

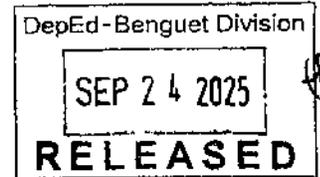


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

19 September 2025

DIVISION MEMORANDUM

No. 412 s. 2025



TO: Office of the Schools Division Superintendent
 Curriculum Implementation Division
 School Governance and Operations Division
 Public Elementary and Secondary School Heads
 All Others Concerned

SUBJECT: **CONDUCT OF DIVISION ONLINE TRAINING ON INSTRUCTIONAL SUPERVISION (BATCH 1 AND 2)**

1. Pursuant to DepEd Order No. 024, s. 2025 – Guidelines on the Implementation of the Expanded Career Progression System for Teachers and School Heads, which mandates that career advancement, promotion, and reclassification of teachers and school heads be anchored on professional development, training, and attainment of competencies including instructional supervision, the Schools Division of Benguet will conduct a Division Online Training on Instructional Supervision in two batches.
2. The training aims to capacitate teachers with the knowledge and skills in instructional supervision via online training, thereby enabling them to meet requirements under the ECP system, strengthen instructional leadership, and support teachers toward career progression.

3. Training Details:

Batch	Date	Mode
Batch 1	September 27, 2025	Online via MS Teams
Batch 2	October 4, 2025	Online via MS Teams

4. Interested teachers holding Teacher III and Master Teacher I positions may register through the link: <https://forms.office.com/r/13F5fPT3ZE>



The deadline of registration will be on **September 25, 2025**. Registered and qualified attendees will receive the MS Teams link for the session via the email address used in registration prior to the training date.

5. Participants are expected to ensure they have a stable internet connection and an appropriate device (desktop or laptop with audio-video capability) to fully engage and participate in all training activities. Participants will be required to open their cameras at certain points during the training.
6. Compensatory Time Off (CTO) shall be granted to speakers and facilitators who will be joining the Saturday sessions, pursuant to CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered.



7. For clarifications, teachers may contact the HRD Section at arnelbilly.lim@deped.gov.ph.

8. Immediate dissemination of and strict compliance with this memorandum is directed.


ESTELA P. LEON - CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer In-Charge
Office of the Schools Division Superintendent

SOOD/LBA/HRDS/abl

**CONDUCT OF DIVISION ONLINE TRAINING ON
INSTRUCTIONAL SUPERVISION (BATCH 1 AND 2)**

TRAINING MATRIX

Time	Part/Topic	In-charge/Speaker
7:00am – 8:00 am	Attendance Check for Attendees	PMT Member: Arnel Billy G. Lim Lorna M. Yaco Eric Wanson
8:01 am – 8:30 am	Opening Program: National Anthem Prayer Message	PMT PMT ESTELA P. LEON – CARIÑO EdD, CESO III Regional Director and Concurrent Officer In-Charge Office of the Schools Division Superintendent
8:30 am – 9:30 am	Topic 1: Introduction to Instructional Supervision	LUCIO B. ALAWAS CES-SGOD
9:30 am – 9:45 am	HEALTH BREAK	
9:45 am – 11:00 am	Topic 2: Duties and Responsibilities of Instructional Supervisors Topic 3: Instructional Supervision Support Intervention Strategies	LUCIO B. ALAWAS CES-SGOD
11:00 am – 12:00 nn	Topic 4: Developmental and Differentiated Supervision	MERLYN CONCHITA O. DE GUZMAN EPS Science
12:00 nn – 1:00 pm	Lunch Break	
1:00 pm – 2:00 pm	Topic 5: Clinical Supervision	MERLYN CONCHITA O. DE GUZMAN EPS Science
2:00 pm – 3:00 pm	Topic 6: Utilization of STAR Observation Tool and Giving Feedback	REMY N. DUM-AO EPS ALS
3:00 pm – 3:15 pm	HEALTH BREAK	
3:15 pm – 5:00 pm	Continuation of Topic 6	REMY N. DUM-AO EPS ALS