



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

Office of the Schools Division Superintendent

30 January 2023

DIVISION MEMORANDUM

No. 055, s. 2023

**CAPACITY-BUILDING ON INSTRUCTIONAL SUPERVISION
AND TECHNICAL ASSISTANCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public/ Private Secondary School Heads
All others Concerned

1. In the pursuit for continuous improvement in instructional leadership, this Office will hold a Capacity-Building on Instructional Supervision and Technical Assistance on February 7, 9-10, 2023 at Country Village Hotel, Villarin St., Cagayan de Oro City.
2. The activity aims to achieve the following:
 - a. gain additional insights on the types of instructional supervision;
 - b. demonstrate the clinical supervision process; and
 - c. formulate technical assistance based on priority needs.
3. The participants of this activity are the education program supervisors, school heads and select SUPEReXCELS completers. The list of participants is indicated on the table below.

No.	Name	Office/School
1	Dionesio L. Liwagon, Jr., CESE	Schools Division Office
2	Ninian A. Alcasid	Schools Division Office
3	Rolly B. Labis	Schools Division Office
4	Lorna H. Estrosas	Schools Division Office
5	Lina C. Bejiga	Schools Division Office
6	Genevieve E. Lusterio	Schools Division Office
7	John Franklin Dresser	Schools Division Office
8	Anabelle M. Mamaclay	Schools Division Office
9	Grace P. Paculba	Schools Division Office
10	Roque R. Sabasaje	Schools Division Office
11	Margie R. Valmoria	Schools Division Office
12	Karen Rose A. Serrania	Schools Division Office
13	Maricris P. Quismundo	Schools Division Office
14	Kevin B. Asequia	Schools Division Office





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

15	Dr. Gladys Grace H. Cabeltes	Schools Division Office
16	Nishi M. Abratiguin	Schools Division Office
17	Melanie M. Ligutom	El Salvador City Central School
18	Merogim P. Mugot	Hinigdaan National High School
19	Therese Angeli M. Romasanta	El Salvador City NHS
20	Sammy S. Tres Reyes	Amoros ES
21	Rowena P. Oplas	Bolisong ES
22	Charlotte J. Ytang	Molugan CS
23	Jackeline L. Ocon	Cogon ES
24	Chuchie A. Quiring	Cogon NHS
25	Emma B. Menirva	Cogon SHS
26	Nilo L. Lomongo	El Salvador City NHS
27	Richard A. Sabellano	El Salvador City NHS
28	Jovel C. Labis	Himaya ES
29	Salvador T. Bendijo II	Himaya NHS
30	Bob T. Paquinol	Hinigdaan ES
31	Rebecca B. Namoc	Hinigdaan NHS
32	Arnel A. Superable	Kalabaylabay IS
33	Jessica Marie B. Ramos	Kibonbon ES
34	Ian Khay H. Castro	Molugan CS
35	Marivic S. Torres	Molugan NHS
36	Helen S. Palasan	Pedro sa Baculio ES
37	Rosemarie U. Saguing	Sambulawan ES
38	Joey A. Oco	Sambulawan NHS
39	Ivy Mae P. Bergado	San Francisco de Asis ES
40	Mark Anthony G. Arrieta	San Francisco de Asis NHS
41	Ma. Lou Lea C. Nob	Sinaloc ES
42	Maristel C. Castaños	Sinaloc NHS
43	Roger E. Pagayon	Taytay ES
44	Zigger E. Villahermosa	Ulaliman ES
45	Johnell Francis S. Vacalares	Schools Division Office
46	Mariel B. Ubaub	Schools Division Office
47	Jenice Mae N. Lolo	Schools Division Office
48	Jocelyn T. Bonayog	Himaya ES
49	Jigger M. Tomarong	El Salvador City NHS

4. The participants shall bring the following to the activity:
- Laptop
 - Extension Cord
 - Profile of teachers (e-copy)





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

5. The training is a live-out activity. The meals to be served daily is morning snacks, lunch, and afternoon snacks only. In addition, the participants shall observe the minimum health standards and safety protocol such as physical distancing and the wearing of face masks during the conduct of the activity.
6. Meals, supplies, and materials shall be charged against HRTD funds downloaded to this Division, while travel and other incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. This memorandum also serves as Authority to Travel.
7. Attached is the matrix of activity for reference.
8. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. 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.
9. Immediate and wide dissemination of this memorandum is desired.


VICTOR G. DE GRACIA, JR., PhD, CESO V
Concurrent Schools Division Superintendent 

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

INSTRUCTIONAL SUPERVISION
TECHNICAL ASSISTANCE
TRAINING

CID/naa





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

Enclosure No. 1 of Division Memorandum No. 051, s. 2023

TRAINING MATRIX

Date	Time	Activity
February 7	8:00 a.m. – 8:30 a.m.	Arrival and Registration
	8:30 a.m. – 9:00 a.m.	Preliminary Activities
	9:00 a.m. – 10:30 a.m.	Instructional Supervision
	10:30 a.m. – 11:30 a.m.	Developmental Supervision
	11:30 a.m. – 12:00 a.m.	Open Forum
	12:00 noon – 1:00 p.m.	Lunch Break
	1:00 p.m. – 1:15 p.m.	Management of Learning
	1:15 p.m. – 2:00 p.m.	Workshop 1
	2:00 p.m. – 3:00 p.m.	Workshop 1
February 9	3:00 p.m. – 5:00 p.m.	Presentation of Output
	8:00 a.m. – 8:30 a.m.	Management of Learning
	8:30 a.m. – 10:00 a.m.	Clinical Supervision
	11:00 a.m. – 12:00 noon	Workshop 2
	12:00 noon – 1:00 p.m.	Lunch Break
		Management of Learning
	1:00 p.m. – 2:30 p.m.	Simulation
	2:30 p.m. – 4:00 p.m.	Differentiated Supervision
February 10	4:00 p.m. – 5:00 p.m.	Workshop 3
	8:00 a.m. – 8:30 a.m.	Management of Learning
	8:30 a.m. – 10:00 a.m.	Simulation on DS
	10:00 a.m. – 11:00 a.m.	Technical Assistance
	11:00 a.m. – 12:00 noon	Workshop 4
	12:00 noon – 1:00 p.m.	Lunch Break
	1:00 p.m. – 1:15 p.m.	Management of Learning
	1:15 p.m. – 2:30 p.m.	Technical Assistance Strategies
	2:30 p.m. – 4:00 p.m.	Workshop 5 and Presentation of Output
	4:00 p.m. – 5:00 p.m.	Announcement and Closing Program
Daily QAME		