



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

December 10, 2024

DIVISION MEMORANDUM

No. **791**, s. 2024

**DIVISION TRAINING-WORKSHOP ON INSTRUCTIONAL SUPERVISION REVIEW
AND PLANNING FOR SECONDARY SCHOOL HEADS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary Schools

1. This Office, through the Capiz Division Association of Secondary School Administrators (CADASSA), will conduct a three-day, live out **Division Training-Workshop on Instructional Review and Planning for Secondary School Heads** at the Division Multi-Purpose Hall on December 26-28, 2024.
2. This three-day review and planning sessions aim to:
 - a. analyze the effectiveness of instructional supervision practices implemented during the past two quarters of this SY 2024-2025;
 - b. examine challenges, successes, and areas that need enhancement in teaching and learning;
 - c. share best practices and strategies for enhancing instructional supervision; and
 - d. develop actionable plans for improving instructional supervision and student outcomes in the next school year.
3. Participants to this activity are the 54 heads of public secondary schools.
4. Travel, meals, snacks and other incidental expenses incurred by the participants relative to this activity are chargeable against school MOOE subject to the usual accounting and auditing rules and regulations.



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5. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

TRAINING

WORKSHOP

REVIEW

PLANNING

BOL/CADASSADivMemo/120724



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Enclosure No. 1 to SDM No. **791** 2024

PROGRAM MATRIX

Day 1 (December 26, 2024)		
TIME	ACTIVITIES	IN-CHARGE
8:00 - 9:00	Registration	Dr. Emmie G. Garbosa Rhyen Huqueriza April Joy G. Eslapor
9:00 – 10:00	Opening Program	CADASSA
10:00 - 10:15	Health Break	
10:15 - 12:00	Review of this SY's Instructional Supervision Plan	Dr. Fatima L. Escuton Principal III- Lucero NHS
12:00 – 1:00	Lunch Break	
1:00 - 2:00	Identifying Areas for Improvement	Johnny P. Pugon Principal III – Bungsuwan NHS
2:00 - 2:15	Health Break	
2:15 – 3:45	Data-Driven Decision Making in Instructional Supervision	Charlie D. Begas Principal IV – Capiz NHS
3:45 - 5:00	Data Analysis Workshop: Student Achievement Data	Dr. Ronilo Tu Principal IV – Feliciano Yusay Consing NHS
Day 2 (December 27, 2024)		
8:00-8:30	MOL	
8:30 – 10:00	Effective Observation and Feedback Techniques	Estela V. Fano Principal II – Mambusao East NHS
10:00 – 10:15	Health Break	
10:15 – 12:00	Sharing of Best Practices	Expectacion Lacbanes Principal IV – Cuartero NHS
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Mentoring and Coaching for Teacher Development	Dr. Julie G. Finlac Principal I – Dao NHS



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2:30 – 2:45	Health Break	
2:45 – 5:00	Action Planning: Mentoring & Coaching	Dr. Marie Liezel Diawara Principal II – Mambusao West NHS
Day 3 (December 28, 2024)		
8:00 – 8:30	MOL	
8:30 – 10:00	Curriculum Alignment and Implementation	Dr. Myrthyl L. Coching Principal III – Pontevedra NHS
10:00 – 10:15	Health Break	
10:15 – 12:00	Addressing Challenges in Instructional Supervision	Dr. Emmie G. Garbosa Principal II – Tapaz NHS
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Finalization of Action Plans	Dr. Teresita A. Barrio Principal I – Mianay NHS
3:00 – 3:15	Health Break	
3:15 – 5:00	Closing Program	