



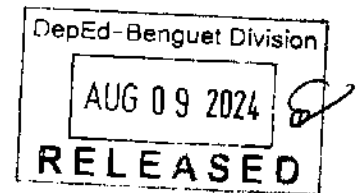
Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Benguet**

09 August 2024


**DIVISION MEMORANDUM**  
No. 266 s. 2024

**PARTICIPANTS TO THE INSTRUCTIONAL SUPERVISION TRAINING UNDER THE SKILLS AND KNOWLEDGE ENHANCEMENT OF TEACHERS AND SCHOOL LEADERS ACROSS GOVERNANCE LEVELS BATCH 1**

To: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisor/ In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned



1. In support of the Department's Instructional Supervision program, this office invites Head Teachers and Teachers In-Charge (Enclosure 1) to participate in the Instructional Supervision Training-Batch 1 aimed at enhancing instructional practices. This professional and collaborative training is designed to promote effective instructional supervision, focusing on developing a positive learning environment and providing high-quality education. The training will be held on August 19-20 and 22, 2024, at Calajo, Km 6, Betag, La Trinidad.
2. Specifically, this three-day training aims to:
  - a. Equip instructional leaders with the necessary skills and knowledge to effectively oversee and enhance instructional practices in schools;
  - b. Provide instructional leaders with the necessary skills and knowledge to provide constructive feedback, facilitate professional growth and development, and support teachers in improving student outcomes; and
  - c. Foster a culture of effective instructional leadership, continuous professional development, collaboration, and standardized supervisory tools to improve teaching practices and ensure high-quality education for all learners.
3. Identified participants are requested to accomplish the Participants' Profile through this link - <https://tinyurl.com/ISbatch1>
4. All participants, Resource Persons, and Program Management Team must ensure that travel documents are prepared, signed, and approved before August 19, 2024.
5. Meals and snacks shall be charged against HRTD Fund, while other expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this memorandum is directed.

  
**SALLY L. BANAKEN-ULLALIM CESOV**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Benguet**

Enclosure No. 1 to SDO Memo No. 206, S2024

**LIST OF PARTICIPANTS**

<b>TEACHERS-IN-CHARGE</b>			
1	Clara B. Teofilo	15	Loida K. Killip
2	Judy Ann T. Butag	16	Mylene E. Suaking
3	Marlyn B. Orlani	17	Esmeraldine L. Kinahingan
4	Fernan P. Angyatao	18	Wilma D. Amurao
5	Teddy Garcia	19	Johnson B. Abance
6	Cariño Tamas	20	Annie B. Pulido
7	Ike B. Danio	21	Daiseryl P. Aniban
8	Jemory Cambato	22	Nelson B. Bang-as
9	Joan D. Samson	23	Mary Don D. Paiberas
10	Maricel V. Ambros	24	Jona B. Kiwas
11	Aileen D. Adones	25	Shiaiane T. Cabuten
12	Marlon B. Losnong	26	Nerissa T. Pecdasen
13	Rodel A. Tomilas	27	Leni Lou C. Willie
14	Roger S. Nagawa	28	Pet Bann B. Paraan
29	Llora P. Taberao	30	William P. Sarape
31	Janice C. Bagiw	32	Cerilo M. Tello
33	Wilma M. Coilan	34	May S. Joven
35	Harold Bacuso	36	Rachel S. Perfas
37	Jovelyn C. Bungag	38	Jennifer Bulsao
39	Domondon B. Paydoen	40	Susan C. Pio
41	Michael C. Banaña	42	Maria Catherine C. Ladao
<b>HEAD TEACHERS</b>		<b>RESOURCE SPEAKERS AND PMT/FACILITATORS</b>	
43	Alejandrina M. Malute	55	CES Rizalyn A. Guznian
44	Mauro M. Telio	56	CES Lucio B. Alawas
45	Jovelyn C. Cayapa	57	Merlyn De Guzman
46	Webber B. Codman	58	Warden A. Baltazar
47	Sanny B. Dokipen	59	Julie An B. Soriano
48	Agusta T. Batonan	60	Ide A. Liwanen
49	Mary Ann Grace B. Mapangdol		
50	Norwin B. Pingo		
51	Edgar Sapigao		
52	Loradel M. Lumido		
53	Alicia A. Anasa		
54	Cynthia V. Calavera		



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**Schools Division of Benguet**

Enclosure No. 2 to SDO Memo No. 206,52024

**TRAINING MATRIX**

TIME	PARTS OF THE PROGRAM	IN-CHARGE
<b>Day 1</b>	Registration/Arrival of Participants	HRDS
7:00am-8:00 am		
8:01-8:40 am	Opening Program	c/o PMT
8:41am-10:10 am (1 hr 30 min)	Topic 1: Assessing our Belief on Supervision	Lucio B. Alawas CES-SGOD
10:10-10:30	HEALTH BREAK	
10:31am-12:00 nn (1 hr 30 min)	Topic 2: The Changing Context of Supervision	Lucio B. Alawas CES-SGOD
12:01nn-1:00pm	Lunch	
1:01pm-3:00pm (2 hrs)	Topic 3: Clinical Supervision	Rizalyn A. Guznian CES-CID
3:00 pm-3:20 pm	HEALTH BREAK	
3:21 pm-4:30 pm (1 hr 10 min)	Topic 4: Interpersonal Approaches and Giving Feedback	Rizalyn A. Guznian CES-CID
4:31pm-5:00pm	Closing	Atok, Bakun and Bokod
<b>Day 2</b>	Registration/Arrival of Participants	HRDS
7:00am-8:00am		
8:01am-8:30am	MOL	Buguias, Itogon 1, and Itogon 2
8:31am-10:00am (1 hr 30 min)	Topic 5: Developmental Supervision	Merlyn Conchita O. de Guzman EPS-Science
10:00am-10:20 am	HEALTH BREAK	
10:20am-12:00nn (1 hr 40 min)	Topic 6: Differentiated Supervision	Merlyn Conchita O. de Guzman EPS-Science
12:01nn-1:00pm	Lunch Break	
1:01pm – 3:00pm (2 hrs)	Topic 7: Different Observation Tools	Warden Baltazar EPS – MAPEH
3:00 pm-3:20 pm	HEALTH BREAK	
3:21 pm-4:30 pm (1 hr 10 min)	Continuation of Topic 7	Warden Baltazar EPS – MAPEH
4:31pm-5:00pm	Closing	Kabayan, Kapangan, Kibungan, and La Trinidad
<b>Day 3</b>	Registration/Arrival of Participants at the different participating schools	HRDS
7:00am-7:30am		
7:31 am-9:30 am (2 hrs)	Class Observation	
9:30 am-10:00 am	Travelling Time to Venue	
10:00am-10:30 am	HEALTH BREAK	
10:30 am-12:00 nn (1 hr 30 min)	Reporting and Discussion/ Processing	Warden Baltazar EPS – MAPEH
12:01 nn-1:00 pm	Lunch Break	
1:01 pm – 3:00 pm	Topic 8: Preparing Monthly Instructional Supervisory Plan	Rizalyn A. Guznian CES-CID
3:00-3:20	HEALTH BREAK	
3:21 pm – 4:00 pm	Closing Program	Mankayan, Sablan, Tuba, and Tublay