



Republic of the Philippines  
**Department of Education**  
**Region XIII – Caraga**  
 Butuan City



April 11, 2018

**REGIONAL MEMORANDUM**

No. 204, s. 2018



**INSTRUCTIONAL LEADERSHIP PROGRAM FOR  
 DIVISION AND DISTRICT SUPERVISORS**

To: **SCHOOLS DIVISION SUPERINTENDENTS**  
 This Region

1. The National Educators Academy of the Philippines in collaboration with DepEd Caraga through the Human Resource Development Division shall conduct the **Instructional Leadership Program for Division and District Supervisors** at VCDU Prince Hotel, Montilla Blvd., Butuan City on dates specified below.

| Module                                                                   | Batch | Training Dates            |
|--------------------------------------------------------------------------|-------|---------------------------|
| 1: The Perspective of the 21 <sup>st</sup> Century Instructional Leader  | 1     | June 13-20, 2018 (8 days) |
|                                                                          | 2     | June 22-29, 2018 (8 days) |
| 2: The Core of Effective Instructional Leadership in the K to 12 Program | 1     | July 2-8, 2018 (7 days)   |
|                                                                          | 2     | July 10-16, 2018 (7 days) |

2. This activity specifically aims to improve the competency of the CID Supervisors and Public Schools District Supervisors in instructional supervision, curriculum implementation, learning resource contextualization, monitoring and evaluation, and provision for technical assistance among others.

3. The participants to this training are the Curriculum Implementation Division (CID) Supervisors/Coordinators and Public Schools District Supervisors/In-Charge. Slots allotted per Division is indicated in Enclosure No 1. The list must be submitted through email at [hrdddepd13@gmail.com](mailto:hrdddepd13@gmail.com) on or before April 27, 2018. The participants shall then confirm their participation through online registration at <https://tinyurl.com/ILPDDSr13> not later than May 18, 2018. Failure to do so would mean an open slot for the other SDOs.

4. The expected time of arrival for the participants, facilitators, and program management staff is at 1:00 PM of day 0 in every module. Their accommodation to the training venue shall be first come, first served basis. Please see Enclosure No. 2 for the Matrix of Activities, Enclosure No. 3 for the list of Management Team members, and Enclosure No. 4 for the Administrative Guidelines.

5. The participants are expected to prioritize their attendance in this fifteen (15) days live-in training and must request an alternate during their absence under the direct supervision and monitoring of the CID Chief. No proxy is allowed.
6. The Schools Division Superintendent of each SDO shall attend the opening program on Day 0.
7. In accordance with CSC and DBM Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service*, the participants, facilitators, and program management staff are entitled to Compensatory Time-Off (CTO).
8. Training costs, which cover board and lodging of the participants, management staff & facilitators, supplies & materials, and contingency shall be charged against the OSEC Human Resource Training and Development (OSEC HRTD) funds, while the travel expenses of the participants, management staff & facilitators shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum to all concerned is highly desired.

  
**BEATRIZ G. TORNÓ, Ph.D., CESO IV**  
Regional Director

Encl: As stated

Reference: None

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

CURRICULUM

PROGRAMS

TRAININGS

LEADERSHIP

SUPERVISORS

**INSTRUCTIONAL LEADERSHIP PROGRAM FOR  
DIVISION AND DISTRICT SUPERVISORS**

**Allotment of Participants by Schools Division Office**

| Division          | BATCH 1                                            |                                     |              | BATCH 2                                            |                                     |              | GRAND TOTAL |
|-------------------|----------------------------------------------------|-------------------------------------|--------------|----------------------------------------------------|-------------------------------------|--------------|-------------|
|                   | CID EPS/<br>Detailed/<br>In-Charge/<br>Coordinator | PSDS/<br>District-<br>in-<br>Charge | Sub<br>Total | CID EPS/<br>Detailed/<br>In-Charge/<br>Coordinator | PSDS/<br>District-<br>in-<br>Charge | Sub<br>Total |             |
| Agusan del Norte  | 4                                                  | 7                                   | 11           | 5                                                  | 12                                  | 17           | 28          |
| Agusan del Sur    | 5                                                  | 12                                  | 17           | 9                                                  | 18                                  | 27           | 44          |
| Bayugan City      | 4                                                  | 1                                   | 5            | 7                                                  | 1                                   | 8            | 13          |
| Bislig City       | 4                                                  | 4                                   | 8            | 6                                                  | 6                                   | 12           | 20          |
| Butuan City       | 4                                                  | 5                                   | 9            | 6                                                  | 8                                   | 14           | 23          |
| Cabadbaran City   | 4                                                  | 0                                   | 4            | 6                                                  | 0                                   | 6            | 10          |
| Dinagat Islands   | 4                                                  | 4                                   | 8            | 6                                                  | 6                                   | 12           | 20          |
| Siargao Islands   | 4                                                  | 5                                   | 9            | 7                                                  | 8                                   | 15           | 24          |
| Surigao City      | 4                                                  | 4                                   | 8            | 6                                                  | 6                                   | 12           | 20          |
| Surigao del Norte | 4                                                  | 5                                   | 9            | 5                                                  | 8                                   | 13           | 22          |
| Surigao del Sur   | 4                                                  | 10                                  | 14           | 6                                                  | 14                                  | 20           | 34          |
| Tandag City       | 4                                                  | 0                                   | 4            | 6                                                  | 0                                   | 6            | 10          |
| <b>TOTAL</b>      | <b>49</b>                                          | <b>57</b>                           | <b>106</b>   | <b>75</b>                                          | <b>87</b>                           | <b>162</b>   | <b>268</b>  |

## INSTRUCTIONAL LEADERSHIP PROGRAM FOR DIVISION AND DISTRICT SUPERVISORS

### Training Matrix

| PROGRAM: INSTRUCTIONAL LEADERSHIP FOR DIVISION AND DISTRICT SUPERVISORS            |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
|------------------------------------------------------------------------------------|------------------------------|----------------------------------|-----------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------|--------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------|--|
| MODULE NO. 1: The Perspective of the 21 <sup>st</sup> Century Instructional Leader |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| Training Matrix                                                                    |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| Time                                                                               | Day 0                        | Day 1                            | Day 2                                   | Day 3                                                           | Day 4                                                      | Day 5                                | Day 6                                           | Day 7                                                                     |  |
| 7:45 - 8:00                                                                        |                              |                                  | MOL                                     | MOL                                                             | MOL                                                        | MOL                                  | MOL                                             |                                                                           |  |
| 8:00 - 8:30                                                                        |                              | S#1: Leading from Within         | S#3: :Leading with a Heart              | S#5: Revisiting the Roles and Functions of Instructional Leader | S#8: Understanding 21 <sup>st</sup> Century Learners       | S#11: Curriculum Framework Standards | S#14: Contextualization of the Curriculum       | S#17: Utilizing Results of Action Research to Improve Instruction         |  |
| 8:30 - 9:00                                                                        |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 9:00 - 9:30                                                                        |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 9:30 - 10:00                                                                       |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 10:00 - 10:30                                                                      |                              | Break                            |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 10:30 - 11:00                                                                      |                              | S#1: Leading from Within (cont.) | S#4: Collaboration and Teamwork         | S#6: IL Styles and Practices                                    | S#9: Understanding 21 <sup>st</sup> Century Teachers       | S#12: Pedagogies                     | S#15: Contextualization of Learning Resource    | S#17: Utilizing Results of Action Research to Improve Instruction (cont.) |  |
| 11:00 - 11:30                                                                      |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 11:30 - 12:00                                                                      |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 12:00 - 12:30                                                                      |                              | LUNCH                            |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 12:30 - 1:00                                                                       | Arrival and Registration     | S#2: Unique Leader in Me         | S#4: Collaboration and Teamwork (cont.) | S#7: Embracing the DepEd's VMV                                  | S#10: Understanding 21 <sup>st</sup> Century Heads         | S#13A: Inclusive Education           | S#16: Enhanced Learning Resource Portal         | Gallery Walk                                                              |  |
| 1:00 - 1:30                                                                        |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 1:30 - 2:00                                                                        |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 2:00 - 2:30                                                                        |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 | Wrap-up Session                                                           |  |
| 2:30 - 3:00                                                                        |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 3:00 - 3:30                                                                        | Opening Program /Orientation | Break                            |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 3:30 - 4:00                                                                        |                              | S#2: Unique Leader in Me (cont.) | S#4: Collaboration and Teamwork (cont.) | S#7: Embracing the DepEd's VMV (cont.)                          | S#10: Understanding 21 <sup>st</sup> Century Heads (cont.) | S#13B: Special Programs              | S#16: Enhanced Learning Resource Portal (cont.) | Closing Program                                                           |  |
| 4:00 - 4:30                                                                        |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |
| 4:30 - 5:00                                                                        |                              |                                  |                                         |                                                                 |                                                            |                                      |                                                 |                                                                           |  |

**PROGRAM: INSTRUCTIONAL LEADERSHIP FOR DIVISION AND DISTRICT SUPERVISORS**

## MODULE NO. 2: The Core of Effective Instructional Leadership in the K to 12 Program

## Training Matrix

| Time          | Day 0                        | Day 1                                                                     | Day 2                                                     | Day 3                                                                     | Day 4                                                                             | Day 5                                                           | Day 6                                                                                         |
|---------------|------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 7:45 - 8:00   |                              |                                                                           | MOL                                                       | MOL                                                                       | MOL                                                                               | MOL                                                             | MOL                                                                                           |
| 8:00 - 8:30   |                              | S#1: The Challenges of the 21 <sup>st</sup> Century Instructional Leaders | S#5: Instructional Supervisory Tools                      | S#9: M and E Mechanisms in Conducting LAC                                 | S#12: Feed Forward: Support Intervention Strategies for Instructional Supervision | S#16: Process Observation Analysis in Instructional Supervision | S#20: Re-Entry Plan: Instructional Leaders in Action Lines- Revisit, Reform, & Retool         |
| 8:30 - 9:00   |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 9:00 - 9:30   |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 9:30 - 10:00  |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 10:00 - 10:30 |                              | Break                                                                     |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 10:30 - 11:00 |                              | S#2: Supervisors as Leaders of Training                                   | S#6: Feed Up: Getting Ready for Instructional Supervision | S#9: M and E Mechanisms in Conducting LAC (cont.)                         | S#13: Coaching                                                                    | S#17: Focus Group Discussion                                    | S#20: Re-Entry Plan: Instructional Leaders in Action Lines- Revisit, Reform, & Retool (cont.) |
| 11:00 - 11:30 |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 11:30 - 12:00 |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 12:00 - 12:30 |                              | LUNCH                                                                     |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 12:30 - 1:00  |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 1:00 - 1:30   | Arrival and Registration     | S#3: Standards for Instructional Supervision                              | S#7: Monitoring & Evaluating Instruction                  | S#10: M & E in Assessing Learning Outcomes                                | S#14: Mentoring                                                                   | S#18: Designing Training Proposal and Modules                   | S#20: Re-Entry Plan: Instructional Leaders in Action Lines- Revisit, Reform, & Retool (cont.) |
| 1:30 - 2:00   |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 2:00 - 2:30   |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 2:30 - 3:00   |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 3:00 - 3:30   | Opening Program /Orientation | Break                                                                     |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 3:30 - 4:00   |                              | S#4: Interpersonal Approaches to Supervision                              | S#8: Feedback: Conducting Post Supervisory Conference     | S#11: Understanding the Design, Devt. & Enhancement of Learning Resources | S#15: Facilitating Adult Learning                                                 | S#19:Differentiated Instructional Planning and Reporting        | Closing Program                                                                               |
| 4:00 - 4:30   |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |
| 4:30 - 5:00   |                              |                                                                           |                                                           |                                                                           |                                                                                   |                                                                 |                                                                                               |

**INSTRUCTIONAL LEADERSHIP PROGRAM FOR  
DIVISION AND DISTRICT SUPERVISORS**

**Program Management Team**

|                            |   |                                                       |
|----------------------------|---|-------------------------------------------------------|
| Over-all Team Leader       | : | DR. BEATRIZ G. TORNO, CESO IV                         |
| Asst. Over-all team Leader | : | DR. FIDELA M. ROSAS, CESO V                           |
| Training Manager           | : | DR. FLORDELISA R. DALIN                               |
| Secretariat                | : | DR. ANGELITA A. KUIZON                                |
|                            |   | DR. VIOLETA C. NUÑEZ                                  |
| Logistics                  | : | MR. ROY S. RELE                                       |
|                            |   | MS. ZENYLOU I. FRIAS                                  |
| Welfare Officer            | : | MR. GLENN M. BRONGCANO                                |
| Finance Officer            | : | MRS. FE L. ALEGADO                                    |
| QATAME Coordinator         | : | DR. GILBERT L. GAYRAMA                                |
| Technical Working Staff    | : | MRS. ANALOU O. HERMOCILLA – Agusan del Norte Division |
|                            |   | MR. JOSEPH JOY G. HAVANA – Agusan del Sur Division    |
|                            |   | MRS. ROWENA C. CALUMPANG – Butuan City Division       |

| Batch | Class         | Name of Facilitators | Station/Division  |
|-------|---------------|----------------------|-------------------|
| 1     | Makabayan     | DALMAN, JAY RIAN     | Surigao del Sur   |
|       |               | VICARIATO, IMEE      | Bayugan City      |
|       |               | DANAQUE, LAILA       | Surigao del Norte |
|       | Maka-Diyos    | PAPELERAS, LOPE      | Dinagat Islands   |
|       |               | MATIVO, JEANIE       | Butuan City       |
|       |               | MENDOZA, EDMUND      | Regional Office   |
| 2     | Makakalikasan | DALMAN, JAY RIAN     | Surigao del Sur   |
|       |               | VERGAS, GERALDINE    | Bayugan City      |
|       |               | EBOL, RENE           | Dinagat Islands   |
|       | Makatao       | PAPELERAS, LOPE      | Dinagat Islands   |
|       |               | LINOG, BERNABE       | Regional Office   |
|       |               | MADJOS, SEGUNDINO    | Tandag City       |
|       | Makatarungan  | YPARRAGUIRRE, RHEA   | Regional Office   |
|       |               | TANTOY, CARLO        | Surigao City      |
|       |               | LIMJOCO, MANUEL      | Surigao del Norte |

| Batch  | Class         | Module | Name of Process Observer | Station/Division  |
|--------|---------------|--------|--------------------------|-------------------|
| 1      | Makabayan     | 1      | APATAN, GENEVEVE         | Agusan del Norte  |
|        |               | 2      | BAJAO, VENUS D.          | Agusan del Sur    |
|        | Maka-Diyos    | 1      | TABURNO, MARIBEL J.      | Agusan del Sur    |
|        |               | 2      | LOPEZ, FE H.             | Bayugan City      |
| 2      | Makakalikasan | 1      | SULAPAS, MARCOS P.       | Butuan City       |
|        |               | 2      | BALAN, ROWENA T.         | Tandag City       |
|        | Makatao       | 1      | ADVINCULA, MARY LUZ B.   | Bislig City       |
|        |               | 2      | FETALVERO, KRISTA R.     | Surigao del Norte |
|        | Makatarungan  | 1      | LINAGA, CARL VINCENT B.  | Dinagat Islands   |
|        |               | 2      | BERTE, JANICE V.         | Butuan City       |
| QATAME |               |        | To be determined by QAD  |                   |

### ADMINISTRATIVE GUIDELINES

#### Billeting and Accommodation

Upon arrival, please proceed to the information/front desk for your rooming assignment. Charges for the advance/extended accommodation shall be charged against personal funds.

#### Training Proper (Schedule of Arrival, Meals and Check-out)

Participants are expected to arrive to be in the venue at 1:00 PM of Day 0. Registration of participants will be at the designated function hall. Details of schedule of arrival, meals, and check out are indicated below:

##### Module 1

| Meals     | Day 0<br>Arrival @ 1:00 PM<br>(Batch 1: May 31)<br>(Batch 2: June 11) | Days 1-7<br>(Batch 1: June 1-7)<br>(Batch 2: June 12-18) | Day 8<br>Check-out before 12 NN<br>(Batch 1: June 8)<br>(Batch 2: June 19) |
|-----------|-----------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------|
| Breakfast | X                                                                     | ✓                                                        | ✓                                                                          |
| AM Snack  | X                                                                     | ✓                                                        | ✓                                                                          |
| Lunch     | ✓                                                                     | ✓                                                        | X                                                                          |
| PM Snack  | ✓                                                                     | ✓                                                        | X                                                                          |
| Dinner    | ✓                                                                     | ✓                                                        | X                                                                          |

##### Module 2

| Meals     | Day 0<br>Arrival @ 1:00 PM<br>(Batch 1: June 20)<br>(Batch 2: June 28) | Days 1-6<br>(Batch 1: June 21-26)<br>(Batch 2: June 29-July 4) | Day 7<br>Check-out before 12 NN<br>(Batch 1: June 27)<br>(Batch 2: July 5) |
|-----------|------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------|
| Breakfast | X                                                                      | ✓                                                              | ✓                                                                          |
| AM Snack  | X                                                                      | ✓                                                              | ✓                                                                          |
| Lunch     | ✓                                                                      | ✓                                                              | X                                                                          |
| PM Snack  | ✓                                                                      | ✓                                                              | X                                                                          |
| Dinner    | ✓                                                                      | ✓                                                              | X                                                                          |

#### Attendance

All participants are expected to stay for the whole duration of the said activities. In case the participant was not able to finish the activity due to some unavoidable reasons, only the **Certificate of Appearance** will be issued.

#### Attire

Smart-casual wear.

#### Medical Needs

It is the responsibility of the participants to make necessary provisions with regards to their health problems. Hence, they should not forget their maintenance medicines. Only over-the-counter (OTC) medicines will be provided, if needed.

#### Post Training

Participants are expected to complete the online evaluation before the closing program. Check-out time shall be strictly observed. It is the responsibility of each participant to check their personal belongings before leaving the venue.