



CERTIFICATE OF COMPLETION

is proudly presented to:

Melgie A. Alas

for completing the **"Capacity Development: Excellence in Leadership for Higher Education"** under the **"Leadership Capacity Development for Futures Thinking and Strategic Foresight Program,"** for *Module 1: Leadership Foundations in Higher Education* with nine sessions and for *Module 2: Tools for Leading in Higher Education* with eight sessions such as the following:

MODULE 1


- Session 1: The Higher Education Landscape
- Session 2: The Transition to Leadership
- Session 3: Leadership Concepts and Competencies
- Session 4: Futures Thinking and Strategic Foresight
- Session 5: Organizational Culture and the Leader's Role
- Session 6: The Strategic Value of Communication in Leadership
- Session 7: Dealing with Conflict and Difficult Conversations
- Session 8: The Role of Formal and Informal Leaders in Governance
- Session 9: Ethical and Values-centered Leadership

MODULE 2


- Session 1: Organizational Excellence in Higher Education
- Session 2: Strategic Planning
- Session 3: Leadership Development and Succession Planning in Higher Education
- Session 4: Managing Organizational Performance
- Session 5: Leadership in Times of Crises
- Session 6: Financial Stewardship and Resource Management
- Session 7: Managing Organizational Change and Transformation
- Session 8: Integration Workshop: Affirmations and Commitment

This activity, with a total of **72 hours**, was organized by the **Executive Education Unit of the Institute for Policy Innovation and Leadership (IPIL)** at Mindanao State University - Iligan Institute of Technology (MSU-IIT).

Given this 9th day of November 2024 at Apple Tree Resort and Hotel, Opol, Misamis Oriental, Philippines.


BAINORAH T. AMATE, MPA
Head, EEU-IPIL


PROF. ALIZEDNEY M. DITUGALAN, JD, LL.M
University Chancellor, MSU-IIT


PROF. PAMELA F. RESURRECCION, PH.D.
Vice Chancellor, OVCAA



October 24, 2024

MELGIE APAT ALAS, MMBM, PGDSDS

Project Development Officer IV

Office of the Vice-Chancellor for Planning and Development

This Institute

**SUBJECT: Request for Assistance in the Administration of Post-Activity Evaluation
for the IPIL Activity on November 6-9, 2024**

Dear Sir Alas,

Greetings of peace!

The Capacity Development: Excellence in Leadership for Higher Education is a project under the "Leadership Capacity Development for Futures Thinking and Strategic Foresight Program," organized by the Executive Education Unit of the Institute for Policy Innovation and Leadership (EEU-IPIL). The University has approved this project in accordance with Special Order No. 01017, s. 2024, and the Module 2 Training has been authorized under Special Order No. 01813, s. 2024.

In this connection, we would like to request assistance from your office in the administration of post-activity evaluation. The details are:

Title: ***Capacity Development: Tools for Leading in Higher Education | Module 2***

Date: November 6-9, 2024

Venue: Apple Tree Resort and Hotel, Cagayan de Oro

Participants: Select Faculty and Staff from MSU-IIT, other MSU-Campuses and SUCs from Mindanao

Rationale | Objectives:

The MSU-IIT's Leadership Development Program is a strategic effort to ensure the institution's ongoing excellence and innovation by preparing skilled leaders for its future. Further, this program underscores the importance of leadership succession planning as a strategic priority of the University for ensuring the continuous advancement and relevance of MSU-IIT in its immediate and the global communities.

This program comprises two modules: (1) Leadership Foundations in Higher Education and (2) Tools for Leading in Higher Education.

Thank you and I look forward to your favorable response on this request.

Respectfully,


Bainorah L. Alate, MPA

Head, Executive Education Unit - IPIL



October 2, 2024

SPECIAL ORDER

No. **01813-IIT**

Series of 2024

SUBJECT: Grant of Authority to the Executive Education Unit - Institute for Policy Innovation and Leadership to Conduct the *Module 2 Training: Tools for Leading in Higher Education*, under the Project Entitled *Capacity Development: Excellence in Leadership for Higher Education*, on November 6-9, 2024 in Cagayan de Oro City

Upon the recommendation of the Office of the Vice Chancellor for Public Affairs (OVCPA), authority is granted to the Executive Education Unit - Institute for Policy Innovation and Leadership (EEU-IPIL) to conduct the *Module 2 Training: Tools for Leading in Higher Education*, under the project entitled *Capacity Development: Excellence in Leadership for Higher Education*, on November 6-9, 2024 in Cagayan de Oro City.

The project team and training organizers shall be allowed to travel to Cagayan de Oro City to facilitate the said activity. They shall also be allowed the use of available University vehicles to fetch and ferry the project team and training organizers from the campus to the training venue in Cagayan de Oro City and vice versa, and to fetch and ferry the speakers from and to the airport.

The module 2 training will involve case studies, workshops, discussions, and simulations specifically designed for the public higher education setting. Therefore, the assistance of facilitators, technical staff, documenters, and secretariat will be necessary. The composition is as follows:

- **Project Team and Organizers**
 1. Prof. Alizedney M. Ditucalan, JD, LLM
 2. Prof. Pamela F. Resurreccion, Ph.D.
 3. Prof. Mark Anthony J. Torres, Ph.D.
 4. Bainorah I. Amate, MPA
- **Facilitators**
 1. Prof. Maria Pia M. Sison, DiSDS
 2. Asst. Prof. Ian S. Embradura, MA
 3. Asst. Prof. Gieveson Iglupas, MPA
 4. Asst. Prof. Yasmira P. Moner, MGS
 5. Sittie Akima Ali, DPA
 6. Settie Sahara Mutia
 7. Rholaisa Mamailao
- **Technical/Documenters/Sekretariat**
 1. Joy Mae C. Gabion, M.Sc.

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November 6, 2024

MODULE 2: TOOLS FOR LEADING IN HIGHER EDUCATION

Day 1

| time | activity | speaker/facilitator |
|--------------------------|--|---|
| ■ 8:00 AM - 10:00 AM | ■ Registration | ■ Secretariat |
| | ■ Meet and Greet/ Networking | |
| | ■ Pre-Assessment Activity Suggested House Rules | |
| | ■ Photo Opp -snacks will be served- | |
| ■ 10:00 AM - 10:05 AM | ■ Preliminaries • Prayer • National Anthem MSU-IIT AVP | ■ Secretariat Technicals |
| ■ 10:05 AM - 10:15 AM | ■ Welcome Remarks | ■ PROF. ALIZEDNEY M. DITUCALAN, LL.B.,LLM University Chancellor |
| ■ 10:15 AM - 10:20 AM | ■ Acknowledgement of the Participants | ■ YENUSHA FAYE I. LUSICA TA, EEU-IPIL |
| ■ 10:20 AM - 10:30 AM | ■ Overview of the Project Walkthrough of the Program | ■ BAINORAH AMATE, MPA Head, EEU-IPIL Project Training Manager |



November 6, 2024

DAY 1

| time | activity | speaker/facilitator |
|----------------------------|---|--|
| | ■ House Rules | ■ SETTIE SAHARA MUTIA <i>University Researcher II MHIRC, MSU-IIT</i> |
| ■ 10:30 AM - 10:35 AM | ■ Introduction of the Speaker Session 1 | ■ Facilitator 1 |
| ■ 10:35 AM - 12:00 NM | ■ Session 1: Organizational Excellence in Higher Education Interactive Discussion | Resource Person: ■ DR.LAURENE CHUA-GARCIA <i>Former Vice President External Relations and Internationalization, DLSU</i> |
| ICE BREAKER LUNCH BREAK | | |
| ■ 01:00 PM - 02:30 PM | ■ Leadership and Organizational Excellence Group Activity | |
| | ■ Strategies for Achieving Organizational Excellence | |
| HEALTH BREAK | | |
| ■ 02:30 PM - 02:35 PM | ■ Introduction of the Speaker Session 2 | ■ Facilitator 2 |



SESSION 1:
ORGANIZATIONAL EXCELLENCE IN HIGHER EDUCATION
SESSION 2:
STRATEGIC PLANNING

indicatrive program

November 6, 2024

DAY 1

time

■ 02:35 PM -
05:30 PM

activity

■ Session 2: Strategic Planning |
Group Activity

■ Engaging Stakeholders and
Implementing the Plan

■ Conclusion and Reflection

- Recap of key takeaways and
strategic planning best practices

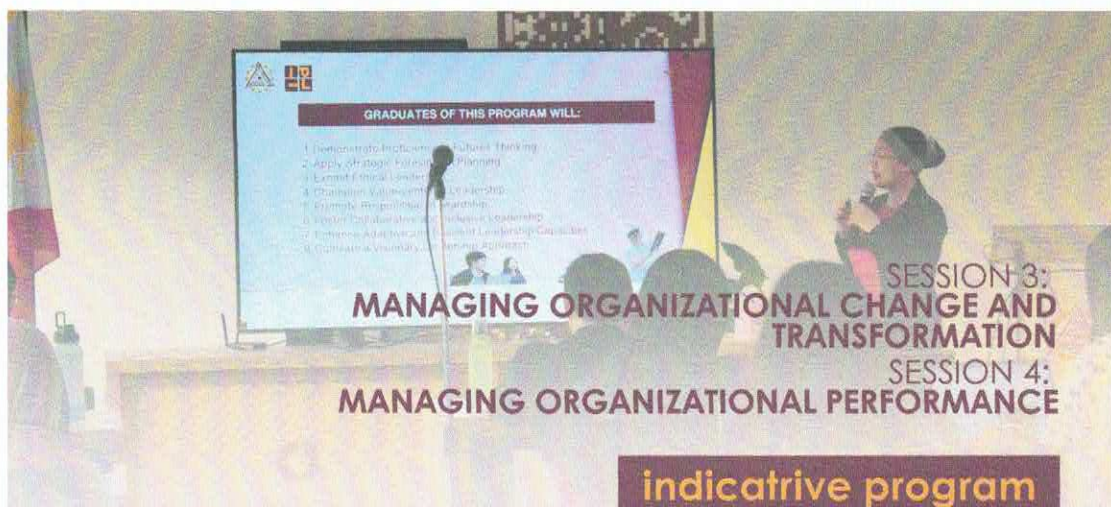
speaker/facilitator

Resource Person:

■ **ROLANDO B. TOLENTINO, PH.D**
Former Vice President for Public Affairs
University of the Philippines, Manila

■ Facilitator 1 & 2

-end of day 1-



November 7, 2024

DAY 2

| time | activity | speaker/facilitator |
|-----------------------|---|--|
| ■ 08:00 AM - 08:10 AM | ■ ATTENDANCE | ■ Secretariat |
| ■ 08:10 AM - 08:15 AM | ■ RECAP | ■ Facilitator 1 & 2 |
| ■ 08:15 AM - 08:20 AM | ■ Introduction of the Speaker Session 3 | ■ Facilitator 3 |
| ■ 8:30 AM - 11:30 AM | ■ Session 3: Managing Organizational Change and Transformation | Resource Person: ■ MANUEL J. DE VERA, PH.D Assistant Professor Executive Director, Team Energy Center for Bridging Leadership |
| HEALTH BREAK | | |
| | ■ Strategies for Leading Change | |
| ICE BREAKER | | |
| | ■ Overcoming Resistance and Sustaining Change | |
| ■ 11:30 AM - 12:00 NN | ■ Conclusion and Reflection | ■ Facilitator 3 |
| | • Recap of key takeaways and partial strategies for managing organizational change. | |
| | ■ Reminders and Announcements | |
| LUNCH BREAK | | |

Organizational Culture and Leader's Role

SESSION 3:
MANAGING ORGANIZATIONAL CHANGE AND TRANSFORMATION
SESSION 4:
MANAGING ORGANIZATIONAL PERFORMANCE

indicative program

November 7, 2024

DAY 2

| time | activity | speaker/facilitator |
|---------------------|--|---|
| ■ 1:00 PM - 1:05 PM | ■ Introduction of the Speaker Session 4 | ■ Facilitator 4 |
| ■ 1:05 PM - 4:00 PM | ■ Session 4: Managing Organizational Performance | Resource Person: ■ DR. TIRSO A. RONQUILLO <i>President, PASUC President, Batangas State University</i> |
| | ICE BREAKER | |
| | ■ Developing and Implementing Performance Measures | |
| | HEALTH BREAK | |
| | ■ Enhancing Performance and Continuous Improvement Group Activity | |
| | ■ Conclusion and Reflection | ■ Facilitator 4 |
| | <ul style="list-style-type: none"> • Summary of key takeaways and the strategic value of effective performance management | |

-end of day 2-



SESSION 5:
LEADERSHIP IN TIMES OF CRISIS

SESSION 6:
FINANCIAL STEWARDSHIP AND RESOURCE
MANAGEMENT

indicative program

November 8, 2024

DAY 3

| time | activity | speaker/facilitator |
|----------------------|--|--|
| ■ 8:00 AM - 8:10 AM | ■ ATTENDANCE | ■ Secretariat |
| ■ 8:10 AM - 8:15 AM | ■ RECAP | ■ Facilitator 4 |
| ■ 8:15 AM - 8:20 AM | ■ Introduction of the Speaker Session 5 | ■ Facilitator 5 |
| ■ 8:20 AM - 11:30 AM | ■ Session 5: Leadership in Times of Crisis | Resource Person: ■ DR. MARCELO P. SALAZAR Former Chancellor, MSU-IIT |
| HEALTH BREAK | | |
| | ■ Effective Crises Leadership Strategies | |
| HEALTH BREAK | | |
| | ■ Communication and Stakeholder Engagement During Crisis | |
| | ■ Learning from Crises and Building Resilience | ■ Facilitator 5 |
| | ■ Conclusion and Reflection | |
| | <ul style="list-style-type: none"> Recap of key strategies and insights gained from the course. | |



November 8, 2024

DAY 3

time activity speaker/facilitator

LUNCH BREAK

■ 1:00 PM - 1:05 PM

■ Introduction of the Speaker | Session 6

■ Facilitator 6

■ 1:05 PM - 4:00 PM

■ Session 6: Financial Stewardship and Resource Management

Resource Person:
■ **ATTY. YASLANI B. BANTUAS, CPA**
*Vice Chancellor of Administration and Finance
MSU-Iligan Institute of Technology*

HEALTH BREAK

■ Strategic Budgeting and Financial Planning

HEALTH BREAK

■ Resource Allocation and Financial Planning

■ Conclusion and Reflection

■ Facilitator 6

- Summarizing key takeaways and the importance of proactive financial stewardship

-end of day 3-



November 9, 2024

DAY 4

| time | activity | speaker/facilitator |
|-----------------------|--|--|
| ■ 8:00 AM - 8:20 AM | ■ ATTENDANCE | ■ Secretariat |
| ■ 8:20 AM - 8:25 AM | ■ RECAP | ■ Facilitator 6 |
| ■ 8:25 AM - 8:30 AM | ■ Introduction of the Speaker Session 7 | ■ Facilitator 7 |
| ■ 8:30 AM - 11:30 AM | ■ Session 7: Leadership Development and Succession Planning in Higher Education | Resource Person: ■ PROF. PAMELA F. RESURRECCION, PH.D Vice Chancellor for Academic Affairs MSU-Iligan Institute of Technology |
| HEALTH BREAK | | |
| | ■ Succession Planning Strategies | |
| HEALTH BREAK | | |
| ■ 11:30 AM - 11:35 AM | ■ Conclusion and Reflection • Recap of key strategies and strategies discussed throughout the course. | ■ Facilitator 7 |
| ■ 11:35 AM - 12:00 NN | ■ Activity Evaluation | |
| LUNCH BREAK | | |



November 9, 2024

DAY 4

| time | activity | speaker/facilitator |
|---------------------|---|---|
| ■ 1:00 PM - 1:05 PM | ■ Introduction of the Speaker Session 8 | ■ Facilitator 8 |
| ■ 1:05 PM - 3:00 PM | ■ Session 8: Integration Workshop: Affirmations and Commitments | Resource Person: ■ PROF. MARK ANTHONY TORRES, PH.D Vice Chancellor for Strategic Initiatives MSU-Iligan Institute of Technology |
| | ■ Peer Affirmations of Leadership Potential | |
| HEALTH BREAK | | |
| ■ 3:00 PM - 4:00 PM | Completion Ceremony | |

END OF MODULE 2

Project Team and Organizers

Program Leader: **Chancellor Alizedney M. Ditucalan, JD, LLM.**
University Chancellor

Project Leader: **Pamela F. Resurreccion, Ph.D.**
Vice Chancellor for Strategic Initiatives

Training Manager: **Bainorah I. Amate, MPA**
Head of EEU-IPIL/ EA of OC for IPIL matters

facilitators/moderators

Prof. Maria Pia M. Sison, DiSDS
Head, Policy Center for Human Rights and Sustainable Development

Asst. Prof. Ian Embradura, MA
Head, Social Lab-IPIL

Asst. Prof. Gieveson Iglupas, MPA
Head, Policy Center for Governance, Public Leadership and Management -IPIL

Asst. Prof. Yasmira Moner
*Faculty Member, College of Arts and Social Sciences
GAD Focal Person, MSU-IIT*

Sittie Akima Ali, DPA
*Admin. Officer IV
Human Resource Management Division
MSU-IIT*

Settie Sahara Mutia
*University Researcher II
MHIRC
MSU-IIT*

Rholaisa Mamailao
*University Researcher II
IPIL MSU-IIT*

technical/documenters/secretariat

Joy Mae Gablon
*University Researcher II
IPIL MSU-IIT*

Ms. Hazel J. Sevilla
*Financial Analyst
IPIL MSU-IIT*

Yenusha Faye I. Lusica
Training Assistant

Mohammad Minalang
*Research Assistant
IPIL MSU-IIT*



Institute for Policy Innovation and Leadership
EXECUTIVE EDUCATION UNIT



CERTIFICATE OF APPEARANCE

This is to certify that MR. MELGIE A. ALAS of
Office of Monitoring & Evaluation appeared at Apple Tree Resort and Hotel,
Opol, Misamis Oriental on November 6-9, 2024 for the purpose of attending the **Capacity**
Development: Excellence in Leadership for Higher Education | Module 2: Tools for
Leading in Higher Education under the “Leadership Capacity Development for Futures
Thinking and Strategic Foresight Program.”

This certification is issued upon the request of the abovementioned name for
whatever legal purpose it may serve him best.

Bainoran I. Amate, MPA
Head, Executive Education Unit



"Leaders are not born; they are made."



"A leader must communicate effectively and practice servant leadership."