



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

14 FEB 2025

DIVISION MEMORANDUM  
No. 083, s. 2025

**TRAINING ON INSTRUCTIONAL SUPERVISION 360: ENHANCING TEACHER  
DEVELOPMENT AND STUDENT SUCCESS BATCH 2**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary, and Integrated Schools  
All Others Concerned

1. The Schools Division of Capiz through the Curriculum Implementation Division in collaboration with the School Governance and Operations Division will conduct a **Training on Instructional Supervision 360: Enhancing Teacher Development and Student Success Batch 2** on March 24-28, 2025. The specific venue will be announced through another issuance.
2. This training will focus on empowering educational leaders through advanced instructional supervision and enhancing their expertise in curriculum implementation, teaching methodologies, and student assessment techniques.
3. This activity aims to:
  - a. retool and/or further equip the instructional leaders with the necessary knowledge and skills on instructional supervision; and
  - b. enhance their faculties or capabilities in conducting instructional supervision and provision of technical assistance to teachers.
  - c. strengthen leadership in curriculum implementation by equipping leaders with strategies to align teaching with curricular goals.
4. All the participants are encouraged to bring their personal laptop, extension cord and Wi-Fi modem
5. The following are attached to this Memorandum
  - Enclosure No. 1 – List of Program Management Team and Trainers
  - Enclosure No. 2 – Allotment of Participants
  - Enclosure No. 3 – Matrix of Activities / Program



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6. Resource persons, facilitators, and technical working group members are advised to report in advance on Day 0 (March 24, 2025).
7. Expenses relative to the conduct of this training such as food, lodging of trainers and incidental expenses of trainers, participants and Training Management Team shall be charged against the Division INSET Funds while the travel expenses of the participants and technical working group/resource speakers/facilitators shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
8. Pre-work activities involving all the trainers/facilitators and SDO personnel concerned shall be conducted on March 19, 2025 to walk through the different topics to be undertaken by trainers and collectively assess and finalize the training resource packages needed.
9. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
10. Immediate dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent *ji*

Encl: As Stated  
Reference: As Stated  
To be indicated in the Perpetual Index  
Under the following subjects:

TRAINING      INSTRUCTIONAL SUPERVISION



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Enclosure No. 1 to Division Memorandum No. 083 s. 2025

**List of Training Management Team, Trainers, Quality Assurers and Facilitators**

| <b>Roles</b>         | <b>Persons Involved</b>   |
|----------------------|---|
| Overall Program Lead | <b>ROEL F. BERMEJO</b><br>Schools Division Superintendent<br><b>LUZ U. BANSON, CESE</b><br>OIC-Assistant Schools Division Superintendent                                |
| Training Managers    | <b>DR. SEGUNDINA F. DOLLETE</b><br>CES-CID<br><br><b>DR. EDNA B. AZCARRAGA</b><br>EPS, OIC Office of the Chief -SGOD<br><br><b>IMMACULADA J. AMORES</b><br>SEPS II -HRD |
| Welfare Officers     | <b>RENE D. HORTILLAS, JR.</b><br><b>ALVIN BRAULIO</b><br>Nurses II  |

**Course Facilitators and TWG**

| <b>Name</b>               | <b>School</b>                 | <b>Designation/Role</b>        |
|---------------------------|-------------------------------|--------------------------------|
| Dr. Lalain Delos Santos   | SDO Capiz                     | PSDS/ Resource Person          |
| Dr. Rolando B. Ricardo    | Estefania Montemayor NHS      | Principal IV/ Resource Person  |
| Eddie B. Arcenas          | Ivisan ES                     | Principal IV/ Resource Person  |
| Dr. Fatima L. Escuton     | Lucero NHS                    | Principal III/ Resource Person |
| Dr. Ernesto Fulgencio Jr. | Aglalana IS                   | Principal II/ Resource Person  |
| Dr. Estela V. Fano        | Mambusao East NHS             | Principal II/ Resource Person  |
| Dr. Jonel Sembrano        | Tuburan Elem. School          | P-II/ Resource Person          |
| Dr. July Falagne          | Buntog ES                     | P-I/ Resource Person           |
| Dr. Alda D. Malibong      | Rizal ES                      | Principal I/ Resource Person   |
| Dr. Juvy Baranda          | Don Catalino Andrada ES       | Principal III/ Resource Person |
| Mae Frac                  | Santa Cruz ES                 | Principal II/ Resource Person  |
| Dr. Judith P. Tu          | SDO Capiz                     | PSDS/ Resource Person          |
| Dr. Liezel Diawara        | Mambusao East NHS             | Principal III/ Resource Person |
| Ronald Delmo              | Panay District                | TIC/Resource Person            |
| Mark Nel R. Venus         | Commissioner Luis R. Asis NHS | T-III/TWG Lead/Resource Person |
| Gladys B. Barolo          | Jamul-awon Elementary School  | TIC/ Class Manager             |
| Romulo Besonia            | Pilar District                | TIC/ Class Manager             |
| Jennifer Catalan          | Badiangon Elementary School   | Principal 1/ Class Manager     |
| Reymond Deocampo          | Dominador Esmeralda ES        | HT II/ Dominador Esmeralda ES  |

|                       |  |
|-----------------------|--|
| ICT Technical Support | <ol style="list-style-type: none"> <li>1. Emmanuel V. Lati</li> <li>2. Milbert Bechayda</li> <li>3. Zaldy E. Barnizo Jr.</li> <li>4. Krizel Aguadera</li> <li>5. Edwin C. Salanatin</li> </ol> |
|-----------------------|--|



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|                              |  |
|------------------------------|--|
| Documentation                | <ol style="list-style-type: none"><li>1. Bon Jovi Duarte</li><li>2. Marylyn De Guzman</li><li>3. Rona Overencio</li><li>4. Art Emmanuel Amores</li></ol>   |
| Monitoring & Evaluation QAME | <ol style="list-style-type: none"><li>1. Ronald Dile-SEPS, SMM&amp;E</li><li>2. Lea Palmes</li><li>3. Arnold Delfin</li><li>4. Jerry Mosquite</li></ol>    |
| Monitoring Team              | <ol style="list-style-type: none"><li>1. Dr. Reynaldo Azcarraga</li><li>2. Dr. Lallaine Fundal</li><li>3. Dr. Fe Bañes</li><li>4. Dr. Angel Payo</li></ol> |



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Enclosure No. 2 of Division Memorandum No. 082, s. 2025

**Allotment of Participants**

| District      | No. of Participants |
|---------------|---------------------|
| Cuartero      | 20                  |
| Dao           | 19                  |
| Dumalag       | 19                  |
| Dumarao       | 31                  |
| Ivisan        | 15                  |
| Jamindan      | 29                  |
| Mambusao East | 17                  |
| Mambusao West | 13                  |
| Sapian        | 21                  |
| Sigma         | 20                  |
| Tapaz East    | 33                  |
| Tapaz West    | 21                  |
| <b>Total</b>  | <b>258</b>          |





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Enclosure No. 3 of Division Memorandum No. 083, s. 2025

**Training on Instructional Supervision 360: Enhancing Teacher Development  
and Student Success**

Day 0, March 24, 2025 for Trainers, Facilitators, and TWG (Pre-Activity)

| Time          | Activity  | Person/s In-charge                                    |
|---------------|---|---|
| 8:00 – 10:00  | Checking and Assessment of Training Venues and Facilities | Immaculada J. Amores<br>Jerry Mosquete<br>Ronald Dile |
| 10:00 – 11:30 | Review of Training Targets and Framework                  | Jerry Mosquite  |
| 12:00 – 1:00  | Lunch   |   |
| 1:00 – 2:00   | Presentation of Program Flow and Processes                | Mark Nel R. Venus                                     |
| 2:00 – 8:00   | Final Dry Run and Critiquing                              | All Facilitators<br>TWG<br>Technical Team             |



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Enclosure No. 3 of Division Memorandum No. 083, s. 2025

**Training Matrix / Program**

Opening Program - March 25, 2025

| Time            | Activity   | Person/s In-charge   |
|-----------------|--|--|
| Opening Program |  |  |
| 8:00 – 9:00     |  |  |
| 10:00 – 10:30   | Preliminaries<br><br>National Anthem<br><br>Prayer<br><br>Regional Hymn<br><br>Capiz Hymn<br><br>(To be played on air)<br><br>Opening Remarks:<br><br><b>Dr. Segundina F. Dollete</b><br><br>Chief, Curriculum Implementation Division<br><br>Inspirational Message<br><br><b>Roel F. Bermejo</b><br><br>Schools Division Superintendent | Dr. Immaculada J. Amores<br><br>Jerry V. Mosquite<br><br>Mark Nel R. Venus |
| 10:30 – 10:40   | Brief Training Overview of the Training Program  | Dr. Immaculada J. Amores<br><br>SEPS, HRD                                  |
| 10:40 – 11:00   | Levelling of Expectations  | Dr. Lalain Delos Santos  |



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|                                  |   |  |
|----------------------------------|---|--|
|                                  |   | PSDS, Cuartero and Dao   |
| 11:00 – 11:10                    | House Reminders/Training Expectations and Presentation of Resource Speakers, PMT, and TWG | Jerry V. Mosquite<br>EPS II, HRD   |
| 11:10 – 11:50                    | QAME/Pre-test   | Ronald D. Dile<br>SEPS, Monitoring & Evaluation  |
| 12:00                            | Lunch   |  |
| Closing Program – March 28, 2025 |   |  |
|                                  | Impression  | Selected Participants  |
|                                  | Step Up to the Challenge  | <b>LUZ U. BANSON EdD, CESE</b><br>OIC, Office of the Assistant Schools Division Superintendent   |
|                                  | Acceptance of Challenge:<br><i>Rising to the Occasion</i>                                 | Participant  |
|                                  | Awarding of Certificates:<br><i>Celebrating Excellence</i>                                |  |
|                                  | Benediction:<br><i>A Prayer for Guidance</i>  | Jerry V. Mosquite<br>EPS II, HRD   |
|                                  | Ways Forward:<br><i>Strategic Pathways</i>  | <b>Dr. Edna B. Azcarraga</b><br>Education Program Supervisor<br>OIC, Office of the Chief Education Supervisor<br>School Governance and Operations Division |
|                                  | Community Song<br><i>United in Harmony</i>  |  |





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**TRAINING MATRIX**

| Day/Time           | SECTION A<br>Class Managers: Gladys Barolo & Romulo Besonia   | SECTION B<br>Class Managers: Marjun Barolo & Jennifer Catalan   |
|--------------------|---|---|
| Day 1              |   |   |
| 10 AM-12:00NN      | Opening Program   |   |
| 12:00 NN-1:00 PM   | Lunch Break   |   |
| 1:00- 2:55 PM      | Self-assessment, Legal Basis and Overview of Instructional Supervision Framework (Dr. July F. Flagne)   | Gift of Feedback and Reflection Process (Dr. Estela V. Fano)  |
| 2:55- 3:05 PM      | Health Break  |   |
| 3:55 PM- 5:00 PM   | The Changing Context of Instructional Supervision (Ernesto J. Fulgencio)  | Self-assessment, Legal Basis and Overview of Instructional Supervision Framework (Dr. July F. Flagne)               |
| Day 2              |   |   |
| 7:50-8:00 AM       | Management of Learning  |   |
| 8:00--9:55 AM      | Purpose and Guiding Principles of Instructional Supervision (Dr. Judith P. Tu)  | The Changing Context of Instructional Supervision (Ernesto J. Fulgencio)  |
| 9:55-10:05 AM      | Health Break  |   |
| 10:05 AM- 12:00 NN | Content and Scope of Instructional Supervision (Dr. Rolando Ricardo)  | Purpose and Guiding Principles of Instructional Supervision (Dr. Judith P. Tu)                                      |
| 12:00 NN-1:00 PM   | Lunch Break   |   |
| 1:00-2:55 PM       | Process of Implementing Instructional Supervision and Professional Development Modalities (Dr. Lalain Delos Santos)   | Content and Scope of Instructional Supervision (Dr. Rolando Ricardo)  |
| 2:55- 3:05 PM      | Health Break  |   |
| 3:05 PM- 5:00 PM   | Workshop: Work Application Project and Division Implementation Plan (Mr. Eddie B. Arcenas)  | Workshop: Work Application Project and Division Implementation Plan (Mr. Donald B. Delmo/Mark Nel R. Venus)         |
| Day 3              |   |   |
| 7:50-8:00 AM       | Management of Learning  |   |
| 8:00--9:55 AM      | Instructional Supervision Standards, Norms, and Implementing Guide (Dr. Fatima Escuton)   | Process of Implementing Instructional Supervision and Professional Development Modalities (Dr. Lalain Delos Santos) |
| 9:55-10:05 AM      | Health Break  |   |
| 10:05 AM- 12:00 NN | Roles and Responsibilities (Mrs. Juvy Baranda)  | Instructional Supervision Standards, Norms, and Implementing Guide (Dr. Fatima Escuton)                             |
| 12:00 NN-1:00 PM   | Lunch Break   |   |
| 1:00-2:55 PM       | Gift of Feedback and Reflection Process (Dr. Estela V. Fano)  | Roles and Responsibilities (Mrs. Juvy Baranda)  |
| 2:55- 3:05 PM      | Health Break  |   |
| 3:05 PM- 5:00 PM   | Workshop: Instructional Supervision Simulation (Dr. July Falagre, Ernesto J. Fulgencio, Dr. Judith P. Tu, Dr. Rolando Ricardo, Dr. Lalain Delos Santos, Mr. Eddie B. Arcenas, Mark Nel R. Venus, Donald Delmo)  |   |
| Day 4              |   |   |
| 7:50-8:00 AM       | Management of Learning  |   |
| 8:00—12:00 Noon    | Continuation : Workshop: Instructional Supervision Simulation (Dr. July Falagre, Ernesto J. Fulgencio, Dr. Judith P. Tu, Dr. Rolando Ricardo, Dr. Lalain Delos Santos, Mr. Eddie B. Arcenas, Marl Nel R. Venus) |   |
| 12:00 - 1:00       | Health Break/Lunch  |   |
| 1:00 - 2:00        | Post Test   |   |
| 2:00 - 4:00        | Closing Program   |   |