



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

14 October 2026

DIVISION MEMORANDUM
No. 673 s. 2026

**INSTRUCTIONAL SUPERVISION FOR TRANSFORMATIVE LEADERSHIP:
EQUIPPING PROFICIENT TEACHERS TOWARDS BECOMING HIGHLY
PROFICIENT SCHOOL LEADERS**

To: 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 No. 42, s. 2017**, titled **National Adoption and Implementation of the Philippine Professional Standards for Teachers (PPST)**, this Office informs the identified teacher-participants of their participation in the **Instructional Supervision for Transformative Leadership: Equipping Proficient Teachers Towards Becoming Highly Proficient School Leaders**, scheduled on **December 14–16, 2026**, at **M.I. Sevilla's Resort, Lucena City**.
2. This three-day capability-building program aims to strengthen participants' competencies in instructional supervision, classroom observation, coaching and mentoring, feedback provision, reflective practice, and instructional leadership. It is designed to equip proficient teachers with foundational leadership competencies aligned with the PPST and the Philippine Professional Standards for School Heads (PPSSH), in preparation for future school leadership responsibilities.
3. The Opening Program shall commence promptly at **8:00 a.m. on December 14, 2026**. All participants are expected to observe the prescribed program schedule and actively participate in all training sessions and workshop activities. The first meal to be served shall be AM Snack, while the last meal shall be PM Snack.
4. Participants shall bring their laptops and chargers, extension cords, alternative internet sources, and other necessary training materials. They are also encouraged to bring relevant school-based documents and instructional materials for use during the workshops and other learning activities.
5. Travel expenses shall be charged against the respective offices' available funds or Maintenance and Other Operating Expenses (MOOE), subject to the usual accounting and auditing rules and regulations.
6. For inquiries and further clarifications, please contact **Dr. John Cavin S. Rodil**, Senior Education Program Specialist–HRDS, at johncavin.rodil@deped.gov.ph, or **Ms. La Trisha R. Dalit**, Education Program Specialist II – HRDS, at latrisha.dalit@deped.gov.ph.



Address: Brgy. Poto, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

7. The List of Participants, Program Management Team, and Program Matrix are attached as Enclosures Nos. 1, 2, and 3, respectively.
8. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order 42, s. 2017

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

**INSTRUCTIONAL SUPERVISION
PROFICIENT TEACHERS**

SGOD- instructional supervision for transformative leadership: equipping proficient teachers towards becoming highly proficient school leaders
SGOST18M-005790/October 14, 2026

Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Position/Designation	School
1	John Menard R. Lavadia	Teacher III	Alsam Integrated School
2	Camille P. Devela	Teacher I	
3	Aira Miguelle N. David	Teacher I	Busal Integrated School
4	Kamla J. Ordillano	Teacher I	Talolong Integrated School
5	Ginalyn C. Sales	Teacher I	Calumpang Integrated School
6	Dulce A. De Vera	Teacher I	
7	Aireen C. Nosa	Teacher II	Cipriano J. Querubin Elementary School
8	Merlita V. Avenilla	Teacher II	
9	Arlene Q. Polintan	Teacher III	Dapdap Integrated School
10	Juvelyn T. Cocadiz	Teacher III	
11	Imelda M. Zarsadias	Teacher II	Domoit Elementary School
12	Tracy R. Agcaoili	Teacher II	
13	Aiza R. Pacaigue	Teacher III	East Palale Elementary School
14	Shirley G. Villa	Teacher III	
15	Anje Rose R. Lames	Teacher I	Eugenio Francia Integrated School
16	Hannah Hazel V. Dullar	Teacher I	
17	Joie Ellaine L. Uy	Teacher I	Froilan E. Lopez Elementary School
18	Arlyn S. Bermudez	Teacher I	
19	Luzviminda S. Cabile	Teacher III	Gibanga Elementary School
20	Tessa Kristina J. Torio	Teacher III	
21	Romana T. Jabola	Teacher II	Ilasan Integrated School
22	Evanie C. Cabriga	Teacher II	
23	Elaine B. Ablana	Teacher III	Ipilan-Alitao Elementary School
24	Honey Leyden P. Rabina	Teacher III	
25	Maricel D. Agudilla	Teacher II	Katigan-Alupay Elementary School
26	Carla Joy C. Orijuela	Teacher I	
27	Glenda Y. Castillo	Teacher III	Lakawan Elementary School
28	Norian C. Padua	Teacher II	
29	Mark Kevin P. Ranillo	Teacher I	Lalo Elementary School
30	Janedel Z. Caban	Teacher III	
31	Anna Monica P. Bautista	Teacher II	Lawigue Elementary School
32	Lilibeth S. Labita	Teacher III	
33	Anabel D. Ermidilla	Teacher I	Malaoa-a/Calantas Elementary School
34	Eunice Faye T. Pabellano	Teacher I	
35	Haeizel C. Jasmin	Teacher III	Masin Elementary School
36	Kaye O. Abejo	Teacher III	
37	Mary Ann E. Peñana	Teacher I	Mate Integrated School
38	Rachel A. Sogabo	Teacher I	
39	Jun D. Eclavea	Teacher II	Mayuwi Integrated School
40	Glazy Kae N. Navajas	Teacher II	
41	Rochelle P. Ibarrola	Teacher III	North Palale Elementary School
42	Christine C. Añoaso	Teacher II	Pandakake Integrated School
43	Emerenciana P. Valencia	Teacher III	
44	Loriebel A. Sombrero	Teacher III	Potel Elementary School
45	Gaylani L. Miranda	Teacher III	

46	Pamela O. Alpajora	Teacher II	South Palale Elementary School
47	Angelica L. Cabiles	Teacher III	
48	Maria Lyra H. Tabernilla	Teacher III	Tayabas East Central School
49	Ivy N. Rea	Teacher III	
50	Hana Lizette T.Labita	Teacher III	Tayabas West Central School I
51	Marilyn Permalino	Teacher III	
52	Raquel V. Merano	Teacher III	Tayabas West Central School II
53	Jean Rose S. Gonzaga	Teacher III	
54	Sheila S. Pingol	Teacher III	Tayabas West Central School III
55	Patrick S. Bacera	Teacher III	
56	Rowena Q. Rondilla	Teacher III	Tayabas West Central School IV
57	Roshayne V. Marcillana	Teacher II	
58	Bryan R. Argete	Teacher II	Valencia Elementary School
59	Jerobaal Jephte A.Tabernilla	Teacher II	West Palale Elementary School
60	Novie Jenelle Z.Veluya	Teacher I	
61	Joanna Marie T. Javier	Teacher III	Buenaventura Alandy National High School
62	Chargmne J. Alvarez	Teacher III	
63	Roda R. Hernandez	Teacher III	Luis Palad Integrated High School
64	Lucinda Jurilla	Teacher III	
65	Joane D. Galapati	Teacher II	Rosario Quesada Integrated National High School
66	Marian A. Gaurano	Teacher III	
67	Vivian A. Saavedra	Teacher I	Tayabas City National High School
68	Ruel A. Cabuyao	Teacher III	West Palale National High School
69	Imelda O. Ambe	Teacher III	
70	La Trisha R. Dalit	EPS II	School Governance and Operations Division
71	John Cavin S. Rodil	SEPS	School Governance and Operations Division

Enclosure 2

PROGRAM MANAGEMENT TEAM

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo Edwin R. Rodriguez	- Oversees the implementation of the entire program. - Orients the PMT on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads in crafting the Program Completion Report
Learning Manager	John Cavin S. Rodil	- Leads the conduct of the program Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as needed
Resource Speakers / Learning Facilitators	Dr. Jeric T. Casino Dr. Gilbert Alva Regicelle D. Cabaysa Josephine C. Villaverde John Christian S. Forbes Montano L. Agudilla, Jr. Dr. Edwin R. Rodriguez La Trisha R. Dalit	- Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions
M&E Officer	Montano L. Agudilla, Jr.	- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E

		Report and submits to PM for inclusion in the Program Completion Report
Documenter/ Secretariat	La Trisha R. Dalit Princess A. Talavera San Mark Morcoso	- Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials
Logistics Officer	John Cavin S. Rodil	- Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that venue is always ready for use and conducive to learning - Ensure that training adheres to ethical considerations
Finance Officer/s	Benjamin A. Millares Agnes M. Luzadas	- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation - Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices - Monitors and documents all disbursements against budget to support liquidation - Liquidates all fund disbursement and prepares a financial report

Enclosure 3

**Instructional Supervision for Transformative Leadership: Equipping Proficient Teachers Towards Becoming Highly Proficient School Leaders
December 14–16, 2026 | M.I. Sevilla's Resort, Lucena City**

	Time	Session	Speaker
Day 1	8:00–8:15	Arrival and Registration	PMT
	8:15–8:30	Opening Program	PMT
	8:30–9:00	Pre-Test	PMT
	9:00–9:15	Levelling of Expectations	PMT
	9:15–10:15	Session 1: Foundations of Instructional Supervision and Transformative Leadership	Dr. Gilbert C. Alva Public Schools District Supervisor SDO Quezon
	10:15–10:30	Health Break	
	10:30–12:00	Continuation of Session 1	Dr. Gilbert C. Alva Public Schools District Supervisor SDO Quezon
	12:00–1:00	Lunch Break	
	1:00–3:00	Session 2: From Proficient Teacher to Instructional Leader	Dr. Jeric T. Casino Master Teacher III SDO Nueva Ecija
	3:00–3:15	Health Break	
	3:15–4:15	Session 3: PPST–PPSSH Alignment and Leadership Readiness	Dr. Jeric T. Casino Master Teacher III SDO Nueva Ecija
	4:15–5:00	Synthesis, Reflection, and Clearing House	PMT
Day 2	Time	Session	Speaker
	8:00–8:30	Management of Learning	
	8:30–10:00	Session 4: Classroom Observation and Evidence-Based Instructional Feedback	Regicelle D. Cabaysa School Principal I SDO Tayabas City
	10:00–10:15	Health Break	
	10:15–12:00	Continuation of Session 4: Workshop on Classroom Observation and Feedback	Regicelle D. Cabaysa School Principal I SDO Tayabas City
	12:00–1:00	Lunch Break	
	1:00–3:00	Session 5: Coaching, Mentoring, and Professional Conversations	Josephine C. Villaverde Master Teacher I SDO Tayabas City
	3:00–3:15	Health Break	
	3:15–4:15	Continuation of Session 5: Coaching and Mentoring Simulation	Josephine C. Villaverde Master Teacher I SDO Tayabas City
	4:15–5:00	Synthesis, Reflection, and Clearing House	PMT
	Time	Session	Speaker
	8:00–8:30	Management of Learning	
	8:30–9:30	Session 6: Data-Informed Instructional Decision-Making	John Christian S. Forbes Instructor

Day 3			Southern Luzon State University
	9:30–9:45	Health Break	
	9:45–10:45	Continuation of Session 6: Data Analysis and Action Planning Workshop	John Christian S. Forbes Instructor Southern Luzon State University
	10:45–12:00	Session 7: Leading Teacher Development and Professional Learning	Montano L. Agudilla, Jr. Senior Education Program Specialist SDO Tayabas City
	12:00 – 1:00	Lunch Break	
	1:00–2:00	Session 8: Leading Innovation and Continuous School Improvement	Dr. Edwin R. Rodriguez Chief Education Supervisor Curriculum Implementation Division SDO Tayabas City
	2:00–2:15	Health Break	
	2:15–3:15	Session 9: Personal Leadership Development and Readiness for School Leadership	La Trisha R. Dalit Education Program Specialist II SDO Tayabas City
	3:15 – 3:30	Post-Test, Commitment Setting, and Evaluation	PMT
	3:30 – 4:00	Closing Program	PMT