



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



website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

March 28, 2017

Division Memorandum

No. 53 s. 2017

To: Assistant Schools Division Superintendent
Chief Curriculum Implementation Division
Education Program Supervisor
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

DIVISION TRAINING OF SCHOOL HEADS ON TECHNICAL ASSISTANCE IN INSTRUCTIONAL SUPERVISION, LAC AND GAD PLANNING

1. In line with the objective to ensure competent School Heads, this Office will conduct the Division Training of School Heads on Technical Assistance in Instructional Supervision, Learning Action Cell (LAC) and Gender and Development (GAD) Planning on May 3 to 5, 2017 at a venue to be announced later.
2. This training aims to:
 - a. revisit the roles and functions of School Heads in Instructional Supervision;
 - b. explain the standards for Instructional Supervision;
 - c. identify issues and challenges relative to Instructional Supervision and suggest possible solutions; and
 - d. conduct walk-through of the tools for Instructional Supervision and develop a work plan on technical assistance.
 - e. assess and improve GAD plan and crafting of accomplishment report.
3. Participants to this activity are: Elementary and Secondary School Heads, Public Schools District Supervisors, Education Program Supervisors-GAD Focal Point System, CID Chief, ASDS and SDS.
4. Attached are the Training Matrix (Enclosure no. 1) and List of Participants (Enclosure no.2)
5. Training materials and board and lodging relative to this activity shall be charge against Division MOOE while transportation shall be borne by school MOOE subject to the usual accounting and auditing procedures.
6. Wide dissemination of this memorandum is desired.

GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

DIVISION TRAINING OF SCHOOL HEADS ON TECHNICAL ASSISTANCE IN INSTRUCTIONAL SUPERVISION AND GAD PLANNING

May 3 to 5, 2017

Training Matrix

Day	Time	Topic	Facilitator/ Resource Person
DAY 1	AM		
	5:00 - 8:00	Travel Time	
	8:00 - 8:30	Opening Program	Teresita S. Padilla Public Schools District Supervisor
	8:30 - 9:00	Roles and Functions of School Heads on Instructional Supervision	Dr. Rolando Sotelo Chief Education Supervisor CID
	9:00 - 10:00	Processes & Procedures for TA in Instructional Supervision & Support Intervention	Cynthia V. Berdos Education Supervisor 1
	10:00- 10:30	BREAK	
	10:30 - 12:00	Walk –Through of the Tools in Instructional Supervision & Developing a Work Plan on Provision of TA in Instructional Supervision	Dolores M. Lavilla Public Schools District Supervisor
	12:00 - 1:00	LUNCH BREAK	
	PM		
	1:00 - 2:00	Issues & Challenges in Instructional Supervision and Possible Solutions	Dolores M. Lavilla Public Schools District Supervisor
	2:00-3:00	Instructional Planning and Workshop	Cynthia V. Berdos Education Supervisor 1
	3:00 – 3:30	BREAK	
	3:30 – 5:00	Instructional Planning and Workshop	Cynthia V. Berdos Education Supervisor 1
DAY 2	AM		
	8:00 - 8:15	MOL	PSSPA
	8:20 – 9:30	The Roles of the School Head in LAC	Annie Joaquin Principal III
	9:30 – 10:30	LAC Monitoring and Evaluation Process	Mary Ann Neira Public Schools District Supervisor
	10:30 -11:00	BREAK	
	11:00 – 12:00	LAC Planning and Workshop	Dr. Rolando Sotelo Chief Education Supervisor - CID
	12:00 – 1:00	LUNCH BREAK	
	PM		
	1:00 – 2:00	LAC Planning and Workshop	Ramiro Gacosta Principal III
	2:00 – 2:30	BREAK	
	2:30 -4:00	Contextualization and Localization in the Classroom	Marlon P. Daclis Education Program Supervisor - LRMDS
	4:00 – 5:00	DLL and DLP Discussion	Dolores M. Lavilla Public Schools District Supervisor
DAY 3	AM		
	8:00 – 8:15	MOL	PESPA
	8:15 -9:15	Significance of GAD Planning GAD Issues and Concerns in School	Dolores M. Lavilla Public Schools District Supervisor
	9:15 -10:00	Crafting of GAD Plan for teachers	Emmanuel V. de Mesa Education Program Supervisor 1
	10:00 -10:15	BREAK	
	10:15 -11:00	GAD Workshop	Ruby Cagadas Education Program Specialist 1
	11:00-12:00	Quality Assurance, Monitoring and Evaluation	Robesa Hilario – Senior Education Program Specialist QAME
	11:00– 12:00	LUNCH BREAK	
	1:00 – 3:00	Closing Program	

Prepared by:

DOLORES M. LAVILLA
PSDS District 6

Reviewed by:

DR. ROLANDO T. SOTELO
Chief Education Supervisor – CID

DIVISION TRAINING OF SCHOOL HEADS ON TECHNICAL ASSISTANCE IN INSTRUCTIONAL SUPERVISION AND GAD PLANNING

MAY 3 TO 5, 2017

LIST OF PARTICIPANTS					
NO.	NAME		POSITION	OFFICE/SCHOOL	
SDO					
1	Pascual	Germelina	H.	SDS	S.D.O.
2	Cuenco	Maria Carmen	P.	ASDS	S.D.O.
3	Sotelo	Rolando	T.	Chief ES, CID	S.D.O.
4	Berdos	Cynthia	V.	EPS-I, Science	S.D.O.
5	Caadas	Ruby	M.	EPS-I, TLE	S.D.O.
6	De Mesa	Emmanuel	V.	EPS-I, AP	S.D.O.
7	Dacis	Marlon	P.	EPS-I, LRMDs	S.D.O.
8	Lim	Angelina	F.	PSDS- District 1	S.D.O.
9	De Leon	Epifania	F.	PSDS- District 2	S.D.O.
10	Graceda Jr.	Darlan	R.	PSDS- District 3	S.D.O.
11	Padilla	Teresita	S.	PSDS- District 4	S.D.O.
12	Neira	Marv Ann	M.	PSDS- District 5	S.D.O.
13	Lavilla	Dolores	M.	PSDS- District 6	S.D.O.
14	Quinto	Jennifer	E.	PSDS- District 7	S.D.O.
15	Velunta	Lidia	T.	PSDS- District 8	S.D.O.
16	Lindo	Ma. Socorro	B.	PSDS- District 9	S.D.O.
17	Bartolome	Belen	C.	PSDS- District 10	S.D.O.
18	Hilario	Robesa	R.	SEPS - M & E	S.D.O.
19	Sepe	Urcesio	A.	EPS-II - M & E	S.D.O.
20	Francisco	Arthur	F.	ICT Coord.	S.D.O.
ELEMENTARY SCHOOL HEADS					
21	Abanador	Lyn Grace	D.	Principal I	Paradise Farms Community School
22	Aculana	Maselinda	A.	Principal II	Sta. Cruz BBD Elementary School
23	Aquirre	Zenaida	B.	Principal II	San Jose del Monte Heights ES
24	Bacav	Zurex	T.	Principal II	Sto. Cristo Elementary School
25	Balita	Julietta	Y.	Principal II	Baong Buhay A Elementary School
26	Baswel	Eppie	M.	Principal I	Baong Buhay F Elementary School
27	Dasco	Lilybeth	D.	Principal IV	Francisco Homes Elementary School
28	Daza	Elvira	S.	Head Teacher V	Dulong Bavan Elementary School
29	De Leon	Kimberlee	M.	Principal I	San Isidro Elementary School
30	Dela Cruz	Ma. Theresa	M.	Principal II	Minuyan Elementary School
31	Doncillo	Antonio	D.	Head Teacher I	San Roque Elementary School
32	Felicia	Maria Fatima	D.R.	Principal I	Partida Elementary School
33	Gacosta	Ramiro	M.	Principal III	San Martin BBC Elementary School
34	Galvez	Evangelina	A.	Principal I	Heroesville Elementary School
35	Herrera	Dionisia	D.M.	Principal II	Benito Nieto Elementary School
36	Lancero	Rowena	P.	Principal I	Gava-Gava Elementary School
37	Lavilla	Ramon	O.	Head Teacher IV	Sapang Palay Proper Elem. School
38	Limon	Flordeliza	M.	Principal IV	Tungkong Mangga Elementary School
39	Macawile	Ma. Shirley	A.	Principal III	Muzon Pabahay Elementary School
40	Macawile	Sofronio	P.	Principal III	Baong Buhay B Elementary School
41	Manalastas	Edwina	B.	Principal I	Kakawate Elementary School
42	Manuel	Virginia	V.	Principal I	San Manuel Elementary School
43	Mendoza	Genoveva	R.	Principal II	Graceville Elementary School
44	Miranda	Nerliza	C.	Principal III	San Jose del Monte Central School
45	Panimbatan	Raul	G.	Principal III	Towerville Elementary School
46	Policarpio	Francisco	M.	Principal I	Gumaok Elementary School
47	Reporen	Chito	M.	Principal II	Goldenville Elementary School
48	Sahurda	Reneerose	R.	Principal I	Kavpian Elementary School
49	Solomon	Lourdes	A.	Principal IV	Marangal Elementary School
50	Solomon	Marissa	M.	Principal II	Baong Buhay G Elementary School
51	Tosio	Liesel	C.	TIC / Teacher I	Ricafort Elementary School
52	Zamora	Miriam	A.	Principal III	San Rafael BBH Elementary School
SECONDARY SCHOOL HEADS					
53	Angeles	Alex	D.	VSA - I	San Jose del Monte Nat'l Trade Sch.
54	Aquino	Wilma	M.	Principal IV	Sapang Palay National High School
55	Camero	Joel Jonathan	O.	Principal I	Graceville National High School
56	Casas	Danilo	A.	Principal III	Paradise Farms National High School
57	Evasco	Leo Glenn	P.	Principal I	Sto. Cristo National High School
58	Gonzales	Florida	C.	Principal I	Kavpian High School
59	Guilalas, Jr.	Geronimo	M.	Head Teacher III	San Jose Del Monte Heights HS
60	Herrera	Purita	J.	Principal III	San Jose del Monte National HS
61	Jarabe	Eliza	U.	Principal I	Minuyan National High School
62	Joaquin	Annie	C.	Principal II	Muzon High School
63	Joven	Maria Margarita	O.	H.T. III	San Jose del Monte National HS
64	Licopit	Marietta	G.	Principal I	Muzon Harmony Hills High School
65	Mejia	Irma	D.	Principal I	Marangal High School
66	Robes	Lourdes	R.	Principal I	San Martin HS / Towerville HS
67	San Diego	Jocelyn	A.	Head Teacher II	San Jose del Monte Science H School
68	Santiago	Cristina	T.	Principal I	Kakawate / Citrus National High School
69	Sison, Jr.	Rodolfo	G.	Head Teacher I	San Manuel High School
70	Yonque	Gina		Assist. Principal	San Jose del Monte Nat'l Trade Sch.