

July 07, 2022

MR. JOHN CHRIS CAYETANO

President

PUPQC COMMITS

Dear Mr. Cayetano:

Greetings in pursuit of committed student service!

The **Supreme Student Council (SSC)**, the official student union and the highest policy-making student body of Polytechnic University of the Philippines Quezon City Branch together with the **Council of Leaders (COL)** as its auxiliary body, are both committed to serving as the foundation of quality leadership, unity, teamwork, and equity in contributing to the total achievement of students' advancement and excellence in academics as well as the realization of the university's goals and aspiration.

As part of our endeavor, we will be conducting an **In-house Leadership Training and Capacity-Building Program** with the theme ***"Building Foundational Leadership Inside Out"*** on July 19-21, 2022 (1:00PM-5:30PM). Further, we have attached the rationale and the program flow below for your perusal.

In line with this, we would like to invite you to be a **"KEYNOTE SPEAKER"** for the third day of the event, July 21, 2022. You will be given a 40-minute live discussion with the topic ***Crafting Creative and Effective Publicity Materials***. The points of your talk may include your experiences and learnings handling a student academic organization in PUP Quezon City. You may also include your personal and professional advice to other aspiring student leaders in the University.

We look forward to your affirmative and immediate response regarding this matter. We will be honored if we can have you in this significant event as we believe that your expertise in the field will serve as a great contribution to the success of this program. Thank you and God bless!

In service of the Iskolars ng Bayan,



JEROME CHESTER A. GAY

Vice Chairperson, PUPQC Council of Leaders

Noted by:



JENNYLYN M. BALAORO

President, PUPQC Supreme Student Council



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IN-HOUSE LEADERSHIP TRAINING AND CAPACITY-BUILDING PROGRAM

Building Foundational Leadership Inside Out

I. RATIONALE

Good leaders thrive to transform teams and help their subordinates grow by all means. As Socrates once said, *“Employ your time in improving yourself by other men’s writings so that you shall gain easily what others have labored hard for.”* In order to ensure new and existing leaders can establish and manage effective processes in an organization, they must have enough knowledge and skills to do all of these things effectively and efficiently, thus proper training and capacity-building program must be done.

This initiative is extremely important for every organization as it bridges the gap between the current brand of leadership that leaders think they are creating and the rebranding that they want to create. It is reasonable to assume that leading others is no easy task for most. Just like a captain sailing with a broken compass, a leader without enough knowledge and training may turn out to be a hindrance for the success of the organization.

Thus, as a flagship program of student organizations in PUP Quezon City, the in-house leadership training and capacity-building program will be conducted for the benefit of all aspiring student-leaders in the University. The resource speakers for this program are the PUPQC student leaders themselves particularly coming from the SSC, COL, VOX NOVA, JMS, DOMT.Cs, FBTO, YES, CHRS, and COMMITS.

II. OBJECTIVES:

1. Share the best practices of present PUPQC student leaders to student-participants;
2. Discuss fundamental principles of leadership;
3. Provide quality information in technical writing particularly in crafting resolution, official statement and amending the constitution and By-laws;
4. Uphold the University’s Reform Agenda Pillar 1: Dynamic, Transformational, and Responsible Leadership and Pillar 4: Holistic Student Development and Engagement

III. VENUE AND DATE/TIME:

Venue: Zoom Cloud Meeting and Facebook Live

Date/Time: July 19-21, 2022 (1:00PM-5:30PM)

IV. EVENT HOST AND PARTICIPANTS

Event Host: Supreme Student Council (SSC) & Council of Leaders (COL)

Participants: All PUPQC Students



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V. PROGRAM FLOW

IN-HOUSE LEADERSHIP TRAINING AND CAPACITY-BUILDING PROGRAM

Building Foundational Leadership Inside Out

July 21, 2022 (DAY 3) | 01:00pm-5:30pm | Zoom & FB Live

Day 3 – July 21, 2022	Session	Person/s Involved
01:00 pm - 01:30 pm	Ingress	Organizers/Participants
01:31 pm - 01:40 pm	Acknowledgment of Participants & Partner Organizations	Program Moderators
01:41 pm – 01:45 pm	Invocation	Technical Team
01:46 pm - 01:50 pm	Day 2 Recapitulate	Program Moderators
01:51 pm – 02:10 pm	Team-building Activity/Ice Breaker	SSC
02:11 pm – 02:15 pm	Introduction to the Keynote Speaker 1	Program Moderators
02:16 pm – 02:55 pm	Crafting Resolution & Constitution and By-Laws	Mr. Jerome Chester Gay COL
02:56 pm – 03:00 pm	Open Forum	Participants
03:01 pm – 03:05 pm	Awarding of Certificate	Program Moderators
03:06 pm – 03:10 pm	Special Performance & 1 Raffle Draw	MUSA/RCY/PSC
03:11 pm – 03:15 pm	Introduction to the Keynote Speaker 2	Program Moderators
03:16 pm – 03:55 pm	Effective Statement Writing	Mr. Ralph Joseph Tuazon VOX NOVA
03:56 pm – 04:00 pm	Open Forum	Participants
04:01 pm – 04:05 pm	Awarding of Certificate	Program Moderators
04:06 pm – 04:10 pm	Acknowledgment of Partner Organizations & 1 Raffle Draw	AVP/Program Moderators
04:11 pm – 04:15 pm	Introduction to the Keynote Speaker 3	Program Moderators
04:16 pm – 04:55 pm	Crafting Creative and Effective Publicity Materials	Mr. John Chris Cayetano COMMITS
04:56 pm – 05:00 pm	Open Forum	Participants
05:01 pm – 05:05 pm	Awarding of Certificate	Program Moderators
05:06 pm – 05:15 pm	A Leader’s Note (PUPQC Alumni Student Leaders)	AVP
05:16 pm – 05:20 pm	Closing Remarks	Ms. Jen Balaoro SSC
05:21 pm – 05:25 pm	Wrap-up & Other Reminders	Program Moderators
05:26 pm – 05:30 pm	PUP Hymn/Closing of the 3-day program	Technical Team



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