



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 373 , s. 2025

June 26, 2025

**DIVISION TRAINING ON STRENGTHENING INSTRUCTION  
THROUGH EFFECTIVE SUPERVISION**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Elementary and Secondary School Heads  
All Others Concerned

1. In line with Republic Act No. 9155 (Governance of Basic Education Act of 2001), DepEd Order No. 24, s. 2020 (National Adoption and Implementation of the Philippine Professional Standards for School Heads or PPSSH), which outlines the key roles of school heads in leading and managing the teaching and learning process, including effective instructional supervision; DepEd Order No. 42, s. 2017 (National Adoption and Implementation of the Philippine Professional Standards for Teachers or PPST), which serves as the framework for teacher competency development and supervisory support; and the Basic Education Development Plan (BEDP) 2030, which highlights the critical role of instructional leadership and supervision in enhancing the quality of basic education—this Office, through the Curriculum Implementation Division (CID), shall conduct a **Division Training on Strengthening Instruction through Effective Supervision** on **July 2-4, 2025**, at **BODARE Coop Pension House, Dao, Tagbilaran City**.

2. The activity aims to:

- a) gain a deeper understanding of the principles and frameworks presented in the Manual on Instruction Supervision (MIS);
- b) enhance practical skills in classroom observation, coaching, and mentoring through the Observe The Observer Process (OTOP);
- c) strengthen the implementation of effective instructional leadership practices within school settings; and
- d) cultivate a culture of continuous improvement, professional collaboration, and shared accountability.

3. The participants in this activity shall include **Elementary and Secondary School Heads, Head Teachers, and Assisting Principals**. For further details, kindly refer to the attached list of participants and the training matrix.

4. Participants are required to bring laptops with chargers and extension wires.

5. A registration fee of **One Thousand Five Hundred Pesos (P1,500.00)** per participant to cover meals and snacks during the conduct of the activity shall be charged to **HRTD funds** for SDO participants and **School MOOE** for participants from schools. Expenses




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relative to the conduct of the activity are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash or cheque to the DepEd Division of Tagbilaran City. **(Please be advised to use the account name *DEPED TAGB CITY DIV MOOE TF in payments through cheques to the DepEd Division of Tagbilaran City.*)** Participants from school are encouraged to pay the registration fee before the conduct of the activity.

5. Immediate and wide dissemination of this Memorandum is desired.

For the SDS:

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

  
**JOHN ARIEL A. LAGURA PhD**  
OIC, Assistant Schools Division Superintendent ✓

## LIST OF PARTICIPANTS

### Elementary Schools

No.	Name	Position	School
1.	Mrs. Marilyn M. Gotiay	Principal II	Bool ES
2.	Mrs. Maria Chona Roxas	Principal II	Booy ES
3.	Dr. Joselito Galendo	Principal I	Booy South ES
4.	Mr. Jerry Belecina	Principal I	Cabawan Es
5.	Mrs. Marilou Pondoc	Head Teacher III	City East ES
6.	Dr. Maria Rachel Omasas	Principal II	Cogon ES
7.	Dr. Glaiza T. Jala	Principal I	
8.	Mrs. Ma. Dulce Alma A. Lopos	Principal II	Dampas ES
9.	Dr. Edgar A. Fernandez	Head Teacher III	
10.	Dr. Basilides Sempron	Principal II	Dao ES
11.	Mr. Felipe Epe	Principal I	Eastern Cogon ES
12.	Mrs. Eufe Rhoda Galon	Principal I	San Isidro ES
13.	Mrs. Lorelei G. Anore	Principal I	Taloto ES
14.	Dr. Dougeford Castaño	Head Teacher III	TCCES
15.	Dr. Jonathan Membreve	Head Teacher III	
16.	Mr. Lemuel B. Barol	Principal I	TCCS SPED
17.	Ms. Ma. Dioscora H. Sayon	Principal I	Tiptip ES
18.	Mrs. Clementina A. Gamil	Principal II	Ubujan ES

### Secondary Schools

No.	Name	Position	School
1.	Mr. Justino Canda	Principal I	Cogon NHS
2.	Mrs. Maricel Barimbao	HT - III	
3.	Mr. Jenelou John Israel	Principal I	Manga NHS
4.	Mrs. Crestita Batingal	HT-III	
5.	Dr. Procilita Milar	HT-III	DCPNHS
6.	Dr. Ermila D. Cardinas	HT-III	
7.	Mrs. Ma. Teresa Laroda	HT-III	
8.	Dr. Legardo C. Palaca Jr	Principal I	DCPSHS
9.	Dr. Lanie Gutas	Assisting Principal	
10.	Mr. Melchor Daniel Jr.	Principal I	
11.	Mrs. Eutropia Arcayena	Principal I	San Isidro NHS
12.	Dr. Edsel Lodonía	HT-III	
13.	Mr. Nilo Sendrijas	Principal II	Taloto NHS
14.	Mrs. Grace Marie Campus	Principal I	TCSHS
15.	Dr. Aljon Fronteras	HT-III	

### Program Management Team:

No.	Name	Position	School/Office
1.	Dr. Janet T. Butalid	CID Chief	CID
2.	Dr. Neolita S. Sarabia	EPSvr - LRMDS	CID
3.	Dr. Aimee T. Amistoso	EPSvr - English	CID
4.	Dr. Elisa B. Geagonia	EPSvr - Math	CID
5.	Dr. Beatriz E. Incog	EPSvr - Filipino	CID
6.	Dr. Esther L. Cagas	SEPS M & E	SGOD
7.	Dr. Nenita J. Incog	EPSvr - AP	CID
9.	Dr. Juanita C. Lafuente	EPSvr - Kindergarten/SNED/MG	CID
10.	Mr. Joseph C. Barrete	EPSvr - TLE	CID
11.	Mr. Alberto A. Lacang	EPSvr - MAPEH	CID
12.	Concepcion I. Gallentes	Principal II	TCCES
13.	Proserpina A. Doroy	Principal II	Manga ES
14.	Dr. Filomena T. Tanggaan	SEPS II	SGOD
15.	Ms. Arnelie Jean P. Matu-od		CID

TRAINING MATRIX

**DIVISION TRAINING ON STRENGTHENING INSTRUCTION THROUGH EFFECTIVE SUPERVISION**  
**July 2-4, 2025**

**PROGRAM SCHEDULE MATRIX**

DAY 1- July 2, 2025		DAY 2- July 3, 2025		DAY 3 - July 4, 2025	
TIME	Duration				
7:30 -8:00	30 Minutes	REGISTRATION & DAILY ATTENDANCE (Ms. Arnelie Jean P. Matu-od)			
8:00 - 8:30	30 Minutes	<b>Opening Program</b> c/o PMT	Management of Learning (MOL) c/o Assigned Group	Management of Learning (MOL) c/o Assigned Group	
8:30 -10:00	90 Minutes	<b>Levelling of Expectations</b>	<b>Procedure</b>	<b>Reporting of Outputs</b>	
		Facilitators: Dr. Cherry Michelle F. Collyer (F1); Mrs. Proserpina A. Doroy (F2)	Facilitators: Dr. Neolita S. Sarabia (F1); Dr. Cherry Michelle F. Collyer (F2)	Facilitators: Dr. Janet T. Butalid (F1); Mrs. Proserpina A. Doroy (F2)	
10:00 -10:15	15 Minutes	Uninterrupted Health Break	Uninterrupted Health Break	Uninterrupted Health Break	
10:15 -12:00	105 Minutes	<b>Manual of Instructional Supervision (Rationale, Legal Bases and Scope)</b>	<b>Observe the Observer Process</b>	<b>Demonstration Teaching</b>	
		Facilitators: Dr. Janet T. Butalid (F1); Mrs. Proserpina A. Doroy (F2)	Facilitators: Dr. Aimee T. Amistoso (F1); Dr. Beatriz E. Incog (F2)	Facilitators: Dr. Janet T. Butalid & Dr. Elisa B. Geagonia (F1); Mrs. Proserpina A. Doroy (F2)	
12:00 - 1:00	60 Minutes	Lunch Break	Lunch Break	Lunch Break	
1:00 - 3:00	60 Minutes	<b>MIS Framework, Organizational Structure &amp; Functions &amp; Responsibilities</b>	<b>M &amp; E Tool</b>		
		Facilitators: Dr. Elisa B. Geagonial (F1); Dr. Juanita C. Lafuente (F2)	Facilitators: Dr. Esther L. Cagas (F1); Dr. Nenita J. Incog (F2)		
3:00 - 3:15	15 Minutes	Uninterrupted Health Break	Uninterrupted Health Break	Uninterrupted Health Break	
3:15 - 5:00	1 hr & 45 Minutes	<b>Features of Supervisory Approachees, Types of Visits &amp; Cycle of Instructional Supervision</b>	<b>Supervisory Plan</b>	<b>Ways Forward &amp; Closing Program</b>	
		Facilitators: Mrs. Concepcion I. Gallentes (F1); Dr. Juanita C. Lafuente (F2)	Facilitators: Dr. Janet T. Butalid (F1); Dr. Juanita C. Lafuente (F2)	Facilitators: Dr. Beatriz E. Incog (F1); Dr. Juanita C. Lafuente (F2)	
5:00 - 5:30	30 Minutes	Evaluation & Debriefing Process Observer: Dr. Esther Cagas	Evaluation & Debriefing Process Observer: Dr. Filomena Tanggaan	Evaluation & Debriefing Process Observer: Dr. Esther Cagas	
Officer of the Day		Dr. Cherry Michelle F. Collyer	Mr. Joseph C. Barrete	Mr. Albert A. Lacang	
PO		Dr. Filomena C. Tanggaan	Dr. Filomena C. Tanggaan	Dr. Filomena C. Tanggaan	
Time Keeper		Dr. Beatriz E. Incog	Dr. Beatriz E. Incog	Dr. Beatriz E. Incog	