



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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October 14, 2016,

Division Memorandum

No. s. 2016

185

To: Chief Curriculum Implementation Division,
Education Program Supervisors,
Public Schools District Supervisors, &
All Others Concerned

DIVISION TRAINING OF SUPERVISORS ON THE PROVISION OF TECHNICAL ASSISTANCE IN INSTRUCTIONAL SUPERVISION

1. In line with the objective of the Division Office on ensuring competent personnel in the delivery of quality basic education, this Office announces the Division Training of Supervisors on the Provision of Technical Assistance in Instructional Supervision which shall be conducted on November 14- 15, 2016 at a venue to be announced later.
2. This training aims to:
 - a. revisit and well-understand the redefined roles and functions of the supervisors & school heads in instructional supervision under the DepEd Rationalized Structure;
 - b. explain the duties and responsibilities of instructional supervisors and the standards for instructional supervision;
 - c. identify some issues and challenges relative to instructional supervision and suggest possible solutions; and
 - d. conduct a walk-through of the tools for instructional supervision and develop a work plan on provision of technical assistance in instructional supervision.
3. Participants to this activity are: 1 CID Chief, 10 Education Program Supervisors, 10 Public Schools District Supervisors, and 2 SGOD personnel.
4. Attached are the Training Matrix & List of Participants.
5. Immediate dissemination of this memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent
PML

**Division Training of Supervisors on the Provision of Technical Assistance in
Instructional Supervisions
Training Matrix**

Day	Time	Topic	Facilitator/ResourcePerson
Day 1 Nov. 14	6:00am - 8:00am	Travel Time	
	8:00am - 8:30am	Opening Program	PSDS T.S. Padilla
	8:15am - 12:00nn	TOPIC 1 : Redefined Roles and Functions of Supervisors on Instructional Supervision in the DepEd Rationalized Structure	Chief Dr. Rolando Sotelo
	12:00nn - 1:00pm	LUNCH BREAK	
	1:00pm - 2:00pm	TOPIC 2: Duties and Responsibilities of Instructional Supervisors	EPS Cynthia V. Berdos
	2:00pm – 5:00pm	TOPIC 3: Processes & Procedures for TA in Instructional Supervision & Support Intervention	EPS Cynthia V. Berdos
Day2 Nov. 15	8:00am- 8:15am	MOL	EPSes
	8:20am – 10:00am	TOPIC 4: Issues & Challenges in Instructional Supervision and Possible Solutions	PSDS Dolores M.Lavilla
	10:00am – 12:00nn	TOPIC 5: Walking –Through the Tools of Instructional Supervision & Developing a Work Plan on Provision of TA in Instructional Supervision	PSDS Dolores M.Lavilla
	12:00nn – 1:00pm	Lunch Break	
	1:00pm – 2:30pm	Workshop	
	2:30pm – 5:00pm	Presentation of Output	
	5pm	Home Sweet Home	

Prepared by:


DOLORES M. LAVILLA
PSDS

Reviewed by:


ROLANDO T. SOTELO, DEM
CID- Chief

LIST OF PARTICIPANTS

- | | |
|---------------------------|-----------|
| 1. Dr. Rolando T. Sotelo | CID Chief |
| 2. Dr. Jennifer E. Quinto | EPS 1 |
| 3. Dr. Ruby Cagadas | EPS I |
| 4. Cynthia V. Berdos | EPS I |
| 5. Esperanza Diaz-Cruz | EPS I |
| 6. Marlon Daclis | EPS I |
| 7. Leny B. Delos Reyes | EPS I |
| 8. Senen B. Jane | EPS I |
| 9. Corazon P. Loja | EPS I |
| 10. Corazon G. Ignacio | EPS I |
| 11. Emmanuel De Mesa | EPS 1 |
| 12. Dr. Lydia T. Velunta | PSDS |
| 13. Epifania F. De Leon | PSDS |
| 14. Teresita S. Padilla | PSDS |
| 15. Dolores M. Lavilla | PSDS |
| 16. Mary Ann Nlera | PSDS |
| 17. Belen Bartolome | PSDS |
| 18. Ma. Socorro B. Lindo | PSDS |
| 19. Darlan Graheda | PSDS |
| 20. PSDS | |
| 21. PSDS | |
| 22. Urcesio Sepe | SGOD |
| 23. Robesa Hilario | SGOD |