

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



January 3, 2018

**DIVISION MEMORANDUM**

No. 007, s. 2018

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

**To: Assistant Superintendents  
Chiefs, CID and SGOD  
Division Supervisors/Coordinators  
District Supervisors/OICs**

1. Attached is Regional Memorandum No. 1018, s. 2017, entitled, **“Instructional Leadership Program for Division and District Supervisors.”**
2. The list of participants will be announced in a separate Memorandum. Participants are requested to bring their laptop and the following documents:
  - a. Technical Assistance Plan
  - b. Sample Supervisory Plan
3. Expenses for board and lodging, training materials, and other expenses incidental to the conduct of the training are chargeable against **OSec-HRTD Funds**, while traveling and other related expenses incurred by the participants shall be chargeable against **local MOOE funds**, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 414-7457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401  
Admin/Legal: (032) 253-7847

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)

E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)



REPUBLIKA NG PILIPINAS  
 KAGAWARAN NG EDUKASYON  
 DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
 REGION VII, CENTRAL VISAYAS  
 Sudlon, Lahug, Cebu City



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REGIONAL MEMORANDUM  
 No. 11'0 18 s. 2017

DEC 1 7 2017

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

To : Schools Division Superintendents/OICs

1. The Department of Education (DepEd), Regional Office 7 through the Human Resource Development Division (HRDD) in coordination with the nineteen (19) Schools Divisions, and RO7 Functional Divisions will conduct the Instructional Leadership Program for Division and District Supervisors on the dates and venue specified below:

| Batch | Module | Date                      | Venue          |
|-------|--------|---------------------------|----------------|
| 1     | 1      | February 4-11, 2018       | Ecotech Center |
|       | 2      | February 18-24, 2018      | Ecotech Center |
| 2     | 1      | February 11-18, 2018      | Ecotech Center |
|       | 2      | February 25-March 3, 2018 | Ecotech Center |

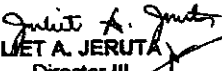
2. The objectives of this training program include the following:
- integrate competencies needed by Supervisors in the effective implementation of the K to 12 Basic Education Program (BEP);
  - develop Technical Assistance Plan for the implementation of meaningful activities in line with instructional supervision, curriculum implementation, learning resource contextualization, and monitoring and evaluation; and
  - promote a culture of collegial learning among the Division and District Supervisors in the Region.
3. For proper guidance and reference of all concerned, enclosed are the following documents:
- Enclosure No. 1 – Program Schedule Matrix (PSM)
  - Enclosure No. 2 - Program Management Team (PMT)
  - Enclosure No. 3 – List of Participants

Office of the Director (OgDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4342  
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resources Development Division (HRDD), Tel. No.: (032) 255-5239  
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7862 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9036;  
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
 Finance Division, Tel. Nos.: (032) 236-2375; 253-8061; 414-7321

*" ESO 2015: Konapatan ng Lahat, Pananagutan ng Lahat "*

Dr. Flores)  
 For dissemination pls.  
 [Signature]

4. Participants are expected to observe the following:
  - a. Onsite Registration on Day 0 at 1:00-2:30 PM.
  - b. Attend the Opening and Closing Programs.
  - c. Present ID, authority to travel and other documents for the registration.
  - d. Attend all sessions on time, and shall not leave the training venue during the conduct of the sessions. Morning sessions will strictly start at 7:30 AM. and afternoon sessions at 1:00 PM. Early leavers and those who fail to submit the training outputs shall receive certificate of appearance only.
  - e. Come in proper attire and observe proper decorum throughout the duration of the training.
  - f. Participants who are under medication are required to bring their maintenance medicines.
5. Participants are requested to bring laptop and the following documents:
  - Technical Assistance Plan
  - Sample Supervisory Plan
6. Facilitators and management staff are expected to report at the training venue at 8:00 AM on Day 0 for the briefing and usual training preparations.
7. The participants, facilitators and management staff shall be entitled to Compensatory-Time-Off (CTO) on training days which fall on Saturdays, Sundays, and Holidays in accordance with the provisions of CSC and DBM Joint Circular No. 2, series 2004.
8. For inquiries and clarifications, you may contact the HRDD Office at 032 414-7324, and look for Dr. Leah B. Apao or Mr. Misael G. Borgania.
9. Expenses for board and lodging, training materials, and other expenses incidental to the conduct of the training are chargeable against the OSEC - HRTD Funds. Traveling expenses of facilitators from the Regional Office and Schools Division Offices shall be charged to the same funds, while traveling and other incidental expenses incurred by the participants shall be charged to local funds, all subject to the usual accounting and auditing rules and regulations.
10. First meal of management staff and facilitators will be breakfast, and PM snacks for the participants on Day 0, and Last meal will be PM snacks of Day 7 and 6 for Modules 1 and 2, respectively.
11. This Memorandum serves as Travel Order for Regional Office 7 personnel only.
12. Immediate dissemination of, and compliance with this Memorandum is desired.

  
JULIET A. JERUTA  
Director III  
Officer-In-Charge



PROGRAM: INSTRUCTIONAL LEADERSHIP FOR DIVISION AND DISTRICT SUPERVISORS

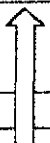
MODULE NO. 2: The Core of Effective Instructional Leadership in the K to 12 Program

Program Schedule 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   |   |   |   |   |   |   |   |
| 8:30 - 9:00   | 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 - Rervis: Reform, & Retool |
| 9:00 - 9:30   |   |   |   |   |   |   |   |
| 9:30 - 10:00  |   |   |   |   |   |   |   |
| 10:00 - 10:30 |   |   |   |   |   |   |   |
| 10:30 - 11:00 |   |   |   |   |   |   |   |
| 11:00 - 11:30 |   |   |   |   |   |   |   |
| 11:30 - 12:00 |   | S#2: Supervisors as Leaders of Learning | S#6: Feed Up: Getting Ready for Instructional Supervision |   | S#13: Coaching  | S#17: Focus Group Discussion                                    |   |
| 12:00 - 12:30 |   |   |   |   |   |   |   |
| 12:30 - 1:00  |   |   |   |   |   |   |   |
| 1:00 - 1:30   |   |   |   |   |   |   |   |
| 1:30 - 2:00   |   |   |   |   |   |   |   |
| 2:00 - 2:30   | Arrival and Registration  |   |   |   |   |   |   |
| 2:30 - 3:00   |   |   |   |   |   |   |   |
| 3:00 - 3:30   |   |   |   |   |   |   |   |
| 3:30 - 4:00   |   |   |   |   |   |   |   |
| 4:00 - 4:30   |   |   |   |   |   |   |   |
| 4:30 - 5:00   |   |   |   |   |   |   |   |

| Time          | Day 0   | Day 1                                   | Day 2   | Day 3                                     | Day 4   | Day 5   | Day 6   |
|---------------|---|---|---|---|---|---|---|
| 7:45 - 8:00   |   |   |   |   |   |   |   |
| 8:00 - 8:30   |   |   |   |   |   |   |   |
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| 9:30 - 10:00  |   |   |   |   |   |   |   |
| 10:00 - 10:30 |   |   |   |   |   |   |   |
| 10:30 - 11:00 |   |   |   |   |   |   |   |
| 11:00 - 11:30 |   |   |   |   |   |   |   |
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| 12:00 - 12:30 |   |   |   |   |   |   |   |
| 12:30 - 1:00  |   |   |   |   |   |   |   |
| 1:00 - 1:30   |   |   |   |   |   |   |   |
| 1:30 - 2:00   |   |   |   |   |   |   |   |
| 2:00 - 2:30   | Arrival and Registration  |   |   |   |   |   |   |
| 2:30 - 3:00   |   |   |   |   |   |   |   |
| 3:00 - 3:30   |   |   |   |   |   |   |   |
| 3:30 - 4:00   |   |   |   |   |   |   |   |
| 4:00 - 4:30   |   |   |   |   |   |   |   |
| 4:30 - 5:00   |   |   |   |   |   |   |   |



LUNCH

Break

Time

Day 0

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

S#1: The Challenges of the 21<sup>st</sup> Century Instructional Leaders

S#2: Supervisors as Leaders of Learning

S#3: Standards for Instructional Supervision

S#4: Interpersonal Approaches to Supervision

S#5: Instructional Supervisory Tools

S#6: Feed Up: Getting Ready for Instructional Supervision

S#7: Monitoring & Evaluating Instruction

S#8: Feedback: Conducting Post-Conference

S#9: M and E Mechanisms in Conducting LAC

S#10: M & E in Assessing Learning Outcomes

S#11: Understanding the Design, Dev. & Enhancement of Learning Resources

S#12: Feed Forward: Support Intervention Strategies for Instructional Supervision

S#13: Coaching

S#14: Mentoring

S#15: Facilitating Adult Learning

S#16: Process Observation Analysis in Instructional Supervision

S#17: Focus Group Discussion

S#18: Designing Training Proposal and Modules

S#19: Differentiated Instructional Planning and Reporting

S#20: Re-Entry Plan: Instructional Leaders in Action Lines - Rervis: Reform, & Retool