



Republic of the Philippines  
 Department of Education  
 Region VII, Central Visayas  
 SCHOOLS DIVISION OF NEGROS ORIENTAL  
 www.depednegor.net

Memorandum  
 No. 151 s, 2018

To: Schools Division Superintendents  
 Assistant Division Superintendents  
 CID/SGOD Chiefs  
 District and Division Supervisors  
 Heads, Public Elementary and Secondary Schools  
 All others Concerned

From: **SALUSTIANO T. JIMENEZ, CESO VI**  
*OIC-Office of the Assistant Regional Director  
 Concurrent Schools Division Superintendent*

Subject: **ACTIVITIES OF THE INSTRUCTIONAL LEADERSHIP PROGRAM FOR DIVISION AND DISTRICT SUPERVISORS**

Date: **February 27, 2018**

- The Department of Education (DepED), through the National Educators Academy of the Philippines (NEAP), shall conduct the Instructional Leadership Program for the Division and District Supervisors (ILPDDS) 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.
- In line with the aforementioned program, the following activities will be conducted on the following dates and venues:

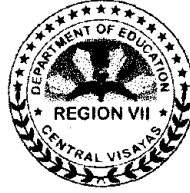
Activity	Date (Inclusive of Travel time)	Venue	Participants	Check-in and out	Meals
Finalization and Walkthrough of Session Guides/Slide Decks	March 21 - 23 2018	Dumaguete City (to be announced later)	Regional Management Team, Learning Facilitators,	March 20 4p.m March 23 5p.m	March 20 dinner March 23 snacks

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58

Meeting with the members of the RMT and TWG as well as the Class Managers and the QAME	March 14 to 16, 2018, 2018	Dumaguete City (to be announced later)	Regional Management team, Technical Working Group and QAME	March 13 p.m March 16 lunch	March 13 dinner March 16 lunch
ILLP-DDS Training Proper (First Module)	April 15-22, 2018	DEPED Eco-tech Cebu City	PSDS and Division Supervisors	April 15, 2018 – April 22, 2018	March 15, snacks March 22, snacks
ILLP-DDS Training Proper (Second Module)	April 29- May 6, 2018	DEPED Eco-tech Cebu City	PSDS and Division Supervisors	April 29, 2018 – May 6, 2018	April 29, snacks May 6, snacks

3. Training costs, which cover board and lodging and travel expenses of the management staff, facilitators, & Resource Persons, 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 shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Participants are advised to bring their personal laptops, pocket wifi, extensions, and materials that may be used for the activities.
5. The activity matrices and list of participants are attached as references.
6. The participants shall be entitled to Compensatory Time-Off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
7. For confirmation of attendance, all concerned may contact **Dr. Karl T. Credo**, ILP-DDS Coordinator through cellular phone number 09771710078 or email address at [karltimcredo@yahoo.com](mailto:karltimcredo@yahoo.com)
8. Immediate dissemination of and compliance with this Memorandum is desired.
9. This serves as travel order.



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**COMPOSITION OF REGIONAL MANAGEMENT TEAM, LEARNING FACILITATORS, CLASS MANAGERS, QAME, TECHNICAL WORKING GROUP AND ICT FOR THE ILP-DDS TRAINING**

**Overall Manager:**

**Salustiano T. Jimenez, CESO VI**  
*OIC-Office of the Assistant Regional Director*  
*Concurrent Schools Division Superintendent*

**Consultants:**

**Dr. Erlinda N. Calumpang** – CID Chief  
**Dr. Rachel Picardal** – SGOD Chief  
Negros Oriental Division

**Lead Coordinator:**

**Dr. Karl T. Credo** – EPS II  
Negros Oriental Division

**Regional Management Team:**

Mrs. Jocelyn E. Luba – EPS, Bais City Division  
Mrs. Marfelyn Pelesmino- P1 – Valencia District, Neg.Or Division  
Dr. Dan P. Alar – SEPS, Negros Oriental Division  
Mrs. Sofia Tundag – Dumaguete City Division  
Dr. Jaymar Umbac- Dumaguete City  
Mrs. Joesan Ramos – Dumaguete City  
Mrs. Cristy Jabonillo- Bais City Division

**Learning Facilitators:**

Mr. Dondy Deposatrio – PSDS, Cadiz City Division  
Dr. Leah Rosal – CID Chief, Negros Occidental Division  
Mr. Junry Esparar – Div. Supervisor, Kabankalan City Division  
Mrs. Marilou Dael – Div. Supervisor, Tanjay City Division  
Mrs. Eden Joy Nifras – Div. Supervisor, Kabankalan City Division  
Mrs. Grace Nicavera – Div. Supervisor, Negros Occidental Division  
Mr. Raul Dinaga – Div. Supervisor, Negros Occidental Division  
Dr. Nillita L. Ragay – Assistant CID Chief, Negros Oriental Division  
Dr. Emelyn Bolongaita – PSDS, Negros Oriental Division  
Dr. Juditha Mapue – CID Chief, Dumaguete City Division  
Mrs. Elizabeth Romo- Div. Supervisor, Sagay City Division  
Dr. Lourdes Teodoro – CID Chief, Bago City Division  
Dr. Leny Nillos – Div. Supervisor, La Carlotta City Division  
Dr. Beda Jovenciana A. Davad – PSDS, Negros Oriental Division  
Dr. Lorenzo Arcon – CID Chief, Bayawan City Division  
Dr. Edmark Ian Cabio, CESE, Bais City Division  
Dr. Antonieta Vendiola – Div. Supervisor, Dumaguete City  
Dr. Anelito Bongcawil – ASDS- Division of Guihulngan City  
Dr. Juliet Tuala – Division Supervisor, Neg. Or Division

**Class Managers: Class 1 - Ms. Iryll Macahig - EPS II, Negros Oriental Division**  
**Mr. Daniel Dionson- School Head, Sta. Catalina District, Neg. Or. Division**

**Class 2 - Groselie Ragay - P1, Bais City Division**  
**Mr. Mark Raboy - School Head, La Libertad District, Neg.Or Division**

**Class 3 - Mrs. Regina E. Empeso - EPS II, Negros Oriental Division**  
**Mr. Allan Alipan - School Head Sta.Catalina District, Neg.Or Division**

**Class 4 - Mrs. Suzzette Bagnol - School Head, Dumaguete City Division**  
**Mr. Claudio Sun - School Head, Dumaguete City Division**

**QAME**

**Class 1 - Mrs. Michelle Ozoa - SEPS, Tanjay City Division**  
**Class 2 - Dr. Allan Siarot Bautista -SEPS, San Carlos City Division**  
**Class 3 - Mrs. Cristina Claros - SEPS, Tanjay City Division**  
**Class 4 - Mrs. Brona Dolar - P1, Dumaguete City Division**  
**Overall Chairman - Mr. Gemuel Buena - Bacolod City Division**

**Technical Working Group (TWG)**

**Dr. Harold Suan - School Head, Dauin District Negros Oriental Division**  
**Mr. Melchor Duenas - PDO - Division of Negros Oriental**  
**Mrs. Ligaya Barote - School Head Sibulan District, Neg-Or Division**  
**Jundee Fabillar - School Head Jimalalud District Neg. Or**  
**Romilo Quilnet - School Head Siaton District 3 Neg. Or.**

**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES  
NEGROS ISLAND REGION  
DIVISION OF NEGROS ORIENTAL**

**TRAINING DESIGN WALKTHROUGH OF THE MODULES' SESSION GUIDES AND SLIDE DECKS  
March 21 to 23, 2018**

Time	Day 1 (March 21, 2018)	Day 2(March 22, 2018)	Day 3 (March 23, 2018)
6:00-7:30	Arrival and Registration	MOL	MOL
7:30-8:00			
8:30- 10:30	Opening Program Objective Setting Levelling of Expectations Orientation	Facilitation and Presentation Skills	Final Planning and Assignment of Topics
10:30-12:00	Training Design Walkthrough of the Modules' Guides and Slide Decks		Closing Program
12:00-1:00	Lunch	Lunch	
1:00 -3:00	Training Design Walkthrough of the Modules' Guides and Slide Decks	Preparation for the Simulation	
3:00-5:00		Simulation	

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

**MODULE NO. 1: The Perspective of the 21<sup>st</sup> Century Instructional Leader**

**Training Matrix**

<i>Time</i>	<i>Day 0</i>	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>	<i>Day 4</i>	<i>Day 5</i>	<i>Day 6</i>	<i>Day 7</i>	
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#4: Collaboration and Teamwork	S#6: IL Styles and Practices	S#9: Understanding 21 <sup>st</sup> Century Teachers	S#12: Pedagogies and Assessment	S#15: Contextualization of Learning Resource		
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#2: Unique Leader in Mé		S#7: Embracing the DepEd's VMV	S#10: Understanding 21 <sup>st</sup> Century Heads	S#13A: Inclusive Education S#13B: Special Programs	S#16: Enhanced Learning Resource Portal	S # 18: Instructional Leaders Action Lines: ILP-DDS Application Project Proposal	
1:30 - 2:00									
2:00 - 2:30									
2:30 - 3:00									
3:00 - 3:30	Opening Program /Orientation		Break						
3:30 - 4:00									
4:00 - 4:30									
4:30 - 5:00			Closing Program						

**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**

<i>Time</i>	<i>Day 0</i>	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>	<i>Day 4</i>	<i>Day 5</i>	<i>Day 6</i>
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	Presentation of the Application Projects
8:30 - 9:00							
9:00 - 9:30							
9:30 - 10:00							
10:00 - 10:30							
10:30 - 11:00		S#2: Supervisors as Leaders of Training	S#6: Feed Up: Getting Ready for Instructional Supervision	↓	S#13: Coaching	S#17: Focus Group Discussion	↓
11:00 - 11:30							
11:30 - 12:00		<b>LUNCH</b>					
12:00 - 12:30		<b>LUNCH</b>					
12:30 - 1:00	<b>LUNCH</b>						
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	↓
1:30 - 2:00							
2:00 - 2:30							
2:30 - 3:00	<b>Break</b>						
3:00 - 3:30	Opening Program /Orientation	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 and Review of the Application Project	Commitment Building and Closing Program
3:30 - 4:00							
4:00 - 4:30							
4:30 - 5:00							