



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 MAR 2021

DIVISION MEMORANDUM  
 No. 075 s. 2021

**DIVISION TRAINING ON INSTRUCTIONAL SUPERVISION PHASE 1**

To: OIC - Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Heads, Unit/Section  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In line with the commitment of the Department of Education (DepEd) to support the teachers and the school heads, so they can better perform their respective roles, DepEd issues DO 42, s. 2017, the National Adoption and Implementation of the Philippine Professional Standards for Teachers and DO 24, s. 2020, the National Adoption and Implementation of the Philippine Professional Standards for School Heads, SDO Tayabas continuously capacitates teachers, Master Teachers, and school heads through learning and development activities, thus, the Division Training on Instructional Supervision Phase 1 will be conducted

2. The said training aims to:

- a. help School Heads and Master Teachers deepen their understanding of their respective roles and functions and how they would interface as instructional supervisors;
- b. make them demonstrate their skills in instructional planning, in the conduct of classroom observations and in rating teacher's performance in learning delivery applied to Modality of Best Fit;
- c. provide them an avenue to showcase their innovative programs as instructional leaders; and
- d. make them appreciate the value of building trust and confidence in conducting curriculum management and instructional supervision.

3. This online capability enhancement training is scheduled on, **March 4-5, 2021** and **July 15-16, 2021**.

4. Participants are required to pre-register at <https://tinyurl.com/Pre-registration-IS> on or before **March 3, 2021**.

5. For Day 1, the link shall be <https://tinyurl.com/Plenary-IS-phase1>, with class code **ffncogq**.



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6. For Day 2, the following links and class codes shall be used:

Links	Class code
<a href="https://tinyurl.com/CLUSTER-1--IS-Phase-1">https://tinyurl.com/CLUSTER-1--IS-Phase-1</a>	3k7yuxp
<a href="https://tinyurl.com/CLUSTER-2--IS-PHASE-1">https://tinyurl.com/CLUSTER-2--IS-PHASE-1</a>	2tzaucm
<a href="https://tinyurl.com/CLUSTER-3---IS-PHASE-1">https://tinyurl.com/CLUSTER-3---IS-PHASE-1</a>	polviaw
<a href="https://tinyurl.com/CLUSTER-4---IS-PHASE-1">https://tinyurl.com/CLUSTER-4---IS-PHASE-1</a>	zc56jt4

7. Attached are Enclosure 1 – Program Matrix, Enclosure 2 – List of Participants, Enclosure 3 – Technical Working Group with Terms of Reference.
8. Wide dissemination and strict compliance of this Memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

Enc. As stated.



Enclosure 1

**PROGRAM MATRIX**  
**DIVISION TRAINING ON INSTRUCTIONAL SUPERVISION PHASE 1**  
**March 4-5, 2021 and July 15-16, 2021**  
**March 4 and July 15**

Time	March 4	July 15
7:00-8:00	Registration	
8:00 – 8:30	Opening Program	
8:30 – 8:45	<b>Pre-test</b>	School Heads as CI Champions in Curriculum and Learning
8:45-9:45	Current Practices in IS as a Result of Monitoring	
9:45-10:15	HEALTHY BREAK	
10:15-12:00	Assessment of PPAs Status for Quality	Effective Instructional Leaders Ensuring Quality Classroom Assessment
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Instructional Leaders as the Heart of Curriculum *** <i>Working Break</i>	School Innovation Status, Issues and Concern
3:00 – 5:0	Instructional Leaders as the Arm and Leg of Curriculum Implementation	Instructional Leader and the Data Management

**March 5 and July 16**

Time	March 5	July 16
7:00-8:00	Arrival	
8:00 – 8:15	Management of Learning	
8:15 – 10:15	Planning for Instructional Supervision *** <i>Working Break</i>	CI Projects of Instructional Leaders
10:15 – 12:00	Presentation of Suggested IS Plan	School Intervention to address gaps and issues in the delivery of intended curriculum
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Workshop *** <i>Working Break</i>	Contextualizing Happiness in curriculum Implementation in the New Normal *** <i>Working Break</i>
3:00 – 4:45	Presentation and Critiquing	3:00 – 4:00 Commitment Delivery Planning for Instructional Supervision
4:45 – 5:00		4:00 – 4:15 – Post-Test 4:15 – 5:00 Closing Ceremony



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Enclosure 2

**LIST OF PARTICIPANTS**  
DIVISION TRAINING ON INSTRUCTIONAL SUPERVISION PHASE 1  
**March 4-5, 2021 and July 15-16, 2021**

**SCHOOL HEAD**

No.	NAME	SEX	No.	NAME	SEX
1	Baby Lyn T. Olandes	F	18	Jeffrey G. Dimailig	M
2	Larvin O. Labrada	M	19	Wenefredo B. Baylongo	M
3	Adrian N. Naynes	M	20	Lorynel C. De Sagun	F
4	Cherry G. Hugo	F	21	Cecilia R. Pingol	F
5	Ingrid A. Palad	F	22	Julieta M. Labita	F
6	Corazon M. Oabel	F	23	Joy B. Go	F
7	Girlie A. Abaricia	F	24	Ronan R. Ranillo	M
8	Alona C. Crisanto	F	25	Lea A. Cosico	F
9	Teresa E. Andaya	F	26	Dennis O. Labita	M
10	Leonora L. De Rama	F	27	Leah C. Clado	F
11	Waldymar E. Pasacsac	M	28	Aldwin V. Capistrano	M
12	Arlene D. Pagana	F	29	Elpidia C. Palayan	F
13	Natalia A. Andaya	F	30	Alita Rodriguez	F
14	Luz A. Pacaigue	F	31	Michael M. Safred	M
15	Rowena O. Sabiduria	F	32	Gener C. Delos Reyes	M
16	Alita C. Rodriguez	F	33	Evelyn R. Palambiano	F
17	Roderick O. Hugo	M	34	Mary Grace M. Cabili	F

**MASTER TEACHERS**

No.	NAME	SEX	No.	NAME	SEX
1	Jasmin P. Flores	F	23	Flora P. Puchero	F
2	Garry S. Villaverde	M	24	Raquel H. Reyes	F
3	Maria Rosele J. Javin	F	25	Simplicio B. Rato	M
4	Roberta V. Esmiller	F	26	Ma. Aillen A. Averilla	F
5	May Ester M. Rubio	F	27	Regicelle D. Cabaysa	F
6	Marissa R. Capistrano	F	28	Joel N. Dela Cruz	M
7	Maria Concepcion R. Cuadra	F	29	Myra G. Flores	F
8	Maria Paz T. Jamilano	F	30	Virgilio R. Jao	M
9	Michelle C. Anyayahan	F	31	Michael Leonard D. Lubiano	M
10	Mariell E. Cesario	F	32	Rempson P. Sumilang	M
11	Marilou S. Razalan	F	33	Susan J. Abuel	F
12	Loida R. Decal	F	34	Elizabeth M. Aquino	F
13	Marian O. Flores	F	35	Rita R. Arceta	F
14	Ma. Edissa S. Contreras	F	36	Rowena P. Cabrera	F
15	Annabel B. Malvar	F	37	Geraldine M. Constantino	F
16	Christine V. Cabuyao	F	38	Josephine P. De Castro	F
17	Agnes A. Lagdameo	F	39	Maria Luisa F. Holanda	F



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18	Glenda Perseveranda D. Ranillo	F	40	Laarni Q. Lachica	F
19	Esmeralda J. Quesea	F	41	Maria Victoria T. Landicho	F
20	Remedios L. Placino	F	42	Josefina P. Oblea	F
21	Laarni E. Abulencia	F	43	Lorena G. Saul	F
22	Florencia E. Javin	F	44	Cristina D. Valdepeña	F

**SDO PERSONNEL**

No.	NAME	SEX	No.	NAME	SEX
1	Aniano M. Ogayon	M	9	Christian J. Bables	M
2	Imelda C. Raymundo	F	10	Generosa F. Zubieta	F
3	Edwin R. Rodriguez	M	11	Fideliza V. Lucas	F
4	Sancho C. Calatrava	M	12	Maria Corazon A. Borbon	F
5	Jerome A. Chavez	M	13	Luzviminda E. Saldares	F
6	Mildred Z. Galleno	F	14	Beatrice B. Salazar	F
7	Georgia P. Talabong	F	15	Jayron J. Baer	M
8	Joseph Jay U. Aureada	M			



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Enclosure 3

**TECHNICAL WORKING COMMITTEE/ TERMS OF REFERENCE**  
**DIVISION TRAINING ON INSTRUCTIONAL SUPERVISION PHASE 1**  
**March 4-5, 2021 and July 15-16, 2021**

**Over all Chairperson:** Aniano M. Ogayon ,CESO V  
**Co- Chairpersons:** Maylani L. Galicia  
Imelda C. Raymundo  
Dr. Edwin R. Rodriguez  
**Lead person for the Event:** Sancho C. Calatrava

Committee	Person/s In Charge	Terms of Reference
Program Preparation	Sancho C. Calatrava	Plans for the conduct of the program Prepares Project Design Coordinates / consults with the top management on the conduct of the activity Coordinates with the members of the Division CI team
Logistics/Technical	Fideliza V. Luces Luzviminda Saldares	Provide supervision on the activity: venue, food, technical resources and e-certificate Prepare the Division Memorandum
Facilitators	Imelda C. Raymundo Sancho C. Calatrava Georgia P. Talabong Jerome A. Chavez Joseph Jay U. Aureada Mildred Z. Galleno Christian Bables	Serve as facilitators and coaches of the Instructional Supervisors Prepare the SLEs slide presentations Coach and monitor the implementation Instructional Supervision Plans
Documentation	Generosa F. Zubieta	Documents the activities



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		Prepares and submits complete report (narrative report)
QAME	Maria Corazon Borbon	Prepares evaluation tool Conducts M&E and gathers feedback Submits M & E report
Registration	Generosa F. Zubieta	Takes charge of registration and checking of attendance
Support Staff	Jayron Baer	Serves as support staff in the conduct of the activity Assists in the preparation and printing of needed documents (registration forms, attendance sheets, activity sheets) Takes photos for documentation
Medical Needs	Dra. Connie Sia	Ensures health protocols are observed Ensures physical well-being of participants