



Department Of Education  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY  
City of Malaybalay  
Tel # 813-2894



**DIVISION MEMORANDUM**

No. 157 S. 2 0 1 3

FOR: Education Program Supervisors Designate  
Division Coordinators  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
This Division

FROM:   
**EDILBERTO L. OPLENARIA**  
OIC Schools Division Superintendent

RE : Training Workshop on the Review of Unified Guidelines and Procedures on Instructional Supervision and other Instruction-Related Concerns for Malaybalay City Division

DATE: July 2-4, 2013

248  
Deped-MALAYBALAY CITY DIVISION

**RELEASED**

Date: 6/25/13 Time: 4:52 PM  
By: alm Anabr/z

1. Per Exit conference from the Education Program Supervisors, finding has been made that School Administrators spend more time on the administrative function rather than instructional supervision. In line with this, a training seminar workshop will be conducted on July 2-4, 2013 to revisit and review our Guidelines and Procedures on Instructional Supervision.
2. Expenses of this training are chargeable against Division Inset Funds subject to the usual accounting and auditing rules and regulations.
3. Enclosed is the Training Matrix.
4. For immediate and wide dissemination to all concerned.

TIME	DAY 1	DAY 2	DAY 3
8:00 – 8:30	Registration	<ul style="list-style-type: none"> <li>• The Conduct of Pre Conference</li> <li>• Workshop</li> </ul> <i>Anchor: W. Famador</i>	ACTUAL Pre-Conference
8:30 – 9:00 9:00-9:30	Opening Program <i>Health Break</i>		Demonstration Teaching
9:30 – 10:30	Lecture-Discussions on a. CB-PAST b. NCBTS <i>Anchor: EPS Malaybalay City</i>	MOCK Demonstration Teaching and Class observation	Post Conference <ul style="list-style-type: none"> <li>• Teacher –School Head</li> <li>• School Head - Supervisor</li> </ul>
	WORKING SNACK		
10:30 – 12:00	Revisiting the Tools a. ISP – A b. ISP – B c. ISP – C d. ISP – D <i>Anchor: Angelina B. Buaron Division EPS Monitor</i>	<ul style="list-style-type: none"> <li>• The Conduct of Post Conference</li> <li>• Workshop</li> </ul> <i>Anchor: W. Famador</i>	Cliniquing  <i>Facilitators: A. Buaron W. Famador SDS Oplenaria</i>
12:00 – 1:00	LUNCH BREAK		
1:00 – 3:00	Fiscal Resource and Management <i>Anchor: Division Accountant</i>	Assisting the School Head <i>Anchor: A. Buaron</i>	Clearing House
3:00 – 3:15	SNACK BREAK		
3:15 – 5:00	The CRISS Supervision <i>Anchor: Wilfreda T. Famador Chief, Promotional Division</i>	MOCK Consultation-Conference of School Head and Supervisor <i>Anchor: A. Buaron</i>	CLOSURE