



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

NOV 12 2024

DIVISION MEMORANDUM
No. 732, s. 2024

SUPERVISION EXCELLENCE IN INSTRUCTIONAL LEADERSHIP FOR MASTER TEACHERS AND SUBJECT HEADS SERIES 2

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The SDO through the Curriculum Implementation Division will hold a three-day workshop on **Supervision Excellence in Instructional Leadership for Master Teachers and Subject Heads Series 2** on November 15, 22 & December 6, 2024 at Eusebio Lopez Memorial Integrated School for in-person session and goggle meet for virtual session.
2. The training workshop aims to accomplish key objectives for each participant to familiarize the nature, content, rationale and details of the steps of clinical supervision; enrich knowledge, skills and attributes in teaching through embodying the impact of clinical supervision to instructional leadership; and craft workplace application plan for integration and application of the core competencies gained from the training.
3. To ensure the orderly conduct of the sessions and maximization of learning, the following requirement will be adhered upon by all participants:
 - a. Laptop and extension cord
 - b. Internet Connection
 - c. Conference/Training Notebook
4. Attached to this memorandum are the following for your guidance and reference:
 - a. List of Participants
 - b. Training Matrix
5. For more information contact Rene M. Encabo at 09179750898.
6. Expenses relative to the participation including the travelling expenses of teachers who will participate in the training workshop shall be charged to school MOOE or other local and allowable sources subject to the usual government accounting and auditing rules and regulations.
7. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
8. Immediate and wide dissemination of this Memorandum is desired.

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent



Enclosure : List of Participants and Matrix
 Reference : N/A
 Allotment : N/A
 No. of Pages : 3
 To be indicate in the Perpetual Index under the following subjects:
 CURRICULUM TEACHING

MAPEH TRAININGS





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(Enclosure No. 1 to Division Memorandum No. 732, s. 2024)

Activity Schedule		
TIME/DATE		Facilitator/s
Day 1- November 15, 2024, ELMIS Face to face		
6:00 – 8:30	Arrival and Registration	PMT
8:30 – 9:00	Opening Program	
9:00 – 9:30	Session 0: Leveling of Expectation	Mary Glare Suay
9:30 – 12:00	Session 1: • What is supervision? • What is clinical supervision? • The assumptions behind clinical supervision • Advantages and disadvantages of clinical supervision	PMT Rene M. Encabo
12:00 – 1:30	LUNCH BREAK	
1:30 – 5:00	Session 2: Five Steps in Implementing Clinical Supervision in a School Setting	Nenita P. Gamao, PhD
Day 2 – November 22, 2024, Virtual		
8:00– 8:30	Preliminary Routine Activities for the Day/MOL	PMT
8:30 -12:00	Session 3: Crating of Workplace Application Plan for Developmental and Clinical Supervision	Rene M. Encabo
12:00 – 1:30	LUNCH BREAK	
1:30 – 5:00	Session 4: Presentation of WAP and Critiquing	Rene M. Encabo
Day 3 – December 6, 2024, On-Site		
8:00 -12:00	On-site actual class observation/IS and TA	Rene M. Encabo, All MTS and Heads
12:00 – 1:00	LUNCH BREAK	
1:00 – 4:00	On-site actual class observation/IS and TA	Rene M. Encabo, All MTS and Heads

Name of Participants	Station	Designation
1.Fe Bayona	ELMIS	Master Teacher II
2. Francis Jay Jimera, PhD	ELMIS	Master Teacher II
3. Carolyn Juen	ELMIS	Master Teacher I
4. Rosan T. Soberano	ELMIS	Master Teacher II
5. Mary Glare Suay	ELMIS	Master Teacher I
6. Elland Laarni G. Veradura	ELMIS	Master Teacher I
7. Ruth Ann Monterroyo	ELMIS	Master Teacher II
8.Jean L. Florendo, PhD	ELMIS	Master Teacher I
9.Ma Joy Buenviaje	ELMIS	Master Teacher I
10.Anthony Belera	ELMIS	Master Teacher I
11.Elizabeth Alegado	ELMIS	Master Teacher I
12. Allen Jomalesa	ELMIS	Master Teacher I





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13. Ghia Jimena	ELMIS	Master Teacher I
14. Eugene Bautista	ELMIS	Master Teacher I
15. Lorelie A. Alvarez	ELMIS	Master Teacher I
16. Pamilla P. Dela Rosa	ELMIS	Master Teacher I
17. Armela Fernandez	ELMIS	Master Teacher I
18. Myla Rivera	ELMIS	Master Teacher I
19. Rodia Gargantiel	ELMIS	Master Teacher I
20. Angelica P. Zaragoza	SNHS	Master Teacher I
21. Arnie P. Bañes	SNHS	Master Teacher I
22. Cynthia Marifosque	SNHS	Master Teacher I
23. Rema Aguirre	SNHS	Master Teacher I
24. Daisemae P. Libo-on	Briones Salcedo ES	Master Teacher I
25. Rose Cynthia S. Tividad	GLES	Master Teacher I
26. Ginboy Bataclit	SNHS	Head Teacher I
27. Ivy N. Padilla	ELMIS	Teacher-in-Charge SHS
28. Reamey Destriza	ELMIS	PMT
29. Rene M. Encabo	CID	
30. Nenita P.Gamao, PhD	CID Chief	