



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

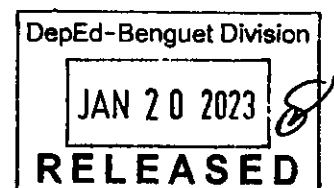
January 20, 2023

DIVISION MEMORANDUM

No. 24, 52023

**PARTICIPANTS TO THE INSTRUCTIONAL SUPERVISION TRAINING UNDER
THE SKILLS AND KNOWLEDGE ENHANCEMENT OF TEACHERS AND SCHOOL
LEADERS ACROSS GOVERNANCE LEVELS**

To: Office of the Schools Division Superintendent
Curriculum Implementation Division
School Governance and Operations Division
ALL Public Schools District Supervisors
ALL Elementary and Secondary School Heads
ALL Others Concerned



1. In support to the Department's program on Instructional Supervision, this office invites the following Master Teacher I and Teacher in-Charge to participate in the "Instructional Supervision Training under the Skills and Knowledge Enhancement of Teachers and School Leaders across Governance Levels."
2. The training is a professional continuous and cooperative process for the improvement of instruction for the new master teachers, newly promoted Head Teachers and selected teachers in-charge in Benguet. It is characterized by guidance, assistance, sharing of ideas, facilitation, or creation to help teachers improve learning situation and quality of learning in the schools. Further, it intends to guide all concerned personnel on the needed materials, tools and forms in the conduct of instructional supervision.
3. The activity (Enclosure 1) will be held on February 1-3, 2023, 8:00am – 5:00pm at Ecolodge, Magsaysay Avenue, Baguio City.
4. Participants (Enclosure 2) shall follow strict compliance to the AITF standards shall be observed during the face to face activity.
5. Meals and snacks shall be provided chargeable against HRTD Fund subject to the usual budget, accounting, and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

GLORIA B. BUYA-AO
Schools Division Superintendent

l&d/sgod/hrds/esf



Address: Wangal, La Trinidad, Benguet
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Enclosure 1. Program Matrix

TIME	PARTS OF THE PROGRAM	IN-CHARGE
Day 1 7:00am-8:00am	Registration/Arrival of Participants	HRDS
8:00-8:30am	Opening Program	
	Nationalistic Song	AVP
	Opening Prayer	AVP
	Cordillera Hymn	AVP
	Benguet Hymn	AVP
	Morning Exercise – Galaw Pilipinas	AVP
	Welcome Remarks	Ms. Rizalyn A. Guznian, CES-CID
	Presentation of Participants	Ms. Elvernice S. Fanged
	House Rules	Ms. Elvernice S. Fanged
8:31am-9:30am	Topic 1: Assessing our Belief on Supervision	Mr. Lucio B. Alawas, CES-SGOD
9:31am-10:30am	Workshop and Reporting	Mr. Lucio B. Alawas, CES-SGOD
10:31am-12:00am	Topic 2: The Changing Context of Supervision	Mr. Lucio B. Alawas, CES-SGOD
12:00nn-1:00pm	Lunch	
1:01pm-3:00pm	Topic 3: Different Observation Tools	Mr. Warden Baltazar, EPS-MAPEH
3:01pm-4:30pm	Topic 4: Clinical Supervision	Ms. Rizalyn A. Guznian, CES-CID
4:31pm-5:00pm	Closing	
	Insights	Atok and Bakun
	Closing Prayer	Bokod
Day 2 7:00am-8:00am	Registration/Arrival of Participants	HRDS
8:01am-8:30am	Nationalistic Song	Buguias
	Opening Prayer	Tublay
	Galaw Pilipinas	AVP
	Roll Call of Participants	Ms. Elvernice S. Fanged
8:31am-10:00am	Topic 4: Developmental Supervision	Ms. Merlyn Conchita de Guzman, EPS-Science
10:00am-12:00nn	Workshop and Reporting	
12:01nn-1:00pm	Lunch Break	
1:01pm – 3:00pm	Topic 6: Differentiated Supervision	Ms. Merlyn Conchita O. de Guzman, EPS-Science
3:00pm-4:30pm	Workshop and Reporting	
4:31pm-5:00pm	Closing	
	Insights	Kabayan
	Closing Prayer	Kapangan
Day 3 7:00am-8:00am	Registration/Arrival of Participants	HRDS
8:01am-8:30am	Nationalistic Song	Kibungan
	Opening Prayer	La Trinidad
	Galaw Pilipinas	AVP
	Roll Call of Participants	Ms. Elvernice S. Fanged
8:31am-10:00am	Topic 7: Interpersonal Approaches and Giving Feedback	Mr. Warden Baltazar, EPS – MAPEH



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10:00am-12:00nn	Workshop	
12:01nn-1:00pm	Lunch Break	
1:01pm – 2:30pm	Topic 8: Preparing Instructional Supervisory Plan (With Workshop/Reporting)	Ms. Remedios B. Lamsis, School Principal, Puguis ES
2:30pm – 3:30pm	Topic 9:	Ms. Corazon Quipot, SEPS-SMME
3:30pm-4:00pm	Closing Program	
	Insights	Mankayan and Sablan
	Closing Message	Mr. Lucio B. Alawas, Chief-SGOD
	Awarding of Certificates	Facilitators
	Closing Prayer	Tuba



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Enclosure 2. List of Participants

	NAME	POSITION & DESIGNATION	SCHOOL & DISTRICT
1	Johnny M. Anno	Head Teacher I	Camanpaguey IS, Mankayan
2	Lyline Flores	Head Teacher I	Am-am ES, Mankayan
3	Avilardo B. Leon	Teacher III/ TIC	Talinguroy ES, La Trinidad
4	Benson C. Labaddan	Teacher III/ TIC	Pagal ES, La Trinidad
5	Norwin B. Pingo	Teacher III/ TIC	Balukas ES, La Trinidad
6	Joma Soriano	Teacher III/ TIC	Lamtang ES, La Trinidad
7	Brigitte O. Bintudan	Teacher III/ TIC	Nawal IS, Bokod
8	Emmaclaire L. Organo	Teacher III/ Head Teacher	Pugo-James-Mocate ES, Buguias
9	Rosita Bosantog	Teacher III/ TIC	Cayapas IS, Buguias
10	Claire M. Balasin	Head Teacher I	Natubleng ES, Buguias
11	Philip F. Fowaya	Head Teacher I	Domolpos ES, Itogon I
12	Randall Napeek	Teacher III/ TIC	Maximo Lopez ES, Itogon I
13	Caridad Y. Lacbaoan	Head Teacher II	Fianza ES, Itogon II
14	Anthony V. Addawi	Head Teacher I	Alejandro L. Altiga Sr. ES, Itogon II
15	Maclin L. Dayao	Head Teacher I	Mogao IS, Kibungan
16	Larson Calatero	Head Teacher I	Daklan ES, Bokod
17	Gabriel L. Balangay	Teacher III/ TIC	Abucot IS, Kabayan
18	Janice Dionisio	Head Teacher III	Marcelo Marques MNHS, Tuba
19	Meilin Abad	Head Teacher III	Tawangan NHS, Bokod
20.	Nover P. Waig	Master Teacher I	Dorencio Elementary School
21.	Minerva D. Paycan	Master Teacher I	Atok National High School, Atok
22.	Winnie B. Dolo	Master Teacher I	La Trinidad Central School, La Trinidad
23.	Jacquelou C. Angluben	Master Teacher I	Asin ES, Tuba
24.	Eleanor A. Mayomis	Master Teacher I	Ambuklao Elementary School
25.	Bernalyn S. Paigue	Master Teacher I	Kabayan Central School
26	Elsie C. Taquio	Master Teacher I	Cagui-ing Elementary School
27.	Welma L. Socte	Master Teacher I	Bio B. Modol Elementary School
28.	Rosita S. Garambas	Master Teacher I	Mating Mangosan Elementary School
29.	Zenaida S. Dasdas	Master Teacher I	Bokod Central School
30.	Requita S. Kiwalan	Master Teacher I	Ekip Elementary School
31.	Mary B. Licudan	Master Teacher I	Sagpat Elementary School
32.	Candida A. Galagal	Master Teacher I	Bilis Elementary School
33.	Tomasa C. Lictag	Master Teacher I	Asokong-Pacso ES Annex
34.	Carolyn D. Bolcio	Master Teacher I	Ebbes Elementary School
35.	Edilberta B. Belting	Master Teacher I	Eddet Elementary School



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36.	Josie S. Bantas	Master Teacher I	Kibungan Central School
37.	Tesie P. Comila	Master Teacher I	Kibungan Central School
38.	Melanie An A. Napeek	Master Teacher I	Itogon I District
39.	Daisy B. Ciano	Master Teacher I	Pongayan Barrio School
40.	Edna B. Manginga	Master Teacher I	Midas Elementary School
41.	Melba B. Dumawang	Master Teacher I	Ucab Elementary School
42.	Robelyn A. Padsungay	Master Teacher I	Michael G. Angel Elementary School
43.	Jocelyn R. Bumanghat	Master Teacher I	Camp 4 Elementary School
44.	Heather G. Banagui	Master Teacher I	Cordillera Regional Science High School
45.	Efagenia L. Paing	Master Teacher I	Balili Elementary School
46.	Leo B. Ignacio	Master Teacher I	Atok NHS
47.	Antony C. Cayat	Master Teacher I	GBDAIS



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