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

03 NOV 2026

DIVISION MEMORANDUM
No. 568, s. 2026

BECOMING MASTERS OF INSTRUCTION: MENTORING AND SUPPORTING TEACHERS FOR EFFECTIVE AND REFLECTIVE SUPERVISION

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

1. Attached is Regional Memorandum No. 1067, s. 2026 titled **BECOMING MASTERS OF INSTRUCTION: MENTORING AND SUPPORTING TEACHERS FOR EFFECTIVE AND REFLECTIVE SUPERVISION** which is self explanatory.

2. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: Regional Memorandum No. 1067, s. 2026
To be indicated in the Perpetual Index
Under the following subjects

TRAINING PROGRAMS

Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: http://depedcapiz.ph

Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

OCT 14 2026

REGIONAL MEMORANDUM
No. 1067, s. 2026

BECOMING MASTERS OF INSTRUCTION: MENTORING AND SUPPORTING TEACHERS FOR EFFECTIVE AND REFLECTIVE SUPERVISION

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. The 1987 Philippine Constitution recognizes teachers' right to professional advancement and mandates the State to promote conditions that attract and retain highly qualified individuals in the teaching profession through appropriate remuneration and other means of job satisfaction and fulfillment. This constitutional mandate highlights the importance of sustained opportunities for teachers' professional growth and career development.

2. Consistent with this mandate, the Department of Education (DepEd) through DepEd Order No. 019, s. 2025 formally adopts CSC Resolution No. 2500471 dated May 28, 2025, approving the revised Qualification Standards for various teaching, master teacher, and school principal positions. The revised standards include a five-year recency requirement for training and provide for professional development considerations relevant to career progression. These provisions emphasize the need for teachers to continuously update and strengthen their professional competencies through relevant learning and development interventions, including Career Progression Professional Development (CPPD) Programs. Such programs are intended to support teachers' continuous professional growth, career advancement, and the improvement of teacher quality.

3. Relative to the foregoing policy directions and in support of the continuous professional growth and career progression of teachers, DepEd Regional Office VI, through the Human Resource Development Division (HRDD), shall conduct a professional development program titled **Becoming MASTERS of Instruction: Mentoring and Supporting Teachers for Effective and Reflective Supervision** on **December 10-14, 2026** (Exclusive of Travel Time). The specific venue will be communicated through a separate issuance.

4. The training will address the competency requirements of the aspiring Master Teachers (MTs) at various stages of their career progression by strengthening their competencies in instructional leadership, mentoring and coaching, classroom observation, provision of technical assistance, and the promotion of improved teaching and learning practices.

Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph
Certificate No. PHP QMS 24 93 0184

5. The breakdown of participants per SDO is as follows:

School Schools Division Office	Number of Participants
Aklan	15
Antique	15
Capiz	15
Guimaras	15
Iloilo	25
Iloilo City	15
Passi City	10
Roxas City	10
Total	**120**

6. The participants identified by their respective SDOs shall serve as Division trainers for the subsequent cascading of the program at the Schools Division level. In view of this responsibility, identified participants shall possess the following qualifications:

1. **Eligibility:** Professional Teacher License
2. **Minimum Educational Requirement:** Full-fledged master's degree
3. **Position or Designation:** must be a Master Teacher, Assistant Principal, Head Teacher or School Head

7. A **registration fee of Ten Thousand Pesos (₱10,000.00) per participant** shall be collected to cover expenses for meals, board and lodging and training venue. The registration fee of the identified Schools Division participants shall be charged against HRD fund, local funds, MOOE, or other available funds of the concerned SDOs while travel and incidental expenses shall be charged against HRD and local funds of their respective offices. Other expenses for the conduct of this activity shall be charged to the Regional Office MOOE and other available funds. All expenses are subject to the usual government accounting and auditing rules and regulations.

8. In addition to the 120 participants allocated to every SDO under Item 5, other interested participants may be **accommodated, subject to the availability of training slots.** These additional participants shall **personally shoulder the registration fee and all other expenses incurred** during the training. Their participation shall not be charged against or considered part of the identified SDO-funded participant allocation.

9. The participants who are willing to fund their participation shall secure an Approval Letter from the School Heads and shall be endorsed by their respective Schools Division Superintendents. The Approval Letter Template is found in Enclosure 3.

Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph
Certificate No. PHP QMS 24 93 0184

10. The SDOs through their HRD Specialists are requested to **submit their list of Participants, SDO identified and personally funded**, using the Nomination Form Template found in Enclosure 4 on or before **November 6, 2026.**

11. All interested participants are required to **pre-register on or before November 13, 2026**, using the link and QR code provided below and **settle the registration fee on or before November 20, 2026**. No walk-in participants shall be allowed.

Pre-Registration Link:
https://tinyurl.com/becomingMASTERSofINSTRUCTION

Pre- Registration QR Code:

12. The payment details are provided below:
- **Deadline of Payment: November 17, 2026 (Tuesday)**
- **Amount:** ₱10,000.00 per participant
- **Mode of Payment:** Bank deposit or online transfer to:
  - **Account Name:** *RELC TRUST*
  - **Account Number:** *0260000005*
  - **Bank:** *Philippine Veterans Bank – Iloilo Branch*

All participants, SDO or personally funded, shall email the copy of the validated deposit slip or proof of fund transfer to this email address: **region6.hrdd@deped.gov.ph** for verification. Official receipts will be issued during the registration at the venue.

13. The Training Matrix and the List of Members of the Program Management Team (PMT) are attached to Enclosures 1 and 2.

14. Resource Persons (RPs)/Learning Facilitators (LFs) and Instructional Supervision Simulation Panelists are requested to submit their respective Curriculum Vitae (CV) using the PRC Accreditation CPDD-17 template, through the designated link or by scanning the QR Code provided below.

RPs/LFs Curriculum Vitae Submission Link:
https://tinyurl.com/CVbecomingMASTERS

RPs/LFs Curriculum Vitae Submission QR Code:

15. Participants are required to be at the venue at 3:00 pm of December 9, 2026 *(Day 0)* to take the pre-test and for the opening program. A certificate of completion shall be issued only to those who have completed all sessions and requirements.

16. The Participants, Learning Facilitators/Resource Persons and Members of the Program Management Team are entitled to Service Credits or Compensatory Time-Off for the attendance and the services rendered during the training in accordance with DepEd Order No. 53, s. 2003, titled **Updated Guidelines on Vacation Service Credits for Teachers**, case the activities fall on weekends, holidays, or work suspension.

17. For inquiries, confirmation, or technical assistance, participants may contact:

ROSEMARIE GIRADO
Mobile Number: 0995 879 6932
Email Address: region6.hrdd@deped.gov.ph

RAYMOND S. PORRAS
Mobile Number: 0960 597 4786
Email Address: region6.hrdd@deped.gov.ph

18. Immediate dissemination of and compliance with this Memorandum are desired.

CRISTITO A. ECO, CESO III
Regional Director

Encl: As stated
Reference: DepEd Order No. 019, s. 2025
To be indicated in the Perpetual Index
Under the following subjects

TRAINING PROGRAMS

RBM/HRDD- Becoming MASTERS of Instruction
129/October 1, 2026

Enclosure No. 1 to RM No. _____

PROGRAM MANAGEMENT TEAM

Program Chair: Cristito A. Eco, CESO III
Regional Director

Program Vice Chairs: Miguel Mac Aposin EdD, CESO V
Asst. Regional Director

Leilanie F. Sindingan, PhD
Chief, QAD/HRDD

Program Managers:
1. Dr. Joven M. Madera (Simulation Panelist)- RO HRDD
2. Dr. Rolly Ben M. Madera (Simulation Panelist)- RO HRDD
3. Raymond S. Porras (Simulation Panelist)- RO HRDD
4. Jay C. Blancaflor (Simulation Panelist)-Roxas City

Program Managers:
1. Joni Gallardo (Simulation Panelist)- RO HRDD
2. Dr. Mark Louie Liwa (Simulation Panelist)-RO HRDD
3. Dr. Jenelyn Pama (Simulation Panelist)- Passi City
4. Dr. Eulah Acosta (Simulation Panelist)- Iloilo City

Secretariat and Logistics:
1. Rosemarie Girado-RO HRDD
2. Zander F. Frofunga-RO HRDD
3. Edwin Gyn Onceno- RO HRDD
4. Gaea Abarientos-RO HRDD
5. Lilibeth Sanchez- RO HRDD

Collection and Receipting:
1. Resurrecion Puljanan- RO ASD
2. Ana Mauricio- RO ASD

Monitoring and Evaluation:
1. Ruby Llave (Simulation Panelist)- RO QAD
2. Joan Requillo- Iloilo City
3. Ivy Olvido- Roxas City
4. John Rey Maagma- Aklan

Learning Managers:
1. Dr. Rosemay Bello (Simulation Panelist)- Antique
2. Donabelle Ninonuevo- Iloilo
3. Dr. Immaculada Amores (Simulation Panelist)- Capiz
4. Dr. Nanette Galuno (Simulation Panelist)- Guimaras
5. CLMD Education Program Supervisors (Simulation Panelist)

Total PMT Members-27

Enclosure No. 2 to RM No. _____

TRAINING MATRIX

Session No.	Time	Session/Topic	Resource Persons
		Day 1	
	1:00 PM-3:00 PM	Arrival, Pretest and Registration	PMT
	3:00 PM- 5:00 PM	Opening Program	PMT
1	8:00 AM- 09:55 AM	Self-Assessment of Beliefs on Supervision	Dr. Marycel Macario- Roxas City Dr. Melany Nazareta- Aklan
	09:55 AM- 10:05 AM	Health Break	
2	10:00 AM- 12:00 NN	Legal Basis, IS Framework and Roles of Master Teachers	Jose Richard Lachica- Roxas City Christine Batuigas- Iloilo City
	12:00 NN- 1:00 PM	Lunch Break	
3	1:00 PM- 02:55 PM	The Changing Context of Supervision	Robert Aguirre- Roxas City Melanie Tabaculde- Iloilo City
	02:55 PM -03:05 PM	Health Break	
4	3:05 PM- 5:00 PM	Purpose and Guiding Principles of IS	Dr. Erwin Victoriano- Roxas City Dr. Charlotte Marcelo- Roxas City
		Day 2	
5	8:00 AM- 9:55 AM	Beyond the Classroom Door: Unpacking the Scope and Content of Instructional Supervision	Dr. Aurelio Odiong Jr.- Antique Dr. Kristin M. Cepeda- Antique
	09:55 AM-10:05 AM	Health Break	
6	10:05 AM- 12:00 NN	The Reflection Process: Strengthening Reflective Practice in Instructional Supervision	Dr. Arnaldo Tuga- Iloilo City Dr. Nestor Paul Pingil- Iloilo
	12:00 NN- 1:00 PM	Lunch Break	
7	1:00 PM- 02:55 PM	The Master Teacher as a Mentor — Guiding the Professional Journey	Arlyn Aducal- Roxas City Dr. Jessette Vidiot- Iloilo
	02:55 PM- 03:05 PM	Health Break	
8	03:05 PM- 5:00 PM	Maximizing Educators' Growth: Elevating Practice Through Professional Development Modalities	Mary Ann Pinuela- Roxas City Bonifacia Dalugdugan- Iloilo City
		Day 3	
9	8:00 AM- 9:55 AM	Leading Instructional Excellence: Mastering the Standards, Norms, and Implementing Processes of Instructional Supervision	Dr. Reginald Venancio- Aklan Josephine Balasan- Iloilo
	09:55 AM-10:05 AM	Health Break	
10	10:05 AM- 12:00 NN	Instructional Supervision Implementation Guide for Master Teachers	Dr. Ma. Viczie Tubongbanua Dr. Renante Alagos- Antique
	12:00 NN- 1:00 PM	Lunch Break	
11	1:00 PM- 02:55 PM	The Power of Purposeful Questioning	Dr. Connie Agana- Roxas City Mary Michelle Brendia- Iloilo
	02:55 PM- 03:05 PM	Health Break	

12	03:05 PM- 5:00 PM	Masters in Action: Addressing the Gap Through WAP	Dr. Rolly Ben Madera Dr. Joven M. Madera Dr. Mark Louie Liwa Raymond Porras
		Day 4	
13	8:00 AM- 9:55 AM	Workshop: Developing the WAP	Dr. Rolly Ben Madera Dr. Joven M. Madera Dr. Mark Louie Liwa Raymond Porras
	09:55 AM-10:05 AM	Health Break	
14	10:05 AM- 12:00 NN	WAP Feedback Giving	Dr. Rolly Ben Madera Dr. Joven M. Madera Dr. Mark Louie Liwa Raymond Porras
	12:00 NN- 1:00 PM	Lunch Break	
15	1:00 PM- 02:55 PM	Instructional Supervision Simulation Orientation	Arlyn Aducal-Roxas City Jay Blancaflor- Roxas City Ronald Dile- Capiz
	02:55 PM- 03:05 PM	Health Break	
16	03:05 PM- 5:00 PM	Instructional Supervision Simulation Proper	Dr. Joel Pachejo- Passi city Dr. Joliven Maratas- Passi City Dr. Nerio Benito Eseo- Iloilo City Dr. Ronaldo Lamit- Iloilo City
		Day 5	
	8:00 AM- 9:55 AM	Continuation Instructional Supervision Simulation Proper	
	9:55 AM- 10:05 AM	Health Break	
	10:05 AM- 12:00 NN	Post Test and Closing Program	PMT
	12:00 NN Onwards	Travel Back Home	

Total Number of Learning Facilitators/Resource Persons for Sessions 1-13, Excluding Those with Dual PMT Roles: 28

SDO Funded Participants - 120
PMTs, RPs,/LFs - 55
175

All Resource Persons/ Learning Facilitators of any session will serve as Instructional Supervision Simulation Panelists during the Workshop on Simulation Process.

Enclosure No. 3 to RM No. _____

Republic of the Philippines

Department of Education

REGION VI – WESTERN VISAYAS

APPROVAL LETTER

_____

_____
_____
_____

Dear Ma'am/Sir:

I am writing to formally request permission to attend the **Becoming MASTERS of Instruction: Mentoring and Supporting Teachers for Effective and Reflective Supervision** on December 10-14, 2026, within Iloilo City.

Please note that all expenses incurred for this training, **including registration fee, travel, and accommodation**, will be **covered entirely by me personally**. There will be no financial obligation or cost to the school's budget.

Thank you for your consideration and usual support for my professional growth.

Very truly yours,

_____
Signature over Printed Name of the Teacher

Approved:

_____
Signature over Printed Name of the School Head

Enclosure No. 4 to RM No. _____

NOMINATION FORM

Name of SDO:_____

A. SDO Identified

No.	Full Name (First Name, Middle Initial, Last Name)	Name of School	Position/Designation	Official DepEd Email Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

B. Personally Funded

No.	Full Name (First Name, Middle Initial, Last Name)	Name of School	Position/Designation	Official DepEd Email Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

May add rows if necessary