was drafted with the valuable assistance of the Businessworks, Inc. and the Ateneo Student Trainers (STRAINS).

DEPARTMENT OF EDUCATION
 CENTER FOR STUDENTS AND CO-CURRICULAR AFFAIRS
 BUREAU OF SECONDARY EDUCATION

**NATIONAL LEADERSHIP TRAINING FOR STUDENT
 GOVERNMENT OFFICERS**

August 16-21, 2004
 Teachers' Camp, Baguio City

PRE-REGISTRATION FORM (PRF)

Region : _____
 Division: _____

(Please write legibly and complete all data required. All information shall form part of the directory for future use and benefit.)

No.	Name of Participants	Position (Student Government)	School/Complete Address	Contact Number	Billeting Assignment
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Date: _____

 Signature
 Supervisor/Principal/Teacher-Adviser

Note: Certificate of Recognition from the DepED Central Office will be awarded to the School Principals, Advisers and Education Supervisors with student-participants to the NLTSO.

NATIONAL LEADERSHIP TRAINING FOR STUDENT GOVERNMENT OFFICERS

August 16-21, 2004
Teachers' Camp, Baguio City

REGISTRATION PROCEDURES

1. Registration is by School, Division or Region. Only the School, Division or Regional Coordinator or Representative shall transact business with the REGISTRATION COMMITTEE.
2. Upon arrival, proceed to the Ground Floor of Quezon Hall with your official list of delegation duly written on the Pre-Registration Form (PRF) in four (4) original copies. Verify the list of your delegation at the VERIFICATION COUNTER corresponding to your region. The personnel assigned shall get the Secretariat's Copy of your PRF or VF.
3. If you fail to bring the PRF, please secure one (1) set of the Verification Form (VF).
4. The personnel assigned shall stamp on all four (4) copies of your Pre-Registration Form (PRF) or your Verification Form (VF) the word "VERIFIED".
5. **DO NOT LOSE YOUR PARTICIPANTS' COPY. ONLY THE PARTICIPANTS' COPY SHALL BE USED TO CLAIM THE KITS, MEAL TICKETS, IDS, BAGS, HAND-OUTS, SHIRTS, CERTIFICATES AND OTHER TRAINING COLLATERALS.**
6. Pay to the CASHIER. Upon payment, the four (4) copies of the PRF or the VF shall be stamped "PAID" and signed. The Cashier shall get the CASHIER'S COPY of the PRF or the VF for record purposes. The representative may claim the official receipts the following day at the SECRETARIAT located at the Teachers' Camp Extension Office near Hernandez Hall by presenting the PARTICIPANT'S COPY of the PRF or the VF.
7. Present your remaining copies of the PRF or the VF to the Billeting Committee Counter for adjustments/assignments of quarters. The Billeting Committee shall stamp your PRF or VF with the word "BILLETED" and get the Billeting Committee's Copy of your PRF or VF.
8. Upon assignment of billeting quarters, proceed to the RELEASING COUNTERS for the bags, shirts, kits, meal tickets, ID and others. The personnel assigned shall stamp the word "ISSUED" on your PRF or VF. Please countersign on a separate form upon receipt of the camp collaterals.
9. By now, you are through with the registration procedures. Please prepare for the next activity as indicated in your schedule of activities.

Thank you very much and God Bless!

NATIONAL LEADERSHIP TRAINING FOR STUDENT GOVERNMENT OFFICERS

OTHER GUIDELINES

Congratulations for having been elected as Student Government Officers to represent your student-constituents. Your decision to join this annual training to give particular and special attention to the Student Government Program in the Schools is an opportunity you ought not to miss. To maximize your learning, facilitate your comfort and ensure your active participation during the training, please take note of the following significant reminders:

PARTICIPANTS

Participants to this training are the presidents, vice-presidents, secretaries and other officers of the student government for SY 2004-2005.

Apart from the teacher-advisers, regional and division education supervisors of Araling Panlipunan or those in-charge of the Student Government Program, **school principals** are invited to join the National Leadership Training for Student Government Officers (NLTSGO).

PRE-TRAINING PREPARATIONS

Pre-Registration Requirement

The slots for the training is limited. To ensure your slot, please send and/or fax in your pre-registration form (PRF) to your respective Regional Offices c/o the Araling Panlipunan Regional Supervisor/Coordinator and copy furnish the Center for Students and Co-Curricular Affairs (CSCA) at 631-8495 or 636-3603 on or before August 6, 2004.

What to Bring

It's cold and raining in Baguio City! Make sure you make necessary consideration of the weather in packing up your things for the training.

- a. Formal Wear (Barong for Boys, Smart Dress for Girls) for formal occasions such as the Opening and Closing ceremonies
- b. Jackets, Sweat Shirts, Blazers, Bonnets, Hand Gloves, Scarves and Umbrella
- c. Closed Shoes and Socks
- d. Personal Toiletries and Medical Items
- e. Camera, Notebook, Pen and Business or Calling Cards
- f. Small Gift Items for Souvenir Exchange with other Participants

Regional Presentations

Each region is required to organize a presentation, not necessarily cultural, through songs and dances. An award shall be given out to those with beautiful presentations.

TRAINING PROPER

National Secretariat and Organizing Committee

Members of the National Organizing Committee and Secretariat are authorized to travel two (2) days before and two (2) days after the NLTSGO.

Arrival of Participants/Registration

Participants who pre-registered on time are expected to arrive on the 16th of August 2004 before 10:00 AM. Upon arrival, please proceed to the Quezon Hall for the registration, distribution of kits and billeting assignments. Registration begins at 7:00 AM.

Walk-in participants shall start to register at 10:00 AM, August 16, 2004.

Payment

Payment in cash is preferred. Payment in check shall be made payable to the Department of Education. Only government checks and no personal checks shall be honored.

Billeting and Accommodation

Accommodation shall start in the morning of August 16 and end in the morning of August 21. **Charges for advance and extended accommodation shall be for the account of the participants.**

Meals

Meals shall start dinner of August 16, 2004 and end breakfast of August 21, 2004. Meal tickets should be taken cared of. **Lost meal tickets will not be replaced.**

Wearing of ID

IDs must be worn at all times for your security. No participant shall be allowed entry in the plenary, mess and other session halls without the ID.

Medical Needs

All participants are presumed in good health. However, medical needs shall be addressed by the organizers. A standby group of medical practitioners shall be employed by the organizers and shall be stationed at the Hernandez Hall. A standby vehicle shall be provided for emergency cases. Expenses in this regard shall be charged against personal funds.

Transportation

Transportation to and from the billeting areas and within the camp shall be provided by the organizers.

Departure of Participants/Distribution of Certificates and Hand-Outs

No one is allowed to go home ahead of schedule. All participants must depart after breakfast of August 21, 2004. Certificates and hand-outs shall be distributed at 11:00 PM on 20 August 2004 after the closing ceremonies.