



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools  
Division Superintendent

10 May 2021

DIVISION MEMORANDUM

No. 104, s. 2021

**CAPACITY DEVELOPMENT FOR RATERS  
(INSTRUCTIONAL SUPERVISION)**

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID/SGOD  
Education Program Supervisors  
All Public Elementary and Junior HS/Senior HS School Heads  
Master Teachers  
All Others Concerned**  
*This Division*

1. One of the major functions of a school head which is also reflected in his/her Key Results Area (KRA) is the instructional supervision. This is to ensure that the curriculum is properly implemented, and classroom handling is aligned with the standards set by the Department of education. Thus, this Office announces the conduct of the Capacity Development for Raters (Instructional Supervision) for two batches on May 25-26, 2021, around 8:00-5:00 p.m. at McDonald, El Salvador City.
2. This activity aims to capacitate school heads and master teachers on Instructional Supervision. Specifically, this activity targets to:
  - a. assume leadership and supervise teachers on the improvement of instructional programs specifically the teaching learning process;
  - b. provide professional, technical, and instructional assistance to teachers and school heads; and
  - c. develop innovative and effective teaching – learning, approaches, strategies, and techniques.
3. Participants of this activity are Education Program Supervisors, School Heads, and Master Teachers of this Division. Kindly refer to enclosure 1 the training matrix and for enclosure 2 the list of participants per batch.





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4. Further, this Office shall adhere to Equal Opportunity Principle (EOP) in indorsing participants to capacity development for raters. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. Immediate and wide dissemination of this memorandum is desired.

**DR. OLGA C. ALONSABE, CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Encl: As stated

Reference:  
Division Memorandum 206, s. 2019

To be indicated in the Perpetual Index  
under the following subjects:

INSTRUCTIONAL SUPERVISION

TRAINING

**SGOD/HRD/MPM**





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### Enclosure 1: Training Matrix

#### TRAINING MATRIX ON CAPACITY DEVELOPMENT FOR RATERS

TIME	DURATION	SESSION	PURPOSE	KEY MESSAGE	MATERIALS NEEDED
7:30-8:00	30 mins	Registration & Preliminaries			
8:00-8:30	30 mins	Opening Program			
8:30-9:30	60 mins	Understanding RPMS Capacity Building: Fritzie C. Sillabe	<p>To orient participants on the intent of the capacity building workshop</p> <ul style="list-style-type: none"> <li>What is the focus of the capacity building?</li> <li>Who are involved in it?</li> </ul>	<p>Capacity Building for RPMS raters support further understanding of the PPST indicators.</p> <ul style="list-style-type: none"> <li>Slide Presentation</li> </ul>	
9:30-10:30	60 mins	Understanding the role of the Philippine Professional Standards for Teachers in RPMS: Karen Rose A. Serrania	<p>To further capacitate the participants in understanding the PPST in the context of RPMS by discussing:</p> <ul style="list-style-type: none"> <li>Role of PPST- aligned RPMS in DepEd System</li> <li>PPST Career Stages and RPMS Tools</li> <li>PPST and RPMS alignment (i.e KRAS are the Domains, indicators are the objectives)</li> </ul>	<p>PPST is the framework for teacher quality. RPMS is a Civil Service Commission mandated system on performance assessment. RPMS is one of the HR systems aligned with PPST.</p> <ul style="list-style-type: none"> <li>Slide Presentation</li> <li>PPST booklet</li> <li>RPMS Manual version 2019</li> </ul>	
10:30-11:30	60 mins	Reviewing PPST-based RPMS Tools and Associated Tools: Marivic Balaba, PhD	<p>To orient the participants on the new PPST focus-indicators (and MOVs) for SY 2020-2021</p> <ul style="list-style-type: none"> <li>RPMS Tools (Objectives for Proficient and Highly Proficient Teachers)</li> <li>COT (rubrics, forms, protocol)</li> </ul>	<p>RPMS Tools and associated tools support the professional development of teachers</p> <ul style="list-style-type: none"> <li>Slide Presentation</li> <li>RPMS Tools</li> <li>COT-RPMS Rubrics and Forms</li> </ul>	
11:30-12:00	30 mins	Question & Answer			



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1:00-1:45	45 mins	Teacher Demonstration (Elem Level) & Linking Observation and COT Rating (Part A)	To provide avenue for the participants to practice linking observation notes and rating. To capacitate participants in looking for and reporting on the key aspects of the indicators in the observation notes.	There is a strong link between classroom observation notes and COT rubric rating.	<ul style="list-style-type: none"> <li>▪ Slide</li> <li>▪ Presentation</li> <li>▪ Worksheets</li> <li>▪ COT rubric</li> </ul>
1:45-2:00	15 mins	Question & Answer			
2:00-2:45	45 mins	Teacher Demonstration (Sec Level) & Linking Observation and COT Rating (Part B)	To provide avenue for the participants to practice linking observation notes and rating. To capacitate participants in looking for and reporting on the key aspects of the indicators in the observation notes.	There is a strong link between classroom observation notes and COT rubric rating.	<ul style="list-style-type: none"> <li>▪ Slide</li> <li>▪ Presentation</li> <li>▪ Worksheets</li> <li>▪ COT rubric</li> </ul>
2:45-3:00	15 mins	Question & Answer			
3:00-3:45	45 mins	Deepening the understanding of Classroom Observable Indicators: Dr. Ninian A. Alcasid	To review the processes of classroom observation using the PPST-based COT. To further capacitate the participants in looking at evidence of attainment of the indicators from the “Teacher Demonstrator”	Classroom observers can better look for evidence of attainment when they fully understand the PPST classroom observable indicators.	<ul style="list-style-type: none"> <li>▪ Slide</li> <li>▪ Presentation</li> <li>▪ Worksheets</li> <li>▪ COT rubric</li> </ul>



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### Enclosure 2: Capacity Development for Raters (Instructional Supervision) Participants

Batch 1: May 25, 2021

STATION / UNIT	NAME OF INCUMBENT	POSITION TITLE	LEVEL	CLASSIFICATION
AMOROS ES	CASTRO, AILEEN BATOON	MASTER TEACHER I	ELEMENTARY	TEACHING
COGON ES	BONGOLTO, JESSIE PALASAN	MASTER TEACHER II	ELEMENTARY	TEACHING
COGON ES	VIRTUDEZ, IMELDA NUNEZ	MASTER TEACHER I	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	BACAN, ELMA AMORA	MASTER TEACHER II	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	BOMBEO, ANNABELLE SERINA	MASTER TEACHER II	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	LIGNES, MARITES GAID	MASTER TEACHER I	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	MAGTIZA, SHARON DELOS SANTOS	MASTER TEACHER II	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	MAÑA, GINA CURAY	MASTER TEACHER I	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	OCO, GILBERT SOLOMON	MASTER TEACHER I	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	OLAER, WILMA BONAYOG	MASTER TEACHER II	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	QUIRING, MARILOU GAID	MASTER TEACHER II	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	TOLIBAS, NIEZEL FABRIA	MASTER TEACHER I	ELEMENTARY	TEACHING
COGON NHS	GENEROL, GERALDINA INOTAO	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
COGON NHS	JARIOLNE, MARITRESS TORREGOSA	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
EL SALVADOR CITY NHS	ABAD, ROY ADAJAR	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
EL SALVADOR CITY NHS	BONAYOG, JOCELYN TOMARONG	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
EL SALVADOR CITY NHS	MARTINEZ, DOREEN PEREZ	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
EL SALVADOR CITY NHS	ROMASANTA, THERESE ANGELI MAGALLANES	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING



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SHS-HINIGDAAN NHS	BASTILLADA, TERESITA ZAFRA	MASTER TEACHER II	SENIOR HIGH SCHOOL	TEACHING
SHS-MOLUGAN NHS	BETE, ICEL JANE HUGO	MASTER TEACHER I	SENIOR HIGH SCHOOL	TEACHING
SHS-MOLUGAN NHS	CALAPIS, JANICE ESTRADA	MASTER TEACHER I	SENIOR HIGH SCHOOL	TEACHING
SAN FRANCISCO DE ASIS ES	VILLAHERMOSA, ZIGGER	HEAD TEACHER I	ELEMENTARY	SCHOOL HEAD
HINIGDAAN ES	RAMOS, JESSICA I.	HEAD TEACHER I	ELEMENTARY	SCHOOL HEAD
KALABAYLABAY IS	LIGUTOM, MELANIE	PRINCIPAL I	ELEMENTARY	SCHOOL HEAD
BOLISONG ES	NOB, MA. LOU LEA C.	PRINCIPAL I	ELEMENTARY	SCHOOL HEAD
COGON ES	PALASAN, HELEN S.	PRINCIPAL I	ELEMENTARY	SCHOOL HEAD
KIBONBON ES	LABIS, JOVEL	HEAD TEACHER I	ELEMENTARY	SCHOOL HEAD
EL SALVADOR CITY CS	UBAUB, MARIEL B.	PRINCIPAL II	ELEMENTARY	SCHOOL HEAD
SAN FRANCISCO DE ASIS NHS	BENDIJO, SALVADOR II	HEAD TEACHER I	SECONDARY	SCHOOL HEAD
HINIGDAAN NHS-JHS	SABELLANO, RICHARD S.	TEACHER I	SECONDARY	SCHOOL HEAD
COGON NHS-JHS	TORRES, MARIVIC S.	PRINCIPAL I	SECONDARY	SCHOOL HEAD
EL SALVADOR CITY NHS	NAMOC, REBECCA B.	PRINCIPAL I	SECONDARY	SCHOOL HEAD
HINIGDAAN-SHS	MUGOT, MEROGIM P.	EPS II	SECONDARY	SCHOOL HEAD
COGON-SHS	ASEQUIA, KEVIN B.	PO III	SECONDARY	SCHOOL HEAD
MOLUGAN SHS	CACAYAN, MARIE JADE O.	HEAD TEACHER III	SECONDARY	SCHOOL HEAD



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### Batch 2: May 26, 2021

STATION / UNIT	NAME OF INCUMBENT	POSITION TITLE	LEVEL	CLASSIFICATION
KALABAYLABAY IS	BEJIGA, LOLITO DANGCAL	MASTER TEACHER II	ELEMENTARY	TEACHING
MOLUGAN CS	BUSTALINO, CHRISTY LANE KHOBUNTIN	MASTER TEACHER I	ELEMENTARY	TEACHING
MOLUGAN CS	CHUA, HIRAH MARIE BLANCO	MASTER TEACHER I	ELEMENTARY	TEACHING
MOLUGAN CS	FABRIA, KENT RAMBUYON	MASTER TEACHER I	ELEMENTARY	TEACHING
MOLUGAN CS	OCO, PUREZA BONGOLTO	MASTER TEACHER II	ELEMENTARY	TEACHING
MOLUGAN CS	SABASAJE, CHERRY BAJUYO	MASTER TEACHER I	ELEMENTARY	TEACHING
MOLUGAN CS	TOMARONG, JIGGER MAGNETICO	MASTER TEACHER I	ELEMENTARY	TEACHING
MOLUGAN CS	VILLOCILLO, LESBINA BACO	MASTER TEACHER I	ELEMENTARY	TEACHING
EL SALVADOR CITY CS	YAMARO, MARY ANN CALIXTERIO	MASTER TEACHER I	ELEMENTARY	TEACHING
PEDRO SA BACULIO ES	ZARAGOSA, JUNALYN TADLE	MASTER TEACHER I	ELEMENTARY	TEACHING
SINALOC ES	BATUTAY, RHEA CIMACIO	MASTER TEACHER I	ELEMENTARY	TEACHING
TAYTAY ES	LUMAMBA, ESTERLINA WASIL	MASTER TEACHER II	ELEMENTARY	TEACHING
TAYTAY ES	VILLARTE, MYRNA ESTRADA	MASTER TEACHER I	ELEMENTARY	TEACHING
MOLUGAN NHS	CAPUNDAG, CHRISTINE GERALDE	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
MOLUGAN NHS	DRESSER, JOHN FRANKLIN	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
MOLUGAN NHS	ESCAMOS, PILAR PACOT	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
MOLUGAN NHS	PENASO, DANIEL RUBEN BATAUSA	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
MOLUGAN NHS	RAL, NEMELIE PILONGO	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
MOLUGAN NHS	ROMASANTA, JAYSON REY RACINES	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING



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SHS-MOLUGAN NHS	LAZAGA, VANITY JADE CORTEZ	MASTER TEACHER I	SENIOR HIGH SCHOOL	TEACHING
SHS-MOLUGAN NHS	MICABALO, JESSICA CORTEZ	MASTER TEACHER I	SENIOR HIGH SCHOOL	TEACHING
SINALOC ES	FABRIA, ANALYN G.	HEAD TEACHER III	ELEMENTARY	SCHOOL HEAD
PEDRO SA BACULIO ES	PAGAYON, ROGER	HEAD TEACHER VI	ELEMENTARY	SCHOOL HEAD
ULALIMAN ES	PAGAYON, LETECIA	MASTER TEACHER I	ELEMENTARY	SCHOOL HEAD
HIMAYA ES	SAGUING, ROSEMARIE	HEAD TEACHER III	ELEMENTARY	SCHOOL HEAD
TAYTAY ES	OCON, JACKELINE	HEAD TEACHER VI	ELEMENTARY	SCHOOL HEAD
AMOROS ES	CASTRO, IAN KHAY	PRINCIPAL I	ELEMENTARY	SCHOOL HEAD
MOLUGAN CS	BEJIGA, LINA C.	PRINCIPAL III	ELEMENTARY	SCHOOL HEAD
SAMBULAWAN ES	TRES REYES, SAMMY	HEAD TEACHER I	ELEMENTARY	SCHOOL HEAD
SINALOC NHS	QUIRING, CHUCHE A.	HEAD TEACHER I	SECONDARY	SCHOOL HEAD
HIMAYA NHS	PABOLOLOT, RIGALAD	MASTER TEACHER I	SECONDARY	SCHOOL HEAD
SAMBULAWAN NHS	BUMA-AT, RAPHY	MASTER TEACHER I	SECONDARY	SCHOOL HEAD
MOLUGAN JHS	PAGAPULAAN, SONIA E.	MASTER TEACHER I	SECONDARY	SCHOOL HEAD



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