



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

Office of the Schools
Division Superintendent

October 14, 2022

DIVISION MEMORANDUM

No. 305, S. 2022

**DIVISION ORIENTATION WORKSHOP ON THE PILOT IMPLEMENTATION
OF THE MANUAL OF INSTRUCTIONAL SUPERVISION (MIS)**

**To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads**

1. This Office announces the conduct of the **Division Orientation-Workshop on the Pilot Implementation of the Manual of Instructional Supervision (MIS)** on November 8-10, 2022 at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. This three-day live-in orientation-workshop aims to:
 - discuss the laws, theories, and DepEd policies governing instructional supervision;
 - explain the cycle of instructional supervision;
 - walk through the parts of the MIS as a unified guide for instructional managers and supervisors in providing IS;
 - recognize the parts of the Instructional Supervision Plan Template and M&E tool;
 - develop a sample Instructional Supervision Plan and contextualized M&E tool; and
 - express commitment and support in the utilization of MIS.
3. Participants in this activity are 14 school heads of the pilot district, the Sub-Office MIS Core Teams composed of one (1) Public Schools District Supervisor, one (1) elementary school head, one (1) secondary school head and one (1) District CID Coordinator (either elementary or secondary school head) per sub-office, and the EPSAs.
4. Relative to this, each Sub-Office Head is requested to assist the PSDSs in selecting the members of the Sub-Office MIS Core Team, and submit their names to the Division Office (Attention: Mrs. Juvimar E. Montolo, EPSVR-Science, not later than Wednesday, October 19, 2022.
5. Each Sub-Office Core Team is expected to conduct an Echo-Orientation Workshop on the Implementation of the Manual of Instructional Supervision (MIS) to the rest of the PSDSs and school heads by sub-office before December 2022.
6. School heads of the MIS Pilot District shall serve as mentors of the 11 Master Teachers and School Subject Coordinators of the Pilot Schools, namely, Carmen NHS-Day, F. Rallos ES and Luyang ES of Carmen District. Pilot Schools are expected to start utilizing the Manual of Instructional Supervision (MIS) right after the orientation-workshop. The Regional Field Technical Assistance Team (RFTAT) Monitoring on the Pilot Implementation of the MIS will commence in the third week of November 2022.

7. Each Sub-Office MIS Core team, as well as the Pilot District Team is requested to bring at least one (1) laptop for the workshop.

8. Please refer to Enclosure No. 1 for the **List of Program Management Team Members and Participants**, and Enclosure No. 2 for the **Activity Matrix**.



9. Participants are required to follow IATF guidelines and protocols. The Medical Section (c/o Dr. Virgilio C. Tantuico/Dr. Asterterie A. Bernales) is requested to assign two (2) nurses at the venue during the entire duration of the activity.

10. Members of the Program Management Team are advised to come before 8:00 a.m. of Day 1 to prepare the venue & workshop materials. Their first meal will be breakfast of Day 1, November 8, 2022. The Registration and Settling Down will start at exactly 11:00 a.m. on Day 1. Participants' first meal will be lunch on Day 1, and the last meal for both Program Management Team and participants will be dinner on Day 3, November 10, 2022.

11. Expenses for venue rental, accommodation, meals and snacks of the participants, speakers and members of the program management team shall be chargeable against **Division HRD Funds**, while travel and other related expenses shall be chargeable against **School/Division MOOE Funds**, subject to their availability and the usual accounting and auditing rules and regulations.

12. This Memorandum also serves as **Authority to Travel**.

13. Immediate and wide dissemination of and compliance with this memorandum is directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent 



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**DIVISION ORIENTATION WORKSHOP ON THE PILOT
IMPLEMENTATION OF THE MANUAL
OF INSTRUCTIONAL SUPERVISION**

**LIST OF PROGRAM MANAGEMENT TEAM MEMBERS
AND PARTICIPANTS**

A. Program Management Team

1. Dr. Marilyn S. Andales CESO V- Program Director
2. Dr. Fay C. Luarez CESE - Assistant Program Director
3. Dr. Lorenzo M. Dizon - Assistant Program Director
4. ~~Dr. Mary Ann P. Flores~~ - ~~Training Manager/Trainer~~
5. Dr. Victor Ybañez CESE - Training Manager/Trainer
6. Mrs. Juvimar E. Montolo - Trainer
7. Mr. Glicerio L. Camongay - Trainer
8. Dr. Arlene D. Buot - Trainer
9. Dr. Roderic Geles - Trainer

Facilitators/Secretariat/Documenters

10. Dr. Maria Chona B. Redoble - EPSVR, English
11. Dr. Maria Elena T. Paras - EPSVR, KG/SpEd
12. Mrs. Araceli A. Cabahug - EPSVR, Filipino/MTB
13. ~~Dr. Jose Garry O. Napoles~~ - ~~EPSVR, TLE/TVL~~
14. Mrs. Nenita G. Jaralve - EPSVR, MAPEH
15. Dr. Pamela A. Rodemio - EPSVR, Math
16. Mrs. Rosemary N. Oliverio - EPSVR, AP
17. Mrs. Jane O. Gurrea - EPSVR, EsP
18. Mr. Isaiash T. Wagas - EPSVR, LRMDs
19. Dr. Clavel D. Salinas - PSDS, SHS Coordinator
20. Mr. Luis M. Arioja - PSDS/ALS Coordinator
21. Raul Jumao-as - PSDS/EPP Coordinator
22. Mrs. Blesilda Pitogo - T III/Publication Coordinator
23. Juliven Jumao-as - ADAS

Triage

24. Division Nurse
25. Division Nurse

Participants from MIS Pilot District

26. Frederic C. Buot, - Principal II, Luyang ES
27. Fedelina C. Entero - Principal III, Carmen NHS- Day Class
28. Jennifer Casas - P1, Caurasan NHS
29. Eva Tenchavez - P1, Elpidio DDES
30. Alvin Tenchavez - P1, Carmen Central ES
31. Joelina Molde - P2, Puente ES
32. Rosemarie Forzado - P2, Cantumog ES
33. Nena Prosia - P2, Dawis Norte ES
34. Marivic Espina - TIC, Carmen NHS- Night Class
35. Agnes Sanico - HT3, F Villamor ES
36. Achilles Cababan - HT3, Sac-on ES
37. Mila Buot - HT2, Hagnaya ES
38. Alma Damiles - HT1, Lanipga ES

EPSAs

- 39. Mrs. Evangelina Buna
- 40. Mr. Orley Perico
- 41. Mr. Domingo Amancio
- 42. Mrs. Cleo Escuadro
- 43. Ms. Florenda Alicaway
- 44. Mrs. Zenifer Copuz
- 45. Mrs. Marie Monterola

**MIS Core Teams (1 PSDS, 1 elementary school head,
1 secondary school head & 1 District CID Coordinator
per Sub-Office)**

- 46.1 Liloan Sub-Office PSDS
- 47.1 Liloan Sub-Office Elementary School Head
- 48.1 Liloan Sub-Office Secondary School Head
- 49.1 Liloan Sub-Office District CID Coordinator
- 50.1 Medellin Sub-Office PSDS
- 51.1 Medellin Sub-Office Elementary School Head
- 52.1 Medellin Sub-Office Secondary School Head
- 53.1 Medellin Sub-Office District CID Coordinator
- 54.1 Balamban Sub-Office PSDS
- 55.1 Balamban Sub-Office Elementary School Head
- 56.1 Balamban Sub-Office Secondary School Head
- 57.1 Balamban Sub-Office District CID Coordinator
- 58.1 San Fernando Sub-Office PSDS
- 59.1 San Fernando Sub-Office Elementary School Head
- 60.1 San Fernando Sub-Office Secondary School Head
- 61.1 San Fernando Sub-Office District CID Coordinator
- 62.1 Dalaguete Sub-Office PSDS
- 63.1 Dalaguete Sub-Office Elementary School Head
- 64.1 Dalaguete Sub-Office Secondary School Head
- 65.1 Dalaguete Sub-Office District CID Coordinator
- 66. 1 Badian Sub-Office PSDS
- 67.1 Badian Sub-Office Elementary School Head
- 68.1 Badian Sub-Office Secondary School Head
- 69.1 Badian Sub-Office District CID Coordinator

Enclosure No. 2 to Division Memorandum No.: _____

**DIVISION ORIENTATION WORKSHOP ON THE PILOT IMPLEMENTATION
OF THE MANUAL OF INSTRUCTIONAL SUPERVISION (MIS)
November 8-10, 2022**

Activity Matrix

DAY	Time	Topic/Content	Suggested Activity	Facilitators
Day 1, November 8, 2022	8:00 - 11:00 am	Travel Time		
	11:01-12:00 nn	Registration & Settling Down		Blesilda Pitogo Juliven Jumao-as
	12:01-1:00 pm	Lunch		
	1:01 - 1:30 pm	Opening Program/Preliminaries Prayer EPSVR Araceli A. Cabahug Philippine National Anthem Canned Sugbo Hymn Canned Attendance Check EPSVR Isaiash T. Wagas Welcome Remarks ASDS Fay C. Luarez CESE Light Number Message SDS Marilyn S. Andales CESO V Activity Mechanics CES Mary Ann P. Flores House Rules EPSVR Jane O. Gurrea Energizer EMCEE EPSVR Jose Garry R. Napoles		Jose Garry Napoles
	1:31-2:30 pm	Session 1: Rationale, Legal Bases and scope of Manual of Instructional Supervision (MIS)	Lecture/Discussion	Victor Ybanez Glicerio Camongay
	2:31-5:00 pm	Session 2: Definition of Terms	Lecture/Discussion/ Brainstorming	Juvimar Montolo
	Officers of the Day			Pamela Rodemio Luis Arioja

Day 2 November 9, 2022	8:00-8:30 am	MOE		Liloan & Medellin Sub-Offices
	8:31-10:00 am	Session 3: Theoretical Framework	Lecture/Discussion/ Cooperative Learning	Mary Ann Flores
	10:01-12:00 NN	Session 4: Resource Package	Lecture/Discussion/ Cooperative Learning	Arlene D. Buot
	12:01-1:00 pm	Lunch		
	1:01-1:15 pm	Energizers		San Fernando Sub-Office
	1:16-2:30 pm	Session 5: Features of Supervisory Approaches & Types of Visit	Lecture/Discussion/ Cooperative Learning	Juvimar Montolo
	2:31-5:00 pm	Session 6: Phases of IS	Lecture/Discussion/ Cooperative Learning	Mary Ann Flores
	Officers of the Day			Nenita Jaralve Maria Chona Redoble Rosemary Oliverio

Day 3, November 10, 2022	8:00-8:30 am	MOL		Balamban & Dalaguete Sub-Offices
	8:31-10:00 am	Session 7: Procedures on the Three Types of Instructional Supervisory Approaches with OTOP Inclusion	Lecture/Discussion/ Cooperative Learning	Glicerio Camongay
	10:01 am-12:00 nn	Session 8: M & E	Lecture/Discussion/ Cooperative Learning	Roderic Goles
	12:01-1:00 pm	Lunch		
	1:01-1:15 pm	Energizers		Badian Sub- Office
	1:16-2:00 pm	Session 9: MIS Tools	Lecture/Discussion/ Cooperative Learning	Arlene D. Buot
	2:01-3:00 pm	Session 10: Instructional Supervisory Plan and M&E Tool	Lecture/Discussion/ Cooperative Learning	ASDS Fay Luarez
	3:01-4:00 pm	Presentation of Outputs & Critiquing	Lecture/Discussion/ Cooperative Learning	
	4:01-5:00 pm	Next Steps	Plenary	
		Distribution of Certificates		
		Closing Prayer		Clavel Salinas
	Officers of the Day			Maria Elena Paras Raul Jumao- as