



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

Office of the Schools Division
Superintendent

October 2, 2025

DIVISION MEMORANDUM
NO: 701 s. 2025

ADDENDUM/CORRIGENDUM TO DIVISION MEMO NO. 669 S. 2025
RE: CONDUCT OF DIVISION TRAINING ON STRENGTHENING INSTRUCTION
THROUGH EFFECTIVE SUPERVISION TO MASTER TEACHER I AND II APPLICANTS

TO: Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby announces the venue for the **Division Training on Strengthening Instruction through Effective Supervision for Master Teacher I and II applicants**. The said activity shall be conducted at STK Diner, 0109 J. Borja Street, Tagbilaran City
2. To accommodate a greater number of participants, the training shall be conducted in two (2) batches. First batch will be on October 9-10 in the morning while the 2nd batch will commence on October 10 in the afternoon and October 11 whole day. **Non-Teaching Personnel** who are involved in this activity shall be entitled to Compensatory Overtime Credits (COC), pursuant to Joint CSC & DBM Circular No. 2 s. 2004.
3. Attached are the Official and final list of participants and Program Schedule Matrix. for your reference.
4. All other interested teachers who are qualified for reclassification will attend during the Batch 3 Training to be announced later.
5. All other contents on the superseded DM 669 s. 2025 dated September 19, 2025, not emphasized in this Memorandum are still in effect.
6. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/ftc



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**Batch 2 October 10 Afternoon
October 11 whole day**

1. Hazel Mae Baliguan	City East
2. Josephine M. Adarne	Dampas ES
3. Rosalma T. Balistoy	Dampas ES
4. Maria Jane E. Estodillo	Manga ES
5. Beverly Joy D. Cuajao	Cogon NHS
6. Lorna Mae P. Pungay	Bool ES
7. Marlyn D. Baluca	San Isidro ES
8. Annabelle M. Pergamino	Ubujan ES
9. Anna Marie J. Gutang	Mansasa NHS
10. Michelle C. Cahucom	Mansasa NHS
11. Anecita B. Balon	Taloto ES
12. Eva Ruth Garcia	TCCES
13. Virgilio Tupos	TCCES
14. Pearly T. Maraguinot	TCCES
15. Marcelina M. Divinagracia	Booy ES
16. Rogelio B. Alago	DCPNHS
17. Raymond Gone	Manga NHS
18. Rosa de Lima Canda	Cogon ES
19. Rachel P. Autentico	Cogon ES
20. Brian A. Baluca	Manga ES
21. Mylin O. Inigo	Manga ES
22. Marlene Madrio	Manga ES
23. Cecilia D. Sulague	Tiptip ES
24. Pablita R. Cabarles	Manga NHS
25. Rosemarie S. Maceren	Manga NHS
26. Jepson Y. Cuadra	DCPNHS
27. Ma. Preciosa S. Culajao	DCPNHS
28. Ellen Marie I. Villar	DCPNHS
29. Liza Belecina	DCPNHS
30. Mernita Palac	DCPNHS
31. Geolita B. Alvarez	DCPNHS
32. Laura J. Asas	DCPNHS
33. Luzminda Tagaro	DCPNHS
34. Ma. Farrah Priscilla Anaviso	DCPNHS
35. Ma. Helen O. Chavez	DCPNHS
36. Voltaire Gonzales	DCPNHS
37. Genevieve J. Bongcac	DCPNHS SHS
38. Hilario Aparre	DCPNHS



Attachment to DM No. ____ s. 2025

**List of Participants- Batch 1 – October 9 whole day
October 10 -Morning only**

1. Brian A. Baluca	Manga ES
2. Josephine P. Acedo	Dao ES
3. Esther E. Torralba	DCPNHS -JHS
4. Michelle L. Pilayre	DCPNHS -JHS
5. Ma. Teresa G. Austero	DCPNHS -JHS
6. Ma. Junabeth J. Jementiza	DCPNHS -JHS
7. Renalyn C. Compoc	DCPNHS -JHS
8. Rezalyn G. Cloma	DCPNHS -JHS
9. Irene P. Pulot	DCPNHS -JHS
10. Rufa Roxanne T. Bugash	DCPNHS -SHS
11. Adelaida Leonor C. Cayunda	DCPNHS -JHS
12. April Glee C. Adag	San Isidro NHS
13. Nerezza B. Cespon	Cogon ES
14. Vivian C. Cabodbod	Manga ES
15. Jeanyfer E. Carcasona	San Isidro NHS
16. Farah A. Estose	Mansasa ES
17. Chona O. Geangan	Cogon NHS
18. Maylene I. Jala	TCCES
19. Venice Marie B. Lambus	Cogon ES
20. Mechiel A, Mercader	Booy South ES
21. Lorna B. Lumayog	San Isidro NHS
22. Ranulfo G. Millanes	Manga ES
23. Rodilyn S. Pajo	Taloto ES
24. Angelita A. Patos	City East ES
25. Alona B. Ponte	Manga ES
26. Roy U. Zafico	DCPNHS -SHS
27. Maximille Fidelis B. Baldo	DCPNHS -JHS
28. Sheila Marie S. Batilong	San Isidro NHS
29. Nafelyn E. Zafico	DCPNHS -JHS
30. Juliet J. Selma	Cogon NHS
31. Ma. Aileen C. Salibay	DCPNHS -SHS
32. Mira Luz L. Omapas	Cogon ES
33. Ma. Antonia P. Palma	DCPNHS -JHS
34. Ma. Linda F. Sumaylo	San Isidro NHSa
35. Resa Nina A. Jacob	DCPNHS-JHS
36. Mylin O. Inigo	Manga ES
37. Maria Jane Estodillo	Manga ES
38. Mary Faith I. Barrete	DCPNHS SHS

TRAINING MATRIX

DIVISION TRAINING FOR TEACHERS ON STRENGTHENING INSTRUCTION THROUGH EFFECTIVE SUPERVISION October 9-11, 2025

PROGRAM SCHEDULE MATRIX

DAY 1- October 9, 2025		DAY 2- October 10, 2025	DAY 3 - October 11, 2025
TIME	Duration		
7:30 -8:00	30 Minutes	REGISTRATION & DAILY ATTENDANCE (Ms. Arnelie Jean P. Matu-od)	
8:00 - 8:15	15 Minutes	<i>Opening Program</i> c/o PMT	Management of Learning (MOL) c/o Assigned Group
8:15 -10:00	105 Minutes	<i>Manual of Instructional Supervision (Rationale, Legal Bases and Scope (Batch 1)</i>	<i>Observe the Observer Process (Batch 1)</i>
		Facilitators: Dr. Janet T. Butalid (F1); Dr. Juanita C. Lafuente (F2)	Facilitators: Dr. Aimee T. Amistoso (F1); Dr. Neolita S. Sarabia (F2)
10:00 -10:15	15 Minutes	Uninterrupted Health Break	Uninterrupted Health Break
10:15 -12:00	105 Minutes	<i>MIS Framework, Organizational Structure & Functions & Responsibilities (Batch 1)</i>	<i>M & E Tool/Closing Program (Batch 1)</i>
		Facilitators: Dr. Elisa B. Geagonia (F1); Dr. Juanita C. Lafuente (F2)	Facilitators: Mr. Jesilo G. Jala (F1); Dr. Aimee T. Amistoso (F2)
12:00 - 1:00	60 Minutes	Lunch Break	Lunch Break
1:00 - 3:00	120 Minutes	<i>Features of Supervisory Approaches, Types of Visits & Cycle of Instructional Supervision (Batch 1)</i>	<i>Manual of Instructional Supervision (Rationale, Legal Bases and Scope (Batch 2)</i>
		Facilitators: Mrs. Concepcion I. Gallentes (F1); Dr. Juanita C. Lafuente (F2)	Facilitators: Dr. Janet T. Butalid (F1); Dr. Juanita C. Lafuente (F2)
3:00 - 3:15	15 Minutes	Uninterrupted Health Break	Uninterrupted Health Break
3:15 - 5:00	120 Minutes	<i>Procedure (Batch 1)</i>	<i>MIS Framework, Organizational Structure & Functions & Responsibilities (Batch 2)</i>
		Facilitators: Dr. Neolita S. Sarabia (F1); Dr. Aimee T. Amistoso (F2)	Facilitators: Dr. Elisa B. Geagonia (F1); Dr. Juanita C. Lafuente (F2)
5:00 - 5:30	30 Minutes	Evaluation & Debriefing Process Observer: Dr. Tanggaan	Evaluation & Debriefing Process Observer: Dr. Tanggaan
Officer of the Day		Dr. Rosene O. Olivar	Dr. Rosene O. Olivar
PO		Dr. Filomena C.Tangga	Dr. Filomena C.Tangga
Time Keeper		Ms. Arnelie Jean P. Matu-od	Ms. Arnelie Jean P. Matu-od