



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

**Office of the Schools
Division Superintendent**

03 March 2022

DIVISION MEMORANDUM
No. 105, s. 2022

**CAPACITY DEVELOPMENT FOR RATERS (INSTRUCTIONAL SUPERVISION)
CUM ORIENTATION ON THE IMPLEMENTATION OF INDUCTION PROGRAM
FOR BEGINNING TEACHERS**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID/SGOD
Education Program Supervisors
All Public Elementary and Secondary 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) Cum Orientation on the Implementation of Induction Program for Beginning Teachers.**
2. The following is the timeline for the training:

DATE	ACTIVITIES	PERSON/COMMITTEE RESPONSIBLE
March 7, 2022	Pre-Work on the Capacity Development for Raters (Instructional Supervision) Cum Orientation on the Implementation of Induction Program for Beginning Teachers (2:00-5:00 p.m.)	PMT secretariat, Resource Person, TWG, & ASDS
March 9, 2022	Batch 1: Capacity Development for Raters (Instructional Supervision) Cum Orientation on the Implementation of Induction Program for Beginning Teachers (For All Schools Heads & Master Teachers-Face to Face Venue: TBA	PMT secretariat, Resource Person, TWG, Participants & ASDS





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March 11, 2022	Batch 2: Capacity Development for Raters (Instructional Supervision) Cum Orientation on the Implementation of Induction Program for Beginning Teachers (For All Teachers-Online Training)	PMT secretariat, Resource Person, TWG, Participants & ASDS
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3. This activity aims to capacitate school heads and master teachers on Instructional Supervision and mentoring the beginning teachers. 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.
4. Participants of this activity are Education Program Supervisors, School Heads, Teachers and Master Teachers of this Division. Kindly refer to the enclosure 1 & 2 for the training matrix and list of participants per batch.
5. 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.
6. Immediate and wide dissemination of this Memorandum is desired.

OLGA C. ALONSABE, PhD, CESO V
 Schools Division Superintendent

Encl: As stated
 Reference: DepEd Memorandum 004, s. 2022
 To be indicated in the Perpetual Index
 under the following subjects:
 TRAINING PROGRAMS
 INSTRUCTIONAL SUPERVISOR
 TEACHERS INDUCTION PROGRAM

SGOD/HRD/MPM





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Enclosure 1 Division Memorandum Number 05 s. 2022

TRAINING MATRIX ON CAPACITY DEVELOPMENT FOR RATERS (INSTRUCTIONAL SUPERVISION) CUM ORIENTATION ON THE IMPLEMENTATION OF INDUCTION PROGRAM FOR BEGINNING TEACHERS

Facilitator: **Karen Rose A. Serrania, SEPS HRD**

TIME	DURATION	SESSION	PURPOSE	KEY MESSAGE	MATERIALS NEEDED
7:30-8:00	30 mins	Registration & Preliminaries			
8:00-8:30	30 mins	Opening Program			
8:30-9:00	30 mins	Introduction in the Implementation of the Results-Based Performance Management System-PPST for School Year 2021-22 (p.1-3): Dr. Rolly B. Labis	To orient participants on the RPMS-PPST standards on performance for teachers and school heads for SY 2021-2022	DepEd Memorandum 004, s. 2022	Slide Presentation
9:00-10:00	60 mins	RPMS-PPST Performance Objective, Indicators, and Means of Verifications for SY 2021-2022 (p 6-20): Dr. Ninian A. Alcasid	To orient participants on the new indicators from the PPST chosen as RPMS objective for SY 2021-2022 <ul style="list-style-type: none"> ▪ Proficient Teachers ▪ Highly Proficient Teachers 	DepEd Memorandum 004, s. 2022	Slide Presentation





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10:00-11:00	60 mins	RPMS Tool for Proficient and Highly Proficient Teachers (p 27-76); Dr. Marie Jade Cacayan	To further capacitate the participants in RPMS Tool for Proficient and Highly Proficient Teachers	DepEd Memorandum 004, s. 2022	Slide Presentation
11:00-12:00	60 mins	Classroom Observation Tool Rubric for Proficient and High Proficient Teachers (p 131-151); Dr. Lina Bejiga	To orient the participants on the Classroom Observation Tool Rubric for Proficient and High Proficient Teachers	DepEd Memorandum 004, s. 2022	Slide Presentation
12:00-1:00		Lunch Break			
1:00-1:45	45 mins	Orientation on the Implementation of Induction Program for Beginning Teachers; Merogim P. Mugot	To provide avenue for the participants to be oriented on the Implementation of Induction Program for Beginning Teachers	DepEd Memorandum	Slide Presentation
1:45-2:00	15 mins	Question & Answer			
2:00-2:45	45 mins	Teacher Demonstration (Sec Level) & Linking Observation and COT Rating (Demonstrator: TBA) Batch 1: 1 Teacher Batch 2: 1 Teacher	To provide avenue for the participants to practice linking observation notes and rating. To capacitate participants in looking the key aspects of the indicators in the observation notes. (Observer: Master Teacher, School Head, and EPS)	There is a strong link between classroom observation notes and COT rubric rating.	Slide Presentation Worksheets COT rubric
2:45-3:00	15 mins	Question & Answer			





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3:00-3:45	45 mins	Teacher Demonstration (Elem Level) & Linking Observation and COT Rating (Demonstrator: TBA) Batch 1: 1 Teacher Batch 2: 1 Teacher	To provide avenue for the participants to practice linking observation notes and rating. To capacitate participants in looking the key aspects of the indicators in the observation notes. (Observer: Master Teacher, School Head, and EPS)	There is a strong link between classroom observation notes and COT rubric rating.	<ul style="list-style-type: none">▪ Slide▪ Presentation▪ Worksheets▪ COT rubric
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Enclosure 2 Division Memorandum Number 105 s. 2022

Capacity Development for Raters (Instructional Supervision) Participants

STATION/UNIT	NAME OF INCUMBENT	POSITION TITLE	LEVEL	CLASSIFICATION
1 AMOROS ES	CASTRO, AILEEN BATOON	MASTER TEACHER I	ELEMENTARY	TEACHING
2 COGON ES	BONGOLTO, JESSIE PALASAN	MASTER TEACHER II	ELEMENTARY	TEACHING
3 COGON ES	VIRTUDEZ, IMELDA NUNEZ	MASTER TEACHER I	ELEMENTARY	TEACHING
4 EL SALVADOR CITY CS	BOMBEO, ANNABELLE SERINA	MASTER TEACHER II	ELEMENTARY	TEACHING
5 EL SALVADOR CITY CS	LIGNES, MARITES GAID	MASTER TEACHER I	ELEMENTARY	TEACHING
6 EL SALVADOR CITY CS	MAGTIZA, SHARON DELOS SANTOS	MASTER TEACHER II	ELEMENTARY	TEACHING
7 EL SALVADOR CITY CS	MAÑA, GINA CURAY	MASTER TEACHER I	ELEMENTARY	TEACHING
8 EL SALVADOR CITY CS	YAMARO, MARY ANN CALIXTERIO	MASTER TEACHER I	ELEMENTARY	TEACHING
9 EL SALVADOR CITY CS	OLAER, WILMA BONAYOG	MASTER TEACHER II	ELEMENTARY	TEACHING
10 EL SALVADOR CITY CS	QUIRING, MARLOU GAID	MASTER TEACHER II	ELEMENTARY	TEACHING
11 EL SALVADOR CITY CS	TOLIBAS, NIEZEL FABRIA	MASTER TEACHER II	ELEMENTARY	TEACHING
12 KALABAYLABAY IS	BEJIGA, LOLITO DANGCAL	MASTER TEACHER I	ELEMENTARY	TEACHING
13 KIBONBON ES	OCO, GILBERT SOLOMON	MASTER TEACHER I	ELEMENTARY	TEACHING
14 MOLUGAN CS	BUSTALINO, CHRISTY LANE KHOBUNTIN	MASTER TEACHER I	ELEMENTARY	TEACHING
15 MOLUGAN CS	CHUA, HIRAH MARIE BLANCO	MASTER TEACHER I	ELEMENTARY	TEACHING
16 MOLUGAN CS	FABRIA, KENT RAMBUYON	MASTER TEACHER I	ELEMENTARY	TEACHING
17 MOLUGAN CS	OCO, PUREZA BONGOLTO	MASTER TEACHER II	ELEMENTARY	TEACHING
18 MOLUGAN CS	SABASAJE, CHERRY BAJUYO	MASTER TEACHER I	ELEMENTARY	TEACHING
19 MOLUGAN CS	TOMARONG, JIGGER MAGNETICO	MASTER TEACHER I	ELEMENTARY	TEACHING
20 MOLUGAN CS	VILLOCILLO, LESBINA BACO	MASTER TEACHER I	ELEMENTARY	TEACHING
21 PEDRO SA BACULIO ES	ZARAGOSA, JUNALYN TADLE	MASTER TEACHER I	ELEMENTARY	TEACHING
22 SINALOC ES	BATUTAY, RHEA CIMACIO	MASTER TEACHER I	ELEMENTARY	TEACHING
23 TAYTAY ES	LUMAMBA, ESTERLINA WASIL	MASTER TEACHER II	ELEMENTARY	TEACHING
24 TAYTAY ES	CABALLA, JANEVE I.	MASTER TEACHER I	ELEMENTARY	TEACHING





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STATION/UNIT	NAME OF INCUMBENT	POSITION TITLE	LEVEL	CLASSIFICATION
25	GENERAL, GERALDINA INOTAO	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
26	JAROLNE, MARTESS TORREGOSA	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
27	PACUT, PHOEBE JOY	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
28	PABOLOLOT, RIGALAD	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
29	BASPIN, QUIMBERLY	MASTER TEACHER I	SENIOR HIGH SCHOOL	TEACHING
30	NOB, JUN MARK REY	MASTER TEACHER II	SENIOR HIGH SCHOOL	TEACHING
31	ABAD, ROY ADAJAR	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
32	BONAYOG, JOCELYN TOMARONG	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
33	ROMASANTA, THERESE ANGELI MAGALLANES	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
34	BASTILLADA, TERESITA ZAFRA	MASTER TEACHER II	SENIOR HIGH SCHOOL	TEACHING
35	CAPUNDAG, CHRISTINE GERALDE	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
36	DRESSER, JOHN FRANKLIN	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
37	ESTRADA, ELJIOR	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
38	ESCAMOS, PILAR PACOT	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
39	PENASO, DANIEL RUBEN BATAUSA	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
40	ROMASANTA, JAYSON REY RACINES	MASTER TEACHER I	JUNIOR HIGH SCHOOL	TEACHING
41	SOTACIO, ICEL JANE BETE	MASTER TEACHER I	SENIOR HIGH SCHOOL	TEACHING
42	CALAPIS, JANICE ESTRADA	MASTER TEACHER I	SENIOR HIGH SCHOOL	TEACHING
43	LAZAGA, VANITY JADE CORTES	MASTER TEACHER I	SENIOR HIGH SCHOOL	TEACHING
STATION/UNIT	NAME OF INCUMBENT	POSITION TITLE	LEVEL	CLASSIFICATION
1	IAN KHAY CASTRO	PRINCIPAL I	ELEMENTARY	SCHOOL HEAD
2	NOB, MA. LOU LEA C.	PRINCIPAL I	ELEMENTARY	SCHOOL HEAD
3	PALASAN, HELEN S.	PRINCIPAL I	ELEMENTARY	SCHOOL HEAD
4	UBAUB, MARIEL B.	PRINCIPAL II	ELEMENTARY	SCHOOL HEAD
5	LIGUTOM, MELANIE	PRINCIPAL I	INTEGRATED	SCHOOL HEAD
6	LABIS, JOVEL	HEAD TEACHER I	ELEMENTARY	SCHOOL HEAD



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7	HIMAYA ES	SAGUING, ROSEMARIE	HEAD TEACHER III	ELEMENTARY	SCHOOL HEAD
8	HINGDAAN ES	RAMOS, JESSICA I.	HEAD TEACHER I	ELEMENTARY	SCHOOL HEAD
9	MOLUGAN CS	YTANG, CHARLOTTE	PRINCIPAL I	ELEMENTARY	SCHOOL HEAD
10	PEDRO SA BACULIO ES	PAGAYON, ROGER	HEAD TEACHER IV	ELEMENTARY	SCHOOL HEAD
11	SAMBULAWAN ES	TRES REYES, SAMMY	HEAD TEACHER I	ELEMENTARY	SCHOOL HEAD
12	SAN FRANCISCO DE ASIS ES	VILLAHERMOSA, ZIGGER	HEAD TEACHER I	ELEMENTARY	SCHOOL HEAD
13	SINALOC ES	FABRIA, ANALYN G.	HEAD TEACHER III	ELEMENTARY	SCHOOL HEAD
14	TAYTAY ES	OCON, JACKELINE	HEAD TEACHER IV	ELEMENTARY	SCHOOL HEAD
15	ULALIMAN ES	PAGAYON, LETECIA	MASTER TEACHER I	ELEMENTARY	SCHOOL HEAD
	STATION/UNIT	NAME OF INCUMBENT	POSITION TITLE	LEVEL	CLASSIFICATION
1	COGON NHS-JHS	TORRES, MARIVIC S.	PRINCIPAL I	SECONDARY	SCHOOL HEAD
2	COGON NHS-SHS	ASEQUIA, KEVIN B.	PLANNING OFFICER III	SECONDARY	SCHOOL HEAD
3	EL SALVADOR CITY NHS	NAMOC, REBECCA B.	PRINCIPAL I	SECONDARY	SCHOOL HEAD
4	HIMAYA NHS	MARTINEZ, DOREEN P.	MASTER TEACHER I	SECONDARY	SCHOOL HEAD
5	HINGDAAN NHS-JHS	SABELLANO, RICHARD S.	TEACHER I	SECONDARY	SCHOOL HEAD
6	HINGDAAN NHS-SHS	MUGOT, MEROGIM P.	EPS II	SECONDARY	SCHOOL HEAD
7	MOLUGAN NHS-JHS	RAL, NEMELIE PILONGO	MASTER TEACHER I	SECONDARY	SCHOOL HEAD
8	MOLUGAN NHS-SHS	MICABALO, JESSICA CORTEZ	MASTER TEACHER I	SECONDARY	SCHOOL HEAD
9	SAN FRANCISCO DE ASIS NHS	BENDIJO, SALVADOR II	HEAD TEACHER I	SECONDARY	SCHOOL HEAD
10	SAMBULAWAN NHS	BUMA-AT, RAPHY	MASTER TEACHER I	SECONDARY	SCHOOL HEAD
11	SINALOC NHS	QUIRING, CHUCHIE A.	HEAD TEACHER I	SECONDARY	SCHOOL HEAD
	STATION/UNIT	NAME OF INCUMBENT	POSITION TITLE	CLASSIFICATION	
1	CID	ALCASID, NINIAN A.	CHIEF ES, CID	TEACHING-RELATED	
2	CID	VALMORIA, MARGIE R.	EPS	TEACHING-RELATED	
3	CID	ESTROSAS, LORNA H.	EPS	TEACHING-RELATED	
4	CID	CACAYAN, MARIE JADE A.	EPS	TEACHING-RELATED	
5	CID	BEJIGA, LINA C.	OIC-EPS	TEACHING-RELATED	
6	CID	GALLEGA, ASTER M.	PSDS	TEACHING-RELATED	





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7	CID	JANUBAS, MANUEL A.	EPS	TEACHING-RELATED
8	CID	SABASAJE, ROQUE R.	EPS	TEACHING-RELATED
9	CID	MAMACLAY, ANABELLE M.	EPS	TEACHING-RELATED
10	CID	LUSTERIO, GENEVIEVE E.	EPS	TEACHING-RELATED
11	CID	VACALARES, JOHNNELL FRANCIS S	EPS II	TEACHING-RELATED



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