



DEPED-TAY-DM-CID-19- 363

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FROM : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

**SUBJECT : DIVISION TRAINING-WORKSHOP IN INSTRUCTIONAL
SUPERVISION FOR INSTRUCTIONAL LEADERS**

DATE : October 22, 2019

1. Relative to the RM 628 s. 2018 the adoption and implementation of RPMS-PPST and Learning-Focused School Leadership (LFSL), the City Schools Division of the City of Tayabas will conduct a **3-Day Division Training-Workshop in Instructional Supervision for Instructional Leaders** on October 30, 31 and on November 4, 2019 at Tayabas City Division Stand Alone Senior High School, Brgy. Potol Tayabas City.
2. At the end of the training the participants are able to:
 - a. Gain in-depth understanding on the 15 core competencies of school heads necessary to conduct instructional supervision, support and assistance to teachers
 - b. Manifest skills in the implementation of Instructional Supervision.
 - c. Demonstrate skills on curriculum and instructional planning and the conduct of class observation and rating teacher's performance in learning delivery
 - d. Demonstrate innovative programs as instructional leaders
 - e. Appreciate the value of building trust and confidence in conducting curriculum management and instructional supervision
3. Attached are the enclosures for Training Matrix and the list of participants and skills demonstration.
4. Immediate dissemination of this memorandum is desired.



Enclosure 1:

**DIVISION TRAINING-WORKSHOP IN INSTRUCTIONAL SUPERVISION FOR
INSTRUCTIONAL LEADERS
October 30, 31 & November 4, 2019**

TIME	DAY 1	DAY 2	DAY 3
7:30- 8:00	Registration	Arrival	Arrival
8:00 – 8:20	Opening Program	MOL	MOL
8:00 – 8:30	Setting of Expectations Directions/Mechanics Mildred Galleno-EPS	8:30 – 10:00 Session 1: School Heads as CI Champions Georgia Talabong-EPS	School Heads Skills Demonstration on the Classroom Observation EPS
8:30 – 9:30	Session 1 The WHAP: An Innovation beyond the Future of Tayabasin and workshop Catherine P Talavera, CESO VI Schools Division Superintendent	10:00-10:30 Break	
9:45 – 10:00		Session 2: Effective Instructional Leaders Ensuring Quality Classroom Assessment Sancho Calatrava-EPS	School Heads Skills Demonstration on the Classroom Observation EPS
10:00 – 10:30 Break			
10:30 – 12:00			
12:00 – 1:00	LUNCH		
1:00 -2:00	Session 3 Instructional Leaders as the Heart of Curriculum Imelda C Raymundo CID Chief	Session 2: School Innovation Status, Issues and Concern Maylani Galicia OIC-ASDS	School Heads Skills Demonstration on the Classroom Observation EPS
2:00 - 3:00			
3:00 -3:30	BREAK	BREAK	BREAK
3:30 – 3:30	Session 4 Instructional leaders as the arm and leg of school governance Edwin Rodriquez SGOD Chief	Instructional Leader and the Date Management Maria Corazon Borbon-EPS	School Heads Skills Demonstration on the Classroom Observation EPS
3:30- 5:00			4:30-5:00 Closing Program



Enclosure 2:

Participants and School Heads Class Assignment on
Classroom Observation Skills Demonstration

List of Participants	School	Class Observation Assignment
1. Melinda A. Buncayo 2. Girlie Abaricia 3. Dennis Labita	Alsam ES FELES TWCS- III	Kindergarten/SPE D
4. Dr. Joy Buban-Go 5. Honesto Caagbay 6. Arlene Pagana	TECS West Palalae ES Katigan-Alupay ES	Science
7. Leah Clado 8. Roderick O. Hugo 9. Wenefredo Baylongo	TWCS – IV Masin ES Pandakake ES	Math
10. Larvin O. Labrada 11. Aldwin Capistrano 12. Leonora L. De Rama	EFES Valencia ES Ipilan-Alitao ES	English
13. Ronan R. Ranillo 14. Teresa E. Andaya 15. Patria D. Cabriga	TWCS – I Ilasan ES Wakas ES	Filipino
16. Ingird Palad 17. Alona Crisanto 18. Myrna Tabernilla	Domoit ES Gibanga ES Malao-A-Calantas ES	ESP
19. Lea A. Cosico 20. Elpidia Palayan 21. Adrian N. Naynes	TWCS – II North Palale ES Busal ES	MAPEH
22. Luz A. Pacaigue 23. Rowena O. Sabiduria 24. Ferdinand T. Glor	Lalo ES Lawigue ES TCDSAHS	EPP/TLE
25. Waldymar E. Pasacsac 26. Natalia A. Andaya 27. Corazon M. Oabel	Kalumpang ES Lakawan ES East Palale ES	AP/Araling Panlipunan
28. Cherry Hugo 29. Evelyn Palambiano 30. Michael M. Safred	Dapdap IS West Palale NHS Rosario Quesada MNHS	Secondary
31. Jeffrey G. Dimailig 32. Julieta M. Labita	Mate ES South Palale ES	ALS

This serves as **TRAVEL AUTHORITY**.

