



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

15 JUL 2024

**DIVISION MEMORANDUM**

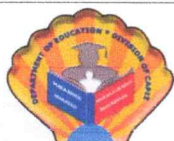
NO. **398**, s. 2024

**WORKSHOP ON THE FINALIZATION OF TRAINING DESIGN &  
 OTHER REQUIRED DOCUMENTS FOR THE PROPOSED TRAINING  
 ON INSTRUCTIONAL SUPERVISION**

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  
 Heads of Public Elementary, Secondary, Integrated and Private Schools  
 All Others Concerned

1. In support of the implementation of the MATATAG Curriculum, this Office, through the Human Resource Development Unit of the School Governance and Operations Division will conduct a **Two-Day Workshop on the Finalization of Training Design and Other Required Documents for the Proposed Training on Instructional Supervision** on July 19-20, 2024. The venue will be announced later.
2. This activity aims to:
  - a. review and enhance the training design and related documents for the above activity to ensure compliance with Continuing Professional Development (CPD) Accreditation standards;
  - b. finalize the roles and responsibilities of learning resource facilitators, substitutes, and alternates; and
  - c. submit the finalized documents to the Regional Office Focal Person for Continuing Professional Development Accreditation.
3. Participants to this activity are listed below.

Name	School/Office
Dr. Rolando Ricardo	Estefania Montemayor
Eddie Arcenas	Ivisan Elementary
Dr. Estella Fano	Mambusao East National High School
Dr. Ernesto Fulgencio, Jr.	Aglalana Integrated School
Dr. July Falagne	Dolores Elementary School
Dr. Judith Tu	SDO
Dr. Fatima Escuton	Lucero National High School



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Dr. Lalain Delos Santos	SDO
Dr. Immaculada J. Amores	SDO
Jerry V. Mosquite	SDO
Ronald D. Dile	SDO
Mark Nel R. Venus	CLRANHS
Edwin C. Salanatin	CLRANHS
Milbert Bechayda	CLRANHS

- Participants are advised to bring a laptop, extension cord, hard and softcopy of their lectures such as slide decks and session guides.
- Participants involved in this activity are entitled to service credits per DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching Personnel shall be provided with compensatory time off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) joint Circular No. 2, s. 2004 on non-monetary remuneration for overtime service rendered.
- Food, accommodation and other operational expenses relative to the conduct of this activity shall be charged against MATATAG Fund while travel expenses of the participants shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this memorandum is desired.

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

Attachment: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

WORKSHOP

INSTRUCTIONAL SUPERVISION



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