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

Office of the Schools Division Superintendent

November 5, 2026

DIVISION MEMORANDUM
NO:_937_ s. 2026

INVITATION TO THE PROFESSIONAL DEVELOPMENT PROGRAM ON AI-DRIVEN INSTRUCTIONAL SUPERVISION

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

1. This Office hereby disseminates communication from Princess Angel Carutal, Learning and Development Program Officer, of Cognitio Learning and Development Center, the contents of which are self-explanatory.

2. Participation to the said training is **voluntary.**

3. Please see attached communication for more details.

4. For your information.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/fct

H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
http://www.depedtagbilaran.org

Outlook

Invitation to the Professional Development Program on AI-Driven Instructional Supervision

From Cognitio Learning and Development Center <info@cognitiolearning.com>

Date Tue 11/3/2026 9:22 AM

To DEPED ILOCOS NORTE <ilocos.norte@deped.gov.ph>; DEPED ILOCOS SUR <ilocos.sur@deped.gov.ph>; DEPED La Union <la.union@deped.gov.ph>; DEPED PANGASINAN 1 <pangasinan1@deped.gov.ph>; DEPED PANGASINAN 2 <pangasinan2@deped.gov.ph>; DEPED ALAMINOS CITY <alaminos.city@deped.gov.ph>; DEPED BATAC CITY <batac.city@deped.gov.ph>; DEPED CANDON CITY <candon.city@deped.gov.ph>; DEPED DAGUPAN CITY <dagupan.city@deped.gov.ph>; DEPED LAOAG CITY <laoag.city@deped.gov.ph>; DEPED SAN CARLOS CITY (REG. 1) <sancarlos.city1@deped.gov.ph>; DEPED SAN CARLOS CITY (REG. 6) <sancarlos.city6@deped.gov.ph>; DEPED CITY OF SAN FERNANDO (REG. 3) <sanfernando.city3@deped.gov.ph>; DEPED URDANETA CITY <urdaneta.city@deped.gov.ph>; DEPED VIGAN CITY <vigan.city@deped.gov.ph>; DEPED BATANES <batanes@deped.gov.ph>; SDO CAGAYAN <sdo.cagayan@deped.gov.ph>; DEPED ISABELA <isabela@deped.gov.ph>; quirino.depedro2@gmail.com <quirino.depedro2@gmail.com>; cauayan.depedro2@gmail.com <cauayan.depedro2@gmail.com>

1 attachment (442 KB)

Invitation to the Professional Development Program on AI-Driven Instructional Supervision.pdf;

11-013

DEPED TAGBILARAN CITY DIVISION
RECEIVED
BY _____ DATE: 11/3/2026
received SGOD: 11/3/26 04:56

You don't often get email from info@cognitiolearning.com. Learn why this is important

Dear Superintendent:

Greetings of Peace and Prosperity!

On behalf of **Cognitio Learning and Development Center**, we are pleased to share our upcoming professional development program, **"AI-Driven Instructional Supervision: Streamlining Supervisory Practices and Promoting Leadership Efficiency,"** scheduled for **November 14–15, 2026, via Google Meet.**

This 16-hour synchronous virtual training is designed for aspiring Master Teachers, Master Teachers, and emerging instructional supervisors. It focuses on the practical application of artificial intelligence in classroom observation, instructional monitoring, evidence-based feedback, teacher development planning, administrative documentation, and workflow optimization.

We would greatly appreciate your support in disseminating this learning opportunity to interested and qualified personnel within your division who may benefit from the program.

For your reference, please see the attached invitation letter and complete training details.

Thank you very much for your time and continued support.

Respectfully,

PRINCESS ANGEL CAÑUTAL
Learning and Development Program Officer
Cognitio Learning and Development Center

cognitio
LEARNING AND DEVELOPMENT CENTER
San Roque, Iriga City, Camarines Sur, 4431 Philippines
DTI No.: 8258401 | TIN: 771-203-429

November 3, 2026

The Superintendent
Schools Division Office
Department of Education

Subject: *Invitation to the Professional Development Program on AI-Driven Instructional Supervision*

Dear Superintendent:

Greetings of Peace and Prosperity!

The Cognitio Learning and Development Center, a professional learning and development institution, respectfully requests your assistance in disseminating our upcoming professional development program:

AI-DRIVEN INSTRUCTIONAL SUPERVISION:
Streamlining Supervisory Practices and Promoting Leadership Efficiency

The **16-hour synchronous virtual training** will be conducted on **November 14–15, 2026, via Google Meet**. It is designed for aspiring Master Teachers, Master Teachers, and emerging instructional supervisors who seek to enhance their competencies in instructional supervision and leadership.

The program focuses on the **practical application of artificial intelligence (AI)** in classroom observation, instructional monitoring, evidence-based feedback, teacher development planning, administrative documentation, and workflow optimization. It also emphasizes responsible AI use, data privacy, accuracy, and ethical considerations in supervisory practices, aligned with relevant indicators of the Philippine Professional Standards for Teachers (PPST) and the Philippine Professional Standards for School Heads (PPSSH).

In this regard, we respectfully **request your assistance in disseminating this professional development opportunity** to qualified personnel within your jurisdiction who may benefit from the program, particularly those involved in instructional supervision, teacher development, and school leadership.

For your reference, the complete training details, including the program overview, expected learning outcomes, schedule, standards alignment, and participant entitlements, are attached to this letter.

We would greatly appreciate your support in sharing this learning opportunity with interested and qualified educators within your division.

Thank you for your continued commitment to professional learning, instructional excellence, and educational leadership.

Respectfully yours,

PRINCESS ANGEL CAÑUTAL
Learning and Development Program Officer
info@cognitiolearning.com

cognitio
LEARNING AND DEVELOPMENT CENTER
San Roque, Iriga City, Camarines Sur, 4431 Philippines
DTI No.: 8258401 | TIN: 771-203-429

TRAINING MATRIX

TRAINING OVERVIEW

Parameter	Details
Training Title	**AI-Driven Instructional Supervision: Streamlining Supervisory Practices and Promoting Leadership Efficiency**
Delivery Mode	2-Day Synchronous Virtual Training via Google Meet
Duration	16 Training Hours
Date	November 14-15, 2026
Target Audience	Aspiring Master Teachers, Master Teachers, and Emerging Instructional Supervisors

DESCRIPTION

Instructional supervision plays a central role in improving teaching quality, supporting teacher development, and strengthening learner outcomes. However, supervisory responsibilities also involve extensive documentation, monitoring, reporting, and coordination that can place significant demands on school leaders and instructional supervisors.

The Philippine Professional Standards for School Heads (PPSSH), particularly Domain 3: Focusing on Teaching and Learning, emphasizes technical assistance to teachers, while leadership and management standards guide school heads in managing operations and improving organizational processes. PPSSH indicators related to technical assistance, feedback, school planning, and school operations provide a basis for applying AI responsibly in supervisory work.

The Philippine Professional Standards for Teachers (PPST) provides relevant reference points for teacher development, including the use of ICT and teaching-learning resources, monitoring learner progress, collegial discussions informed by feedback, and professional improvement planning. These standards can inform the design of AI-assisted observation tools, evidence-based feedback, and teacher development plans.

This training explores how AI tools can support—not replace—professional judgment in instructional supervision. Participants will examine practical applications for classroom observation, feedback, teacher development, administrative documentation, workflow optimization, and data-informed decisions, while considering accuracy, confidentiality, data privacy, bias, and ethical use.

STANDARDS ALIGNMENT MATRIX

Module	PPST Target Indicators	PPSSH Target Indicators
Module 1: **AI-Powered Instructional Supervision: Enhancing Classroom Observation, Instructional Feedback, and Teacher Development**	**Strand 4.4.2:** Participate in collegial discussions that use teacher and learner feedback to enrich teaching practice. **Strand 4.5.2:** Select, develop, organize and use appropriate teaching and learning resources, including ICT, to address learning goals. **Strand 5.2.2:** Monitor and evaluate learner progress and achievement using learner attainment data. **Strand 7.4.2:** Develop a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.	**Strand 3.2.2:** Provide technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice. **Strand 3.3.2:** Use validated feedback obtained from learners, parents and other stakeholders to help teachers improve their performance. **Strand 3.4.2:** Utilize learning outcomes in developing data-based interventions to maintain learner achievement and attain other performance indicators.

Module 2: **AI-Enabled Supervisory Efficiency: Automating Administrative Tasks and Reducing Workload-Related Stress**	**Strand 1.3.2:** Ensure the positive use of ICT to facilitate the teaching and learning process. **Strand 4.5.2:** Select, develop, organize and use appropriate teaching and learning resources, including ICT, to address learning goals. **Strand 7.4.2:** Develop a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.	**Strand 2.1.2:** Manage school data and information using technology, including ICT, to ensure efficient and effective school operations. **Strand 4.2.2:** Apply professional reflection and learning to improve one's practice. **Strand 3.2.2:** Provide technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice.

EXPECTED LEARNING OUTCOMES

By the end of this training program, participants will be able to:

1. Apply AI tools to support classroom observation, instructional monitoring, and the preparation of evidence-based feedback.
2. Develop AI-assisted coaching strategies, teacher development plans, supervisory tools, observation reports, and monitoring documents.
3. Use AI tools to streamline supervisory reports, memoranda, action plans, and other administrative documents.
4. Apply task prioritization, workflow optimization, and data-informed decision-making strategies to improve leadership efficiency.
5. Evaluate ethical considerations, data privacy, accuracy, and responsible AI practices in teacher supervision and administrative work.

TIMELINE

DAY 1 | *AI-Powered Instructional Supervision: Observation, Feedback, and Teacher Development*

Time	Module / Session	Core Topics and Content	Responsible Person
08:00 – 08:30	Registration and Orientation	Plenary check-in, netiquette, technical orientation, and diagnostic pre-assessment.	Training Team
08:30 – 12:00	**MODULE 1** *[Part 1]* AI-Powered Instructional Supervision	• AI-assisted classroom observation and instructional monitoring • Identifying observable evidence from classroom notes and records • Strengths, limitations, and human verification of AI-generated analysis	Mr. Ryan T. Casulang Public School District Supervisor SDO Ligao City, Albay
12:00 – 01:00	**Lunch Break**		
01:00 – 04:00	**MODULE 1** *[Part 2]* Evidence-Based Feedback and Teacher Development	• Developing evidence-based feedback and coaching prompts • Creating teacher development plans	Mr. Ryan T. Casulang Public School District Supervisor SDO Ligao City, Albay

		based on identified needs • Generating AI-assisted observation tools, reports, and monitoring documents • Ethical considerations, confidentiality, and data privacy	
04:00 – 05:00	Plenary Synthesis	Debriefing, key takeaways, and Day 1 online evaluation.	

DAY 2 | *AI-Enabled Supervisory Efficiency: Administrative Automation and Workload Management*

Time	Module / Session	Core Topics and Content	Responsible Person
08:00 – 08:30	Management of Learning (MOL)	Day 1 concept recap and key learnings synthesis.	Training Team
08:30 – 12:00	**MODULE 2** *[Part 1]* AI-Enabled Supervisory Efficiency	• Using AI to draft and refine supervisory reports, memoranda, action plans, and other administrative documents • Developing AI-assisted instructional supervision plans and monitoring systems • Reviewing AI-generated content for accuracy, appropriateness, and completeness	Mr. Ryan T. Casulang Public School District Supervisor SDO Ligao City, Albay
12:00 – 01:00	**Lunch Break**		
1:00 – 4:00	**MODULE 2** *[Part 2]* Workflow Optimization and Responsible AI Use	• Task prioritization and workflow optimization • Applying AI to support data-informed decisions • Integrating AI into daily supervisory practices to improve productivity • Managing workload and promoting professional well-being • Data privacy, bias, transparency, and responsible use	Mr. Ryan T. Casulang Public School District Supervisor SDO Ligao City, Albay
04:00 – 05:00	Plenary Synthesis	Debriefing, key takeaways, and Day 2 online evaluation.	

PARTICIPANT ENTITLEMENTS AND INCLUSIONS

Upon successful completion of the 16-hour virtual training program, all registered participants will receive a learning package:

1. **Official Certifications**
   a. *Digital Certificate of Participation:* Awarded to participants who complete all three modules, submit the required outputs, and achieve at least 80% attendance in synchronous Google Meet sessions. Reflects 16 Training Hours in Instructional Supervision.
   b. *Certificate of Appearance and Attendance:* Issued for official documentation.

2. **Digital Resource Kit**
   a. *Complete Presentation Slides:* Unlocked PDF copy of all presentation slides, lecture notes, and reference guides used across Modules 1 to 3.
   b. *Lecture Recording*: Access to lecture during the entire training.
   c. *Other learning resources.*

3. **Post-Training Support and Community**
   a. *Cognitio L&D Priority Email Updates:* Subscription to exclusive email notifications regarding upcoming professional development offerings, national training opportunities, webinars, and updated policy guidelines.
   b. *Cognitio Alumni Learning Community:* Admission to Cognitio's exclusive online professional network for continuous peer-mentoring, resource-sharing, and updates.

Stay Connected with Us!

Follow our official Facebook Page: ***Cognitio LDC***
https://www.facebook.com/profile.php?id=61593956174336

Message us thru **info@cognitiolearning.com**