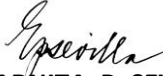





**CATHOLIC EDUCATIONAL
ASSOCIATION OF THE PHILIPPINES**

TO: **ALL SCHOOL HEADS OF CEAP-NCR & MAPSA MEMBER INSTITUTIONS**

FROM: 
ENCARNITA P. SEVILLA, ED.D.
ICE- CCSL Coordinator

NOTED: 
REV. FR. GREGORIO L. BAÑAGA
Trustee, CEAP-NCR

RE: **CERTIFICATE IN CATHOLIC SCHOOL LEADERSHIP**

DATE: **1 FEBRUARY 2013**

Greetings in the spirit of Catholic Education!

The Institute for Continuing Education (ICE) of CEAP-NCR is pleased to inform you that applications for the sixth program run of the Certificate in Catholic School Leadership (CCSL) for Principals, Assistant Principals, Department/Area chairpersons, Coordinators, Program Heads of Catholic schools are now being accepted.

The CCSL is a comprehensive presentation/review and discussion of theories, models and practical application of school leadership, educational management and administration in the context of the mission of Catholic education.

It is intended primarily for incumbent top and middle management administrators or prospective administrators whose academic discipline/field was not in educational management and administration or whose training was not in a Catholic school setting. Moreover, it can serve as an opportunity for updating for those whose training has been more than 10 years ago.

In this light, we invite you to send your school participants to the CCSL 2013 which will be held

on **April 10-27 (weekdays, Mon-Fri only, except April 27)**
8:00 a.m. - 5:00 p.m.
at **St. Paul University-Manila**
680 Pedro Gil St., Malate, Manila.

Enclosed is the brochure for your perusal and a copy of the application form which you may reproduce as needed. The completed application form should be emailed or faxed to the CEAP-NCR office c/o **Ms. Maiko Baysa at telefax number (02) 731-2985, e-mail address: ceapncrsecretariat@yahoo.com** on or before **15 March 2013**.

After the application has been processed, a **confirmation notice** will be sent to the applicant. Thereafter, please remit to the CEAP-NCR office **on or before 29 March 2013 the registration fee of fifteen thousand (P15, 000.00) pesos per participant** to cover expenses for lunch and two snacks per day, CCSL module materials (in hard and soft copies), honoraria for resource persons and facilitators, venue, sundries and contingences .

The amount may be deposited to the account of **Catholic Educational Association of the Philippines-NCR BPI # 0291-0388-83 (Forbes Park)** and send a copy of the deposit slip sent to the same contact details given above.

Applicants shall be confirmed on a **"first come basis"**. There are only limited seats; please reserve early.

Please address whatever questions you may have regarding the 2012 CCSL to the CEAP-NCR Secretariat.

Thank you very much.

God bless!



**CATHOLIC EDUCATIONAL
ASSOCIATION OF THE PHILIPPINES**

**CERTIFICATE IN CATHOLIC SCHOOL LEADERSHIP
Application Form**

Please print or type

Name _____ Age _____
(Last name) (First name) (Middle initial)

Home Address _____ Gender: F ___ M ___
Civil Status _____

Mobile number: _____ Home telephone number _____

E-mail address: _____

School: _____ Current Designation _____

Address _____ Office phone/fax numbers _____

Academic Background:

Degrees	Major Field	School	Year Completed	Units earned (if in progress)	Other fields of interest

Positions Held in School in the last five (5) years:

Designation and Inclusive dates	Name of School/College

Supervisory Training Taken in the last five (5) years

Seminar/Training Title	Organized by	Inclusive dates

(Please use another page if necessary)

Is there a Union in your school? _____ Yes _____ No

My career plan

Date _____

Signature of Applicant

Endorsed by: _____

Signature over name of School Head

IMPORTANT: Please submit this form not later than **15 March 2013** to the CEAP-NCR Secretariat.

Please note that withdrawal of application will not be allowed beyond **29 March 2013** and payment made will not be reimbursed. However, you may send an alternate participant.

Office File: **CERTIFICATE IN CATHOLIC SCHOOL LEADERSHIP (2013)**

Date Application Form received: _____ Date Payment Slip received _____

By: CEAP- NCR Staff _____