



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capital Area, Dumaguete City

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February 9, 2017

**DIVISION MEMORANDUM**

No. 64 s. 2017

**TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN  
THE PUBLIC SECTOR (5Ps)**

TO: ASDSs  
Chiefs, CID & SGOD  
DEPSs/SEPSs  
District Supervisors/District In-Charge  
Public Elementary and Secondary Principals  
All Others Concerned

1. Attached is Regional Memorandum No. 31, s. 2017, announcing the Training Course for Managers and Supervisors in the Public Sector (5Ps).
2. For more details, see attached communication and enclosure from the Center for Organizational Development of the Development Academy of the Philippines.
3. For information and guidance of all concerned.

**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Office of the Assistant Regional Director  
Concurrent Schools Division Superintendent

2/9/17

10 FEB 2017





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
**NEGROS ISLAND REGION**



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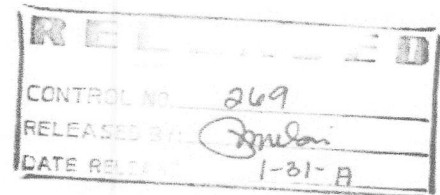
January 30, 2017

**REGIONAL MEMORANDUM**


No. 31, s. 2017

**TRAINING COURSE FOR MANAGERS AND SUPERVISORS  
IN THE PUBLIC SECTOR (5Ps)**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned



1. Attached is an invitation from the Center for Organizational Development of the Development Academy of the Philippines to its conduct of the **Training Course for Managers and Supervisors in the Public Sector (5Ps)**.
2. The training duration is 15 days, equivalent to 120 hours, dates are inclusive within March 23 to June 16, 2017, venue of each day's session is indicated in the attached brochure.
3. The training course aims to provide the foundation for developing competent supervisors and managers who are able to create and maintain a high-performance, service-oriented, and productive work place that enables employee engagement.
4. Target participants are position holders and incumbents of SG-19 and higher who are performing supervisory and management functions.
5. The total fee for the course is **Seventy Five Thousand Pesos (Php75,000.00)** for each participant.
6. Interested parties are requested to send the accomplished endorsement or registration form to [dapckm5@gmail.com](mailto:dapckm5@gmail.com) or through fax at (02) 631-2121.
7. For further details, please refer to the attached brochure or contact Ms. Flo Martin or Ms. Caren Evangelista; (02) 631-2121.
8. For widest dissemination and information of all concerned.

  
**SALUSTIANO T. JIMENEZ, LI.B, CESO VI**  
Schools Division Superintendent  
Officer-In-Charge  
Office of the Asst. Regional Director

Fwd: Invitation to DAP-Training Course for Managers and Supervisors (5Ps) Inbox

Inbox

Starred

Sent Mail

Drafts

Notes

Others

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Travel Folder

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DAP CENTER FOR ORGANIZATIONAL DEVELOPMENT &lt;dapckm5@gmail.com&gt;

2:42 PM (2)

to: bob me

Greetings from the Academy!

The Center for Organizational Development of the Development Academy of the Philippines is inviting you to attend/send participants to the **Managers and Supervisors in the Public Sector (5Ps)**. See attached brochure and course schedule for details.

The course fee is **Seventy Five Thousand Pesos (Php75,000.00)** for each participant for fifteen (15) days, which is equivalent to 120 hour

For interested parties, please send the accomplished endorsement or registration form to [dapckm5@gmail.com](mailto:dapckm5@gmail.com) or (02) 631-21: Balanzat or Ms. Flo Martin.

Thank you very much!

A Public Offering of  
**TRAINING COURSE FOR  
MANAGERS AND SUPERVISORS  
IN THE PUBLIC SECTOR (5Ps)**

Make a call

Also try our mobile apps for  
[Android](#) and [iOS](#)

<b>RECEIVED</b>	
CONTROL NO.	142
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A Public Offering of

# TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (5Ps)

## *Competence, Professionalism, and Integrity in the Public Service*

The Training Course for Managers and Supervisors in the Public Sector (5Ps) seeks to provide the foundation for developing competent supervisors and managers who are able to create and maintain a high-performance, service-oriented, and productive work place that enables employee engagement.

Designed specifically with the public sector in mind, the course highlights the 5Ps of management and leadership: (1) Personality, (2) Purpose, (3) Processes, (4) People, and (5) Plans, the elements that enable the modern-day manager to achieve quality service and results.



**Development Academy of the Philippines**  
CENTER FOR ORGANIZATIONAL DEVELOPMENT  
DAP Building, San Miguel Avenue  
Ortigas Center, Pasig City  
Tel No: 631-2121 / Tel/Fax: 631-2122

**Contact Person:**

Ms. Fle Martin and Ms. Caren Evangelista  
[fle3martin@gmail.com](mailto:fle3martin@gmail.com) | [evangelistac@dap.edu.ph](mailto:evangelistac@dap.edu.ph)

### 2017 PUBLIC OFFERING

#### TARGET PARTICIPANTS

Position holders and incumbents of SG-19 and higher who are performing supervisory and managerial functions.

#### DURATION

Eight (8) hours a day for fifteen (15) days

#### COURSE FEE

The total cost of the program is PhP75,000.00 per participant, inclusive of 12% VAT.

## COURSE OBJECTIVES

By the end of the 120-hour program, participants will be able to:

- Explain the variables of human behavior in organizations and how these can be managed and directed to encourage superior individual and team performance;
- Identify different quality and productivity management tools in order to improve work processes and organizational aspects of supervision, and
- Translate strategies into development plans for improved performance and effective service delivery.

## MODULE DESCRIPTIONS:

### MODULE 0. MAXIMIZING PERSONALITIES

Drawing insights from Psychology, this module will guide participants in increasing self-awareness of their own strengths, weaknesses, motivations, desires, and reactions. Treated as the initial session of the whole course, this module topic will be revisited in all of the modules, on the premise that effective management and leadership starts with the self.

*Topics Covered:* Knowing Your Own Personality Preference; 16 Types of Personality and Their Strengths and Weaknesses; Relating to People with Different Personality Preferences

### MODULE 1. CLARIFYING PURPOSES

This module will help participants appreciate the role of responsive, accountable public organization in the nation's development. It briefly surveys perspectives on national development; the different roles of government, the private sector, and civil society in furthering national development; and the challenges of an ever-changing national and global reality to the public organization and the public manager. This module will also guide the participants in gaining a fresh perspective on the goals and mandates of their respective agencies.

*Topics Covered:* The Good Society; the Various Roles of Government in Society; the Roles and Mandates of Government Agencies; Public Service Quality

### MODULE 2. MANAGING WORK PROCESSES

Using insights from organizational science, this module focuses on ways to guide an organization's human resources and energy into productive channels by using methods and techniques of planning and organizing work in strategic and efficient ways.

*Topics Covered:* Variables of Organizational Performance; Organizational Performance Measurement; Tools for Organizational Integration, Planning, and Management; Managing and Improving Systems and Processes

### MODULE 3. LEADING PEOPLE

Drawing upon insights from social psychology, this module helps participants understand the motivations of people at work, and the dynamics of human relationships and human behavior in offices and organizations. It then helps them to employ this understanding to more effectively relate to people, and to enable them to achieve the highest potential and best performance in the workplace: superiors, colleagues, subordinates, clients and customers, and other stakeholders.

*Topics Covered:* Human Behavior in Organizations; Organizational Culture; Group/Team Dynamics; Effective Leadership; Coaching and Mentoring; Managing Stress and Conflict; Individual and Team Performance Management

### MODULE 4. EXECUTING PLANS

This module will orient participants on the concepts and techniques of planning and managing the implementation of a change agenda for enhanced organizational performance. Participants will review the dynamics of organizational change, the factors influencing change implementation success, and the strategies that increase support for and reduce resistance to change.

*Topics Covered:* Principles and Techniques of Organizational Development and Change Management; Action Planning; Implementing, Monitoring, and Evaluating Change



# TRAINING COURSE FOR MANAGERS AND SUPERVISORS IN THE PUBLIC SECTOR (5PS)

*Competence, Professionalism and  
Integrity in the Public Service*

## COURSE SCHEDULE

DAY	DATE	VENUE
1	March 23, 2017 (Thu)	DAP, Ortigas Center, Pasig City
2	March 24, 2017 (Fri)	DAP, Ortigas Center, Pasig City
3	March 25, 2017 (Sat)	DAP, Ortigas Center, Pasig City
4	April 5, 2017 (Wed)	Tagaytay City (tentative)
5	April 6, 2017 (Thu)	Tagaytay City (tentative)
6	April 7, 2017 (Fri)	Tagaytay City (tentative)
7	April 26, 2017 (Wed)	DAP, Ortigas Center, Pasig City
8	April 27, 2017 (Thu)	DAP, Ortigas Center, Pasig City
9	April 28, 2017 (Fri)	DAP, Ortigas Center, Pasig City
10	May 18, 2017 (Thu)	DAP, Ortigas Center, Pasig City
11	May 19, 2017 (Fri)	DAP, Ortigas Center, Pasig City
12	May 20, 2017 (Sat)	DAP, Ortigas Center, Pasig City
13	June 2, 2017 (Fri)	DAP, Ortigas Center, Pasig City
14	June 3, 2017 (Sat)	DAP, Ortigas Center, Pasig City
15	June 16, 2017 (Fri)	DAP, Ortigas Center, Pasig City

