



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

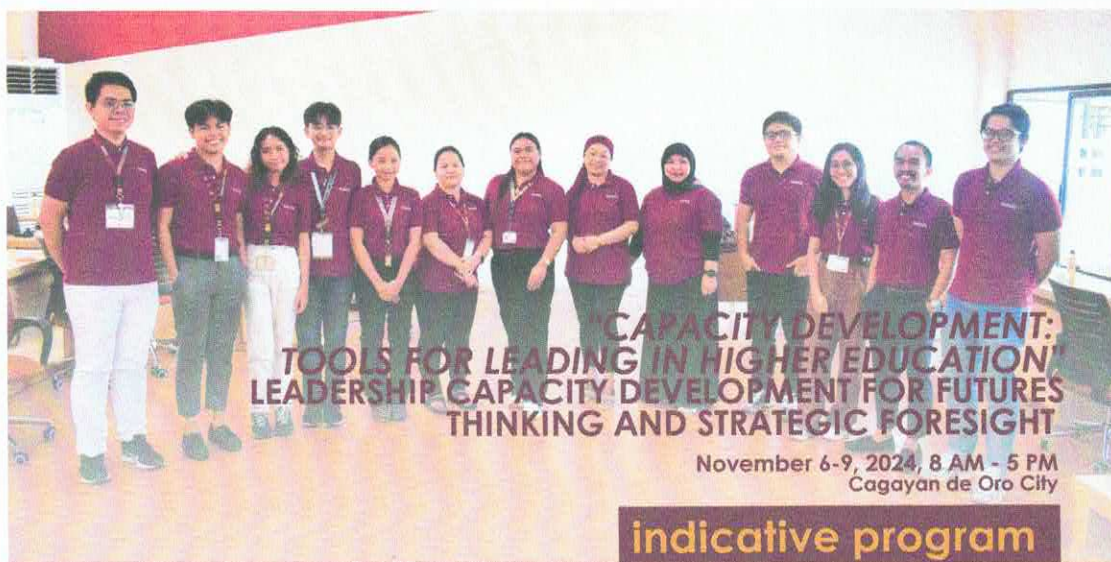
Upon the recommendation of the Office of the Vice Chancellor for Public Affairs (OVCPA), authority is granted to the Executive Education Unit - Institute for Policy Innovation and Leadership (EEU-IPIL) to conduct the *Module 2 Training: Tools for Leading in Higher Education*, under the project entitled *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

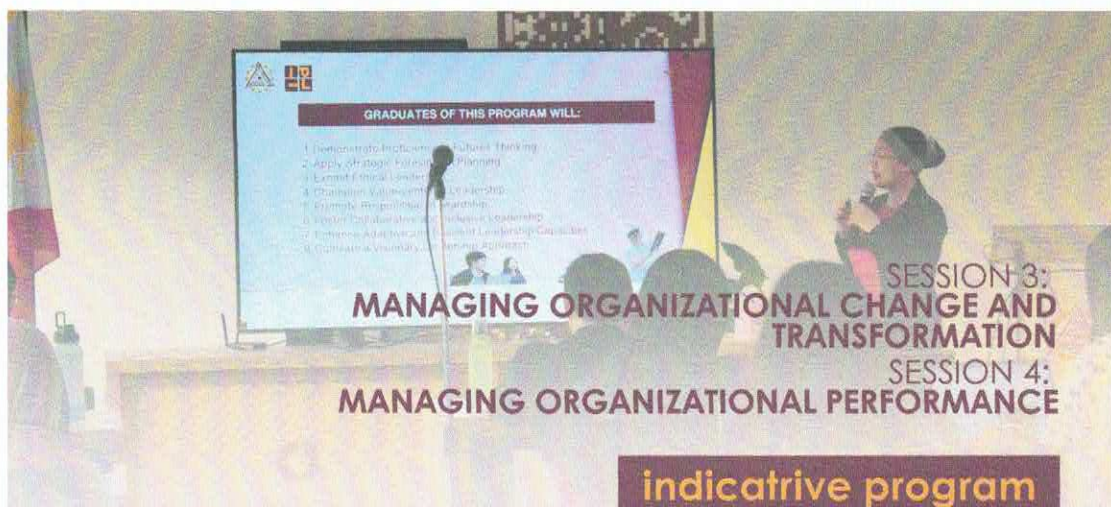
speaker/facilitator

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 President, PASUC President, Batangas State University
ICE BREAKER		
	■ Developing and Implementing Performance Measures	
HEALTH BREAK		
	■ Enhancing Performance and Continuous Improvement Group Activity	
	■ Conclusion and Reflection	■ Facilitator 4
	• 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-



SESSION 7: LEADERSHIP DEVELOPMENT AND SUCCESSION PLANNING IN HIGHER EDUCATION

SESSION 8: INTEGRATING LEADERSHIP DEVELOPMENT WITH SUCCESSION PLANNING

indicative program

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