



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

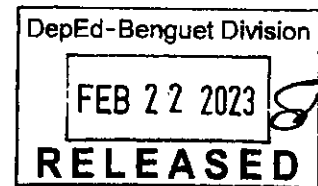
February 21, 2023

**DIVISION MEMORANDUM**

No. 56, 52023

**PARTICIPANTS IN THE INSTRUCTIONAL SUPERVISION TRAINING UNDER THE  
SKILLS AND KNOWLEDGE ENHANCEMENT OF TEACHERS AND SCHOOL  
LEADERS ACROSS GOVERNANCE LEVELS BATCH 2**

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 of the Department's program on strengthening Instructional Supervision, this office invites the following Master Teachers I, Head Teachers, and Teachers 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 Batch 2 training is a professional continuous and cooperative process for the improvement of instruction for the new master teachers and teachers in charge in Benguet. It is characterized by guidance, assistance, sharing of ideas, facilitation, or creation to assist teachers to improve learning situations and the quality of learning in the schools. Further, it intends to guide all concerned personnel to the needed materials, tools, and forms in the conduct of instructional supervision.
3. The activity (Enclosure 1) will be held on March 8-10, 2023, 8:00am – 5:00pm at Gladiola Center, Benguet State University, La Trinidad, Benguet.
4. Participants (Enclosure 2) shall follow strict compliance with the AITF standards 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-AQ**  
Schools Division Superintendent

l&d/sgod/hrds/esf



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Enclosure 1. Program Matrix

TIME	PARTS OF THE PROGRAM	IN-CHARGE
<b>Day 1</b> 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
	Presentation of Participants	Ms. Elvernice S. Fanged
	House Rules	Ms. Elvernice S. Fanged
	Welcome Remarks	Ms. Rizalyn A. Guznian, CES-CID
	Message	Ms. Gloria B. Buyao, SDS
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: Clinical Supervision	Ms. Rizalyn A. Guznian, CES-CID
3:01pm-4:30pm	Topic 4: Different Observation Tools	Mr. Warden Baltazar, EPS-MAPEH
4:31pm-5:00pm	Closing	
	Insights	Atok and Bakun
	Closing Prayer	Bokod
<b>Day 2</b> 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 5: Developmental Supervision	Ms. Merlyn Conchita de Guzman, EPS-Science
10:00am-12:00nn	Topic 6: Differentiated Supervision	Ms. Merlyn Conchita O. de Guzman, EPS-Science
12:01nn-1:00pm	Lunch Break	
1:01pm – 3:00pm	Topic 7: Interpersonal Approaches and Giving Feedback	Mr. Warden Baltazar, EPS – MAPEH
3:00pm-4:30pm	Workshop and Reporting	
4:31pm-5:00pm	Closing	
	Insights	Kabayan
	Closing Prayer	Kapangan
<b>Day 3</b> 7:00am-7:30am	Registration/Arrival of Participants to Schools (BeNHS (HS), Puguis ES (Elementary))	HRDS
7:31am-9:30am	Class Observation	
9:30am-10:00am	Travelling Time to Venue	



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10:00am-10:15am	Break	
10:15am-12:00nn	Reporting and Discussion	
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: School Based Management and Work and Financial Plan	Ms. Corazon Quipot, SEPS-SMME
3:31pm – 3:45pm	Topic 10: Re-Entry Plan (REAP)	Ms. Xylene Grail D. Kinomis, SEPS-HRDS
3:30pm-4:00pm	Closing Program	
	Insights	Mankayan and Sablan
	Closing Message	Ms. Carmel F. Meris, OIC - ASDS
	Awarding of Certificates	Facilitators
	Closing Prayer	Tuba



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Enclosure 2. List of Participants

	NAME	POSITION & DESIGNATION	SCHOOL & DISTRICT	
1	Mercy G. Dulas	Teacher In-Charge	Naytokyab Elementary School	BUGUIAS
2	Marcela S. Olsim	Teacher In-Charge	Orlani-Telitel Elementary School	BUGUIAS
3	Resty D. Soltero	Teacher In-Charge	Talete Multigrade School	SABLAN
4	Marilou A. Lambino	Teacher In-Charge	Calamagan Elementary School	BUGUIAS
5	Vincent O. Depayso	Teacher In-Charge	Englandad Elementary School	ATOK
6	Giovanni P. Cayat	Head Teacher	Sinipsip Elementary School	BUGUIAS
7	Jaime L. Tomas	Head Teacher	Mauro P. Laruan Elementary School	ATOK
8	Carolyn P. Tufay	Teacher In-Charge	Pacda Elementary School	MANKAYAN
9	Ryan D. Espinosa	Master Teacher 1	Cabacab Elementary School	MANKAYAN
10	Sebio P. Badival	Teacher In-Charge	Bilis Elementary School	ATOK
11	Cherry Ann B. Angyoc	Master Teacher 1	Lepanto National High School	MANKAYAN
12	Sofhia O. Eniaca	Teacher In-Charge	Balansi Arenos Elementary School	ATOK
13	Norein D. Bugtong	Teacher In-Charge	Payeo Elementary School	MANKAYAN
14	Abrina L. Baygan	Teacher In-Charge	Bedbed Elementary School	MANKAYAN
15	Clair L. Toctocan	Teacher In-Charge	Sumakey Multi-Grade School (Formerly Amsalsal Primary School)	SABLAN
16	Jonah L. Palasi	Master Teacher 1	Abatan Elementary School	BUGUIAS
17	Reynaldo P. Dicos	Master Teacher 1	Franklin Guy Haight National High School	ATOK
18	Junesa P. De La Cruz	Teacher In-Charge	Taba-Ao-Marcos Elementary School	BUGUIAS
19	Jennette G. Magciano	Master Teacher 1	Alapang Elementary School	BUGUIAS
20.	Amil D. Baguilat	Head Teacher	Tadayan Barrio School	KAPANGAN
21.	Maryann C. Galao-Ey	Teacher In-Charge	Bayoyo Lukingan-Awal Elementary School	BUGUIAS



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22.	Joan A. Tammy	Teacher In-Charge	Amgaleyguey Elementary School	BUGUIAS
23.	Anthony V. Adawi	Head Teacher	Alejandro L. Altiga Sr. Elementary School	ITOGON 2
24.	Elsie B. Akistoy	Master Teacher 1	Tanas Elementary School	BAKUN
25.	Meriam K. Cadiay	Master Teacher 1	Tuba Central School	TUBA
26.	Vivian Depaynos Pacio	Master Teacher 1	Kabayan Central School	KABAYAN
27.	Lydia M. Guiad	Master Teacher 1	Kabayan Central School	KABAYAN
28.	Brinda B. Amado	Head Teacher	Pasdong Elementary School	ATOK
29.	Rodriguez L. Belino	EPSP II - ALS	SDO Benguet	
30.	Ramona S. Juan	Master Teacher I	Lomon ES	KAPANGAN



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