

December 21, 2020

Dear School Head:

Warmest greetings from PEAC!

I am pleased to invite you to participate in the new training program of the Private Education Assistance Committee for school leaders and administrators in Senior High School in 2021.

The program, *Instructional Leadership in the Context of Flexible Modalities of Teaching in Senior High School*, is a two-day webinar-workshop wherein SHS academic administrators can develop an instructional monitoring and evaluation plan following the Alignment Framework of class preparation suitable for the flexible teaching modality(ies).

In this challenging time of our education system where every academic operation is forcibly shifted to flexible modality of teaching and learning to continue educating every Filipino learner amid the COVID-19 pandemic, faculty, students, and academic administrators alike must adjust to the demands of flexible teaching and learning. Academic administrators are faced with several challenges in leading faculty members to continue providing quality education to every learner despite the limitations in almost all aspects. Any academic administrator must exert greater efforts in his/her instructional leadership to ensure that quality teaching and learning happens in every class he/she oversees. An important component of such leadership is the ability to monitor and evaluate the instruction within the bounds of the modalities adopted based on the differentiated contexts of learners. Such ability in this challenging time of academic operation is best enhanced when coached with ways and means that can be adapted to the context of every academic administrator. Thus, a program on *Instructional Leadership in Flexible Teaching Modalities* has been designed to coach academic administrators in effectively monitoring and evaluating instruction in the context of their respective school.

The PEAC shall conduct this training via an online delivery mode. The training program is open to subject and academic coordinators, assistant principals, principals, directors/directresses and other SHS academic administrators in private schools.

Licensed professional teachers who are able to complete the two-day training can earn CPD credit units.

The training will be done via the Zoom video conferencing platform so all registrants are required to have a Zoom account (one account per participant). Participants are advised to meet the following technical requirements for the training:

1. a device (desktop, laptop or tablet) that can support the latest Zoom application and has a working camera/webcam and microphone; and
2. an Internet connection with a bandwidth of at least 2 Mbps; use of mobile data is not advised because the training will run for several hours.

All those interested to attend the training must register online at register.peac.org.ph. Online registration starts on January 4, 2021. Each school may register at most three (3) participants on a first come first served basis. Please refer to Annex A attached to this letter for the registration reminders.

The registration fee is **Php1,500 per participant** and is **non-refundable**. PEAC shall only send the Zoom registration link to and shall approve registration in Zoom of paid participants.

Also attached to this letter are the schedules of the training in Annex B. **Online registration for each run will close two weeks before the scheduled training or as soon as slots have been filled.** Slots are limited for this program.

For inquiries, please contact the Training and Development Unit at 0917.599.1103 or 0917.700.9410 or you may send an email to tdu@peac.org.ph. We recommend sending an email for proper documentation.

Sincerely yours,


RHODORA ANGELA FERNANDEZ-FERRER
Executive Director

Annex A

Registration Reminders

1. Each participant must provide his/her **own** Zoom account (valid email address used for the Zoom account) and mobile number upon registration at register.peac.org.ph. **The participant should have access to his/her own email as communications from PEAC and the Zoom link for the webinar-workshop will be sent to the participant's registered email.**
2. If the participant has no Zoom account yet, he/she must create his/her own free Zoom account using his/her registered email at <https://zoom.us/freesignup/>.
3. The school's encoder is requested to TYPE CAREFULLY the CORRECT EMAIL ADDRESS of each participant as this can lead to bounced emails which may delay the processing of the participant's registration. The participant will not receive the Zoom link if his/her email address was encoded incorrectly by the school.
4. Each school may register at most three (3) participants on a first come first served basis in its own region.
5. Slots are reserved to participants who registered online and paid promptly. Payment of registration fee must be made **on or before** the closing of online registration. Refer to Annex B for the schedule. The registration fee is Php1,500 per participant and is **non-refundable**.
6. PEAC shall only send the Zoom registration link to and shall approve registration in Zoom of PAID participants. PEAC shall send the Zoom link approximately 3-5 days before the scheduled training.
7. Replacement of participants may only be allowed when the online registration is still open for the specified run and the school should email tdu@peac.org.ph for SHS administrators. **Replacement of participants is not allowed once the online registration has closed for the specified run.** Online registration for each run will close two weeks before the scheduled training or as soon as slots have been filled.
8. Always check your Spam or Junk folder for emails that may not have reached your inbox.
9. The participant must download and install the free Zoom app at <https://zoom.us/download> in his/her device before the scheduled training.
10. Participants must use their full name which should match their registered name in PEAC when they register and log in to Zoom for the webinar-workshop, otherwise, they will not be admitted.

Annex B

Instructional Leadership in the Context of Flexible Modalities of Teaching in Senior High School

2021 Training for SHS Administrators Schedules via Zoom

No. of Runs	Regions	Dates	Closing of Online Registration (or as soon as slots have been filled)
1	I and II	Feb 17-18	Feb 3
2	III and VIII	Feb 24-25	Feb 10
3	IV-A	March 3-4	Feb 17
4	V, IX, XIII	March 10-11	Feb 24
5	IV-B and VI	March 17-18	March 3
6	CAR, X, BARMM	March 24-25	March 10
7	VII and XI	March 31-April 1	March 17
8	NCR, XII, BARMM	April 7-8	March 24