



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

20 Oct 2023

DIVISION MEMORANDUM
No. 570 s. 2023

CAPACITY-BUILDING ACTIVITY ON INSTRUCTIONAL SUPERVISION

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

1. In reference to DepEd Order 024, s. 2020 titled Philippine Professional Standards for School Heads, DepEd Order No. 025, s. 2020 titled Philippine Professional Standards for Supervisors, and DepEd Order No. 002, s. 2015 Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, instructional supervision is a professional continuous and cooperative process for the improvement of instruction. It is characterized by guidance, assistance, and sharing of ideas, facilitation, or creation to help teachers improve the learning situation and quality of learning in the schools. Along with the policy of DepEd and relative to the Learning Recovery Plan, the City Schools Division of the City of Tayabas, through the Curriculum Implementation Division, will conduct the **Capacity-Building Activity on Instructional Supervision**, to be held on **November 06-08, 2023**, at a venue to be announced in a separate memorandum.

2. This is a live-in 3-day activity where first meal will be served on the first day, November 06, Breakfast, while last meal to be served on the third day, November 08, Afternoon Snacks. Expenses for the training materials and supplies, venue, and food of the SDO personnel and TWG are chargeable against HRTD Funds, while food and travel expenses of school head-participants shall be charged to their respective school MOOE subject to the usual accounting and auditing rules and regulations. In addition, participants are requested to bring their own laptop, WiFi modem (*if possible*), and extension cord.

3. Enclosed are the list of participants, activity matrix, and technical working group.

4. Immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

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Encl.: As stated

Reference: DepEd Order Nos. 024 and 025, s.2020, DepEd Order No. 002, s.2015

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

Training

CID/ - Capacity-Building Activity on Instructional Supervision
None

Enclosure 1

LIST OF PARTICIPANTS

No.	Complete Name	Designation	Office/School
1	Celedonio B. Balderas Jr.	SDS	OSDS
2	Antonio P. Faustino Jr.	OIC-ASDS	OSDS
3	Edwin R. Rodriguez	Chief ES, CID	CID
4	Joseph Jay U. Aureada	EPS	
5	Christian J. Bables		
6	Jerome A. Chavez		
7	Louie L. Fulleo		
8	Michael Leonard D. Lubiano		
9	Sherwin C. Quesea		
10	Generosa F. Zubieta		
11	Edna E. Eclavea	Librarian II	
12	Ermelo A. Escobiñas	PDO II	
13	Mary Margaret C. Quesea	Admin. Aide II	
14	Frenalyne B. Tabernilla	ADA VI	
15	Luzviminda E. Saldares	SEPS-HRTD	SGOD
16	Montano L. Agudilla Jr.	SEPS-M&E	
17	Jean Rose B. Rabano	EPS	
18	Dr. Cris John V. Supetran	Medical Officer II	
19	Jerome B. Javin	IT Specialist	OSDS
20	Larvin O. Labrada	HT III	Alsam ES
21	Adrian N. Naynes	HT I	Busal ES
22	Girlye A. Abaricia	HT III	Domoit ES
23	Elpidia C. Palayan	P II	East Palale ES
24	Luz A. Pacaigue	HT III	Eugenio Francia ES
25	Dennis O. Labita	P II	FELES
26	Natalia A. Andaya	P I	Gibanga ES
27	Joy B. Go	P IV	Ilasan ES
28	Alona C. Crisanto	P III	Ipilan-Alitao ES
29	Teresa E. Andaya	P I	Kalumpang ES
30	Akeem Aron P. Valdeavilla	TIC	Katigan-Alupay ES
31	Lea A. Cosico	P I	Lakawan ES
32	Julietta M. Labita	HT III	Lalo ES
33	Ingrid A. Palad	P II	Lawigue ES
34	Lorynel C. De Sagun	HT III	Malao-A/Calantas ES
35	Arlene D. Pagana	TIC	Masin ES
36	Alita C. Rodriguez	TIC	Mate ES
37	Jeffrey G. Dimailig	TIC	Mayuwi Community School
38	Babyllyn T. Olandes	HT III	North Palale ES
39	Adrian D. Maaño	HT III	Pandakake ES
40	Roderick O. Hugo	P I	Potol ES
41	Corazon M. Oabel	P I	South Palale ES
42	Ronan R. Ranillo	P II	TECS
43	Cherry G. Hugo	P II	TWCS I
44	Honesto P. Caagbay Jr.	P I	TWCS II
45	Waldymar E. Pasacsac	P II	TWCS III

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46	Rowena O. Sabiduria	P I	TWCS IV
47	Aldwin V. Capistrano	HT III	Valencia ES
48	Leah C. Clado	P I	Wakas ES
49	Wenefredo B. Baylongo	P I	West Palale ES
50	Evelyn R. Palambiano	P I	BANHS
51	Emelia R. Eclarin	Asst. Principal II	Dapdap IS LPIHS
52	Michael M. Safred	Asst. Principal II	
53	Gener C. Delos Reyes	P IV	
54	Ma. Aillen A. Averilla	MT II/Asst. to the Principal	
55	Geraldine M. Constantino	MT I/Asst. to the Principal	
56	Maricel L. Abella	MT I/Asst. to the Principal	RQIMNHS
57	Democrito C. Cabile Jr.	HT III	
58	Mary Grace M. Cabili	P II	WPNHS

Enclosure 2

ACTIVITY MATRIX

Time	Day 1	Day 2	Day 3
07:30 - 08:00	Arrival and Registration	Management of Learning	
08:00 - 08:15	Opening Program		
08:15 - 08:30			
08:30 - 09:45	Division Strategic Goal: Quality Facilitator: <i>Dr. Edwin R. Rodriguez</i> <i>CES-CID</i>	Standards for Instructional Supervision Facilitator: <i>Michael Leonard D. Lubiano</i> <i>EPS</i>	Workshop and Presentation of Technical Assistance (TA) Plan Facilitator: <i>Louie L. Fulleo</i> <i>EPS</i>
09:45 - 10:00	HEALTH BREAK		
10:00 - 11:00	Workshop: Revisiting of schools' AIP Facilitator: <i>Dr. Edwin R. Rodriguez</i> <i>CES-CID</i>	Process and Procedures for Instructional Supervision Facilitator: <i>Sherwin C. Quesea</i> <i>EPS</i>	Duties and Responsibilities of Instructional Supervision Facilitator: <i>Louie L. Fulleo</i> <i>EPS</i>
10:45 - 11:15			
11:30 - 12:00			
12:00 - 1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
01:00 - 02:30	Guidelines on Optimizing Classroom Instruction to Improve Quality Learning Facilitator: <i>Celedonio B. Balderas Jr.</i> <i>Schools Division Superintendent</i>	Instructional Supervision Support Intervention Strategies Facilitator: <i>Christian J. Bables</i> <i>EPS</i>	Presentation IS Plan
02:30 - 03:30	Linking Instructional Supervision, Professional Development and Teacher Evaluation Facilitator: <i>Sherwin C. Quesea</i> <i>EPS</i>	The School Head as a School Learning Action Cell (SLAC) Facilitator and Leader Facilitator: <i>Joseph Jay U. Aureada</i> <i>EPS</i>	Closing Program
03:30 - 05:00	Tools for Instructional Supervision and Workshop Facilitator: <i>Jerome A. Chavez</i> <i>EPS</i>	Workshop and Presentation of Annual SLAC Plan	
05:00 - 05:30	Debriefing	Debriefing	Debriefing
Officer of the Day	Jean Rose B. Rabano	Montano L. Agudilla	Luzviminda A. Saldares

Enclosure 3

Technical Working Committee (TWC)

Overall Chairperson: CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Co- chairpersons: ANTONIO P. FAUSTINO JR.
OIC – Assistant Schools Division Superintendent
EDWIN R. RODRIGUEZ
Chief, CID
IMELDA C. RAYMUNDO
Chief, SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Mildred Z. Galleno Michael Leonard D. Lubiano	<ul style="list-style-type: none"> • Prepare Training Design and other Training Package requirements. • Prepare and submit activity completion report (ACR). • Coordinate with SEPS-HRTD for activity requirements.
Over-all Management including (Logistics) L&D	Luzviminda E. Saldares	<ul style="list-style-type: none"> • Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief. • Leads the debriefing sessions. • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR. • Oversees the cleanliness, sanitation, and orderliness in the venue/s. • Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> • Quality assures the Activity Designs an L&D Package.

		<ul style="list-style-type: none"> • Prepares evaluation tool and conduct QATAME and gathers feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Welfare Officer	Dr. Cris John V. Supetran	<ul style="list-style-type: none"> • Ensures observance/compliance of health protocols including but not limited to conduct of training. • Administers first aid and health services during the event. • Ensures the provision of proper handling, storage, and serving of foods and food packs' disposals.
Resource Speakers/Facilitators	Edwin R. Rodriguez Michael Leonard D. Lubiano Jerome A. Chavez Louie L. Fulleo Joseph Jay U. Aureada Christian J. Bables Sherwin C. Quesea	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop. • Attend/s engages in the debriefing sessions.
Support Staffs	Frenalyne B. Tabernilla Jerome A. Javin	<ul style="list-style-type: none"> • Prepare/s the presentations for the training. • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s. • Ensure/s that sound system and projectors are properly set up. • Manage/s unexpected system glitches.
Certificate	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance. • Serves as learning manager/officer of the day

Moderator	Jean Rose D. Rabano	<ul style="list-style-type: none">• Coordinates with the Program Proponent regarding the contents and flow of the activity• Serves as learning manager/officer of the day• Hosts the Opening Program Preliminaries to include the following:<ul style="list-style-type: none">- Present Agenda outline- Discuss relevant session protocol.- Moderate Q&A sessions- Close out conference
Learning Managers	Generosa F. Zubieta Edna E. Eclavea Ermelo A. Escobiñas Mary Margaret C. Quesea	<ul style="list-style-type: none">• Monitor attendance of the participants and assist/s speakers on the whole durations• Assist the speaker/facilitator throughout the session• Takes over the session when the speaker/facilitator attends to an emergency call/matter