



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

January 12, 2024

**DIVISION MEMORANDUM**

No. 25 s. 2024

**CORRIGENDUM TO DM NO. 711, S. 2023, DIVISION TRAINING WORKSHOP ON INSTRUCTIONAL SUPERVISION FOR SCHOOL HEADS**

To: CID Personnel  
Education Program Supervisors  
Public Schools District Supervisors / In-charge  
Select SGOD Personnel  
All Others Concerned

1. As regards to Division Memo No. 711, s, 2023 entitled “**Division Training Workshop on Instructional Supervision for School Heads**”, this Office issues a change as to the schedule of the conduct of the said activity.

DISTRICT	CLUSTER	HOST DISTRICT	DATE / VENUE
Balingoan Kinoguitan Sugbongcogon Salay	<b>2</b>	<b>SALAY</b>	<b>January 17-18, 2024</b> <b>Salay</b>

2. For further information please see attached DM No. 711, s. 2023. You may also contact EPS Gladys S. Banac or EPS Sally S. Aguilar.

3. Other provisions on Division Memorandum No. 711, s. 2023 are still in effect.

4. Immediate and wide dissemination of this memorandum is hereby enjoined.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

ELO/egd/cid/sbd



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Republic of the Philippines  
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REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division Superintendent**

**November 23, 2023**

**DIVISION MEMORANDUM**

**No. 711 s. 2023**

**DIVISION TRAINING WORKSHOP ON INSTRUCTIONAL SUPERVISION  
FOR SCHOOL HEADS**

To: Assistant Schools Division Superintendent  
SGOD and CID Personnel  
Public Schools District Supervisors/Districts In-Charge  
Elementary and Secondary School Heads  
All Others Concerned

1. In accordance with the Department of Education's thrust of providing quality basic education this Office through the Curriculum Implementation Division will conduct the Division Training Workshop on Instructional Supervision for School Heads. See the attachment on the clustering of districts and schedule of the said activity.
2. The training has the following objectives:
  - a. Capacitate the participants on the content knowledge of instructional supervision in all learning areas;
  - b. Identify significant points as bases for the provision of technical assistance; and
  - c. Craft work plan related to instructional supervision.
3. The target participants in this training activity are education program supervisors, public school district supervisors/ district In-charge, and elementary and secondary school heads. The official list of School Head participants and clusters will be accessed at <https://tinyurl.com/DISTRICTIS23>.
4. Attached herewith are the following.
  - Program Management Team
  - List of Clustered Districts
  - Program/ Training Matrix
  - Program Flow
5. Training expenses, transportation, travel, and incidental expenses of the participants shall be charged to local and other sources of funds of their respective schools/districts subject to usual accounting and auditing rules and regulations.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent

ELO/egd/cid/gsb



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Attachment to the Division Memorandum No. \_\_\_\_\_, s.2023

**DIVISION TRAINING WORKSHOP  
 ON INSTRUCTIONAL SUPERVISION FOR SCHOOL HEADS  
 CLUSTERED DISTRICTS**

DISTRICT	CLUSTER	NUMBER OF SCHOOL HEADS	HOST DISTRICT	DATE/ VENUE
Magsaysay 1	<b>1</b>	6	Medina North and South	Dec. 11-12/ Medina
Magsaysay 2		10		
Medina North		9		
Medina South		13		
Talisayan		10		
Balingoan	<b>2</b>	7	Salay	Dec. 21-28/ Salay
Kinoguitan		9		
Sugbongcogon		12		
Salay		12		
Lagonglong	<b>3</b>	11	Balingasag North	Dec 6-7/ Balingasag
Balingasag North		12		
Balingasag Central		12		
Balingasag South		12		
Claveria Northeast	<b>4</b>	15	Claveria Central	Dec 13-14/ Claveria
Claveria Central		6		
Claveria West		11		
Jasaan North	<b>5</b>	10	Villanueva North and South	Jan. 4-5, 2024/ Villanueva
Jasaan South		10		
Villanueva North		5		
Villanueva South		8		
Tagoloan East		8		
Tagoloan West		7		
Opol East	<b>6</b>	4	Opol East and West	Jan. 9-10, 2024/ Opol
Opol West		5		
Alubijid East		6		
Alubijid West		8		
Laguindingan		10		
Gitagum		9		
Libertad		7		
Initao North		5		
Initao South	7			
Naawan	<b>7</b>	13	Lugait	Dec. 27-28/ Lugait
Manticao		15		
Lugait		10		



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Attachment to the Division Memo \_\_\_\_\_ s. 2023

**PROGRAM MANAGEMENT TEAM**

District \_\_\_\_\_

Committee	Team of Reference	Members
Program/Planning	<ul style="list-style-type: none"><li>• Prepare all documentary requirements</li><li>• Organize and lead the whole program flow</li><li>• Coordinate duties and responsibilities of PMT members</li><li>• Prepare Activity Completion Report</li></ul>	
Registration Attendance/ Certificates	<ul style="list-style-type: none"><li>• Prepare and secure the accomplishment of registration and attendance sheets</li><li>• Prepare and ensure dissemination of certificates for participants</li></ul>	
Technical	<ul style="list-style-type: none"><li>• Collect/prepare/ assist in the preparation and lead in the playing of audio-visual presentations and materials to be used</li><li>• Provide technical assistance in setting up and managing the platform to be used</li></ul>	
Documentation	<ul style="list-style-type: none"><li>• Prepare /collect audio-visual presentation and materials to be used</li><li>• Prepare a narrative report regarding the event</li><li>• Assist in accomplishing the Activity Completion Report</li></ul>	
Monitoring and Evaluation	<ul style="list-style-type: none"><li>• Prepare QATAME link form</li><li>• Consolidate participants' evaluation conducted</li></ul>	
Security and safety	<ul style="list-style-type: none"><li>• Ensure observance of appropriate health and safety standards for physical or face-to-face activities</li></ul>	



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**TRAINING MATRIX**

TIME	DAY 1 ACTIVITIES	FACILITATORS	DAY 2 ACTIVITIES	FACILITATORS
7:00 am- 7:45 am	Registration			
8:00 am- 9:00 am	Opening Program (Host District)			
9:00- 9:15 am	Rationale	Gladys S. Banac	MOL	Select PSDS/ PSDIC
Health Break				
9:15- 12:00	SDS Time Instructional Supervision		Finalization of OPCRF with accomplishment presentation	School heads
Lunch Break				
12:00- 1:00				
1:00 pm onwards	SDS Time Instructional Supervision		Continuation of the presentation of OPCRF	School heads
4:45- 5:00	Open Forum		Closing Program	Host District



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**OPENING PROGRAM**

Prayer	
National Anthem	
Energizer	
Roll Call of Participants	
Statement of the Purpose and Mechanics of the Training Workshop	
Welcome Address	
Opening Remarks	
Training Proper	
Master/Lady of Ceremony	

**CLOSING PROGRAM**

Prayer	
Nationalistic Song	
Energizer	
Resolution of Thanks	
Impressions 1 (Elem.)	
2 (Sec.)	
3 (PSDS/PSDIC)	
Challenge	
Acceptance	
Distribution of Certificates	
Master/Lady of Ceremony	



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