



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

May 28, 2024

DIVISION MEMORANDUM
NO. 308 S. 2024

**WORKSHOP ON THE FINALIZATION OF TRAINING DESIGN & OTHER
DOCUMENTS ON DIVISION INSTRUCTIONAL LEADERSHIP TRAINING
(ILT) BATCH 2**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and
Integrated Schools

1. In support to the MATATAG Curriculum, this office, through the Curriculum Implementation Division, will conduct a Workshop on the Finalization of Training Design and Other Documents on **Division Instructional Leadership Training (ILT) Batch 2 on June 4, 2024**. The venue will be announced later.
2. This activity aims to:
 - a. review and enhance the training design and other documents for Continuing Professional Development Accreditation;
 - b. finalize the tasks of learning resource facilitators, substitute and alternates; and
 - c. submit the final output to Regional Office Focal Person on Continuing Professional Development Accreditation.
3. Participants to this activity are listed below.

Name	Position	District/Division
Dr. Segundina F. Dollete	Chief Educ. Supervisor	SDO
Dr. Ruth C. Gervero	Educ. Program Supervisor	SDO
Dr. Merlie J. Rubio	Educ. Program Supervisor	SDO
Dr. Lalain Delos Santos	Public Schools District Supervisor	SDO



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Dr. Judith P. Tu	Public Schools District Supervisor	SDO
Jonel Sembrano	Principal	Maayon
Juvy Baranda	Principal	Ivisan
Abadesa Sabordo	Principal	Dumarao
Connie Galupar	Principal	Tapaz East
Lourdes V. Oropio	Principal	Panay
Mae G. Frac	Principal	Dumalag
Rona Overencio	Principal	Mambusao East
Mae G. Frac	Principal	Dumalag
Immaculada Amores	SEPS	SDO
Donnalyn Olandesca	Principal	Sapian

4. Participants are advised to attend all sessions of the program. The first session will start at 8:30 in the morning and end at 5:00 pm.
5. Participants are advised to bring a laptop.
6. Food and other operational expenses relative to the conduct of this activity shall be charged against the ABC+ downloaded fund while travel expenses and incidental expenses of the participants shall be charged against their respective local funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent