MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Public and Private Schools

INVITATION TO INTERNATIONAL SEMINAR-WORKSHOP
ON LEADERSHIP AND MANAGEMENT

Attached is a letter from Mr. Eduardo Teodoro B. Ramos Jr., Training Manager, JFER Training and Development Services dated July 8, 2019 re: International Seminar-Workshop on Leadership and Management with 15 PRC CPD Units on August 2-4, 2019 at the Cooyeesan Hotel Plaza, Naguilian Road, Baguio City, content of which is self-explanatory, for information.

Immediate and wide dissemination of this Memorandum is desired.

For:

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By:

ELISA O. CERVEZA
Chief Education Supervisor, CID
Officer-In-Charge
Office of the Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Maka-Diyos, Makatuao, Makakulikasan at Makabansa
8 July 2019

Dr. JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
Schools Division Office of Marikina City
191 Shoe Ave., Sta. Elena, Marikina City

Dear Dr. TORRECAMPO

Greetings! As part of our continuing efforts to grow our very own training programs for school leaders and teachers, we at JFE Teacher Training Services and JFER Training & Development Services will be having a Seminar-Workshop for Teachers & School Leaders 2019. This is following the mandate of the Department of Education that emphasizes the need to improve the quality of education in the country by maximizing the use of resources in the public and private education sector.

This International Seminar-Workshop on Leadership and Management with Paper Presentation and with 15 PRC CPD Units approved by Professional Regulation Commission which will be held on August 2-3-4, 2019 at the Cooyeesan Hotel Plaza, Naguillian Road, Baguio City.

This International Seminar-Workshop aims to help school leaders and educators in the 21st century to reinforce various classroom management strategies to establish engaging, productive and positive learning environment for students and what are the current trends and issues in research. The educators will benefit from experienced and dynamic resource persons who can share the importance of rules and consequence, procedures and routines, classroom arrangements, preparedness, pacing of lessons, differentiated instruction. This course is also designed to help the educators understand the reasons behind the student misbehaviors, use interventions to maintain a safe, comfortable climate for increased teacher-student engagement and also address all students' behavioral needs.

In line with this, we would like to your School Heads and Teachers to participate in this seminar. This is not a compulsory to all teachers. The seminar fee is Php 3,500/person which include the seminar kit, handouts, meals and seminar certificate with PRC accreditation number. Attached is our program of activities.

For inquiries and reservations, please contact Mr. JC Dela Cruz, our Training Assistant at #0917-458-5414, #09153944608 & #09613657866 or email us at jfeteachertrainingservices@gmail.com. Thank you very much!

Sincerely,

Mr. Eduardo Teodoro B. Ramos, Jr. MA-ELED
Training Manager
JFER Training & Development Services
Training and Development Services

PRC Accreditation No. 2019-312
JFE Teacher Training Services & JFER Training and Development Services
"Professional Training for Professionals"
International Seminar-Workshop on Leadership & Management
Theme: "Instructional Leadership for 21st Century Teachers"

Program of Activities

Day 1:
8:00am – 5:00pm Pre-Registration

Day 2:
8:00am – 5:00pm Confirmation of Registration

Day 3:
8:00am-5:00pm Submission of Paper for Presentation
Distribution of Seminar Kit

Day 4:
8:00am – 8:30am Registration
Prayer, National Anthem and Nationalistic Song
Welcome Remarks Coffee Break

8:30am – 12:00nn "Leadership for Teacher Learning"
12:00 – 1:00pm Lunch Break/Ice Breaker/Group Dynamics

1:00 – 4:00pm "Developing 21st Century Skills to Enhance Professionalism
in the Workplace: The 7 Habits to Become Effective 21st
Century Teachers"

4:00 – 5:00pm Question and Answer Segment

Day 5:
7:00 – 8:00am Attendance
8:00 – 12:00nn Prayer and Nationalistic Song

"Instructional Leadership for 21st Century Teachers"

1:00 – 4:00pm "Managing a Motivated and Conflict Positive Organization:
A Construct in Leadership and Management"

4:00 – 5:00pm Awarding of Certificates