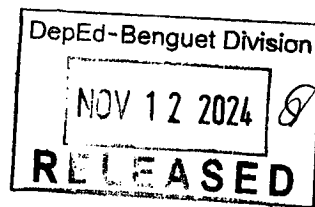




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Benguet**



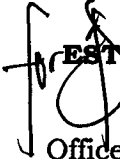
**DIVISION MEMORANDUM**  
No. 428 s. 2024

11 November 2024

**ADDENDUM AND CORRIGENDUM TO SDO MEMO NO. 307, S. 2024 - CONDUCT OF INSTRUCTIONAL SUPERVISION TRAINING UNDER THE SKILLS AND KNOWLEDGE ENHANCEMENT OF TEACHERS AND SCHOOL LEADERS ACCROSS GOVERNANCE LEVELS BATCHES 2 & 3**

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

1. In relation to Division Memorandum No. 307, series of 2024, pertaining to the conduct of the Instructional Supervision Training under the Skills and Knowledge Enhancement of Teachers and School Leaders Across Governance Levels, Batches 2 & 3, this office would like to inform all batch 3 participants of the following:
  - a. Change in Schedule:
    - i. Batch 3 will be held on November 17-20, 2024, due to various activities scheduled during that same week. For the matrix, please see Enclosure 1.
  - b. Reminders:
    - i. All participants are required to wear their Wednesday uniform or semi-formal attire on November 20 for the Class Observation.
    - ii. To ensure smooth preparation and coordination of transportation and accommodation, training participants are advised to complete the necessary information in this Google Sheet - <https://tinyurl.com/B3AccoTrans>.
    - iii. The hired vehicle (PUJ) will be at the SDO parking lot on November 17, 2024, at 12:00 noon and will depart at 12:20 PM.
    - iv. First meal is PM snack of November 17, 2024.
2. Meals, accommodation, and transportation expenses from SDO to Pooten's Hot Spring Resort and vice versa shall be charged against HRTD fund while other expenses shall be charged against local funds subject to the usual auditing rules and regulations.
3. Participants will receive one (1) day service credit/ COC for November 17, 2024, which is a Sunday.
4. All other provisions stated in Division Mem No. 307, s. 2024 remain in effect.
5. This memorandum shall serve as Authority to Travel of all participants (Enclosure 2).
6. Immediate dissemination and strict compliance with this memorandum is directed.

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



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

Enclosure No. 1 to SDO Memo No. 428, 52024

**TRAINING MATRIX**

TIME	PARTS OF THE PROGRAM	IN-CHARGE
<b>Day 1 – November 17, 2024</b>		
1:00-2:00	Arrival, Check-in and Registration	HRDS/ PMT
2:01-2:30	Pre-Test and Opening Program National Anthem Prayer Benguet Hymn DepEd Quality Policy Statement Acknowledgement of Participants Statement of Purpose Message	AVP HRDS/ PMT AVP AVP PMT Lucio B. Alawas, CES-SGOD Estela P. Leon-Cariño EdD, CESO III Regional Director concurrent Officer-In-Charge Office of the Schools Division Superintendent
2:31-3:00 (30 min)	<b>Topic 1: Assessing our Belief on Supervision</b>	Lucio B. Alawas, CES-SGOD
3:00-3:20	HEALTH BREAK	
3:20-4:20 (1 hr)	<b>Continuation of Topic 1: Assessing our Belief on Supervision</b>	
4:20-6:00 (1 hr 40 min)	<b>Topic 2: The Changing Context of Supervision</b>	Lucio B. Alawas, CES-SGOD
6:30pm	Dinner	
<b>Day 2 – November 18, 2024</b>		
8:00-8:20	MOL	c/o Atok, Bokod, Buguias
8:21-10:00 (1 hr 40 min)	<b>Topic 3: Clinical Supervision</b>	Rizalyn A. Guznian, CES-CID
10:00-10:30	HEALTH BREAK	
10:30-12:00 (1 hr 30 min)	<b>Topic 4: Interpersonal Approaches and Giving Feedback</b>	Rizalyn A. Guznian, CES-CID
12:01nn-1:00pm	LUNCH BREAK	
1:01 – 3:00 (2 hrs)	<b>Topic 5: Differentiated Supervision</b>	Merlyn Conchita O. de Guzman, EPS-Science
3:00 pm-3:30 pm	HEALTH BREAK	
3:31-5:00 (1 hr 30 min)	<b>Topic 6: Developmental Supervision</b>	Merlyn Conchita O. de Guzman, EPS-Science
6:30	Dinner	
<b>Day 3 – November 19, 2024</b>		
8:00-8:20	MOL	c/o Itogon 1, Itogon 2, Kapangan
8:21-10:00 (1 hr 40 min)	<b>Topic 7: Different Observation Tools</b>	Warden Baltazar, EPS – MAPEH
10:00-10:30	HEALTH BREAK	
10:30-11:30 (1 hr)	<b>Continuation of Topic 7: Different Observation Tools</b>	Warden Baltazar, EPS – MAPEH
11:30-12:30	LUNCH BREAK	
1:00-2:30	<b>Class Observation</b>	
2:30-3:00	Travelling Time to Venue	
3:00-3:30	Health Break	
3:30-5:00	<b>Reporting and Discussion/ Processing</b>	Warden Baltazar with other EPS
6:30	Dinner	
<b>Day 4 – November 20, 2024</b>		
8:00-8:20	MOL	c/o Kibungan, La Trinidad, Mankayan
8:21-10:00 (1 hr 40 min)	<b>Topic 8: Preparing Monthly Instructional Supervisory Plan</b>	Rizalyn A. Guznian, CES-CID with EPSS
10:00-10:30	HEALTH BREAK	
10:30-12:00	<b>Continuation of Topic 8: Preparing MISP</b>	
12:00-1:00	LUNCH BREAK	
1:00-3:00	REAP (Ways Forward) and Closing Program	c/o Tuba and Tublay





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

Enclosure No. 2 to SDO Memo No. 428, 5 2021

**FINAL LIST OF PARTICIPANTS**

	<b>Names</b>	<b>District/ Office</b>	<b>School/ Office/ Role</b>
1	Mhie D. Gayudan	Atok	Camp 30 NHS
2	FRANCO C. AGADAN	Bokod	Ambuklao NHS
3	SHIRLY B. BALSINA	Buguias	Tin-apan ES
4	MELBETH S. BASANIO	Buguias	Lengaoan -Waking IS
5	MARILOU A. LAMBINO	Buguias	Lam-ayan IS
6	Ofelia L. Osting	Buguias	Bekes ES
7	Silvestre T. Aglit	Itogon I	Gold Creek ES
8	JESELLE D. HAMADON	Itogon I	Labilab ES
9	DELINA T. AKIT	Itogon I	Gumatdang IS
10	Jane D. Dugacan	Itogon II	Fianza ES
11	Grace K. Otinguey	Itogon II	Solomon Solano ES
12	RYAN JAY V. SALAMAT	Kapangan	Longboy ES
13	STANLY M. DIO-AS	Kapangan	GBDAIS
14	Marrievic P. EPIE	Kapangan	GBDAIS
15	JULIE D. DAYAO	Kibungan	Mocgao IS
16	Joan K. Pantaleon	Kibungan	Sapda-an PS
17	Merlyn L. Egsaen	La Trinidad	Lubas ES
18	MARY GRACE G. ALSAEN	La Trinidad	Wangal ES
19	MARIBEL P. PULACAN	La Trinidad	Alno Kadoorie ES
20	JESSICA A. KELLY	La Trinidad	Bahong ES
21	DESA A. CASTILLO	La Trinidad	Lamtang ES
22	ALVIN C. GUAKI	La Trinidad	CRSHS
23	Josephine Tomilas	La Trinidad	LTNHS
24	Norie I. Padngaran	La Trinidad	Eastern LTNHS
25	Esterlyn D. Khayog	La Trinidad	Buyagan ES
26	Grace V. Bruno	La Trinidad	Bekkel ES
27	Abrina L. Baygan	Mankayan	Bedbed ES
28	VILMA M. SUDARA	Tuba	Besong ES



Republic of the Philippines

**Department of Education**

CORDILLERA ADMINISTRATIVE REGION

**Schools Division of Benguet**

29	MINDA M. ARISGA	Tuba	Twin Peaks NHS
30	Rosalino S. Domingo	Tuba	Paran Laruan ES
31	Judith K. Bayeng	Tuba	Salpang ES
32	Cherry Lou A. Cocoy	Tuba	Taloy Sur ES
33	Erlinda L. Tadao	Tuba	Kabuyao ES
34	Miriam B. Bekseng	Tuba	Gavino Palaoag ES
35	Ivy D. Tabanganay	Tublay	TSHI
36	Mark Aljon E. Valenciano	Tublay	TSHI
37	Julie L. Felipe	Tublay	Poad ES
38	Melta B. Gabil	Tublay	TSHI
39	Grace C. Pating	Tublay	Poad ES
40	Xylene Grail D. Kinomis	SDO	SEPS-HRDS
41	Ide A. Liwanen	SDO	EPS II-HRDS
42	Corazon C. Quipot	SDO	SEPS-SMME
43	Lucio B. Alawas	SDO	CES-SGOD/ RP
44	Rizalyn A. Guznian	SDO	CES-CID/RP
45	Merlyn Conchita O. De Guzman	SDO	EPS-Science/RP
46	Warden A. Baltazar	SDO	EPS-MAPEH/RP
47	Caiver B. Olay	Tublay	AO-II/PMT
48	Jayferd T. Pulac	Tublay	AO-II/PMT

