


DIVISION MEMORANDUM

No. 48 s. 2018

INSTRUCTIONAL LEADERSHIP CONFERENCE AND WORKSHOP

To: OIC – Assistant Schools Division Superintendent
OIC – Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Education Program Specialists - CID
All Others Concerned

1. As a measure to capacitate the Principal – Consultants, NQESH Passers and other Instructional Leaders in the school level on the theories, principles and practice in curriculum development, management and implementation, this Office announces the conduct of the Deped Antipolo's live out training on 'Instructional Leadership' at Loreland Resort, Antipolo City on July 4-6, 2018 from 8:00 – 5:00 pm.
2. The activity aims to:
 - a. explain and discuss curriculum, frameworks, models and standards;
 - b. situate the context of the Division using the existing data in curriculum management and instructional supervision, including the status of madrasah education; and
 - c. apply principles of curriculum in the practice of technical assistance through simulation.
3. Participants to this activity are the OIC – Chief of Curriculum Implementation Division; Education Program Supervisors, Public Schools District Supervisors, School Heads, Master Teacher/Head Teacher/Key Teacher and NQESH passers. Each is required to bring a laptop, sample supervisory plan, and STAR Observation Sheet.
4. Expenses relative to this activity shall be charged against the Division Human Resource Development Fund. Accomplish the prework activity (Enclosure 4) to be submitted upon registration on July 4, 2018.
5. Attached herewith are the following enclosures for your reference:
 - A. Enclosure 1 – Indicative Training Matrix
 - B. Enclosure 2 – List of Participants
 - C. Enclosure 3 – Pework Activity
 - D. Enclosure 4 – Working Committees
 - E. Enclosure 5 - Program of Ceremonies
6. Immediate dissemination of this Memorandum is earnestly desired.


DR. ROMMEL G. BAUTISTA, CESO V
City Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 48 , s. 2018

'INSTRUCTIONAL LEADERSHIP' CONFERENCE WORKSHOP
Indicative Training Matrix

DAY 1: July 4, 2018

Time	Activity
7:00 – 8:00	Registration
8:00 – 8:30	Opening Program
8:30 -10:00	<i>KRA 1: MANAGEMENT OF CURRICULUM IMPLEMENTATION</i> The Instructional Leader CRISTINA SALAZAR EPS – English
10:00 – 10:30	Break
10:30 – 12:00	<i>KRA 1: MANAGEMENT OF CURRICULUM IMPLEMENTATION</i> Curriculum, Framework and Models ELEONOR FRANCISCO AusAid - BEST
12:00 – 1:00	Lunch
1:00 – 3:00	<i>KRA 2: CURRICULUM DEVELOPMENT, ENRICHMENT AND LOCALIZATION</i> Blue Printing the Standards and Competencies EDWARD DE JESUS EPS – AP , SDO Binan
3:00 – 3:30	Break
3:30 – 5:00	<i>KRA 2: CURRICULUM DEVELOPMENT, ENRICHMENT AND LOCALIZATION</i> Curriculum Contextualization LITO A. PALOMAR OIC- Chief, CID

DAY 2: July 5, 2018

TIME	ACTIVITY
7:00 – 8:00	Management of Learning
8:00 – 10:00	<p><i>KRA 3: TECHNICAL ASSISTANCE</i></p> <p>Standards for Instructional Supervision</p> <p>REYNALDO ANDRADE – CLASS A EPS – FILIPINO</p> <p>VIVIENE MARTINEZ – CLASS B PSDS</p>
10:00 – 10:30	Break
10:30 – 12:00	<p><i>KRA 3: TECHNICAL ASSISTANCE</i></p> <p>Interpersonal Approaches to Supervision</p> <p>CRISTINA C. SALAZAR – CLASS A EPS- ENGLISH</p> <p>JENNIE G. CASAUAY – CLASS B PSDS</p>
12:00 – 1:00	Lunch
1:00 – 3:00	<p><i>KRA 3: TECHNICAL ASSISTANCE</i></p> <p>Research</p> <p>ALFONSO ABOGADO – CLASS A SEPS Research</p> <p>LITO A. PALOMAR – CLASS B OIC – Chief, Curriculum Implementation Division</p>
3:00 – 3:30	Break
3:30 – 5:00	<p><i>KRA 3: TECHNICAL ASSISTANCE</i></p> <p>Action Research Workshop and Critiquing</p> <p>ALFONSO ABOGADO – CLASS A SEPS Research</p> <p>LITO A. PALOMAR – CLASS B OIC – Chief, Curriculum Implementation Division</p>

DAY 3: July 6, 2018

TIME	ACTIVITY
7:00 – 8:00	Management of Learning
8:00 – 10:00	<p><i>KRA 3: TECHNICAL ASSISTANCE</i></p> <p>Coaching and Mentoring</p> <p>VIVIENE MARTINEZ – CLASS A PSDS</p> <p>DR. ARNEL BUENA – CLASS B EPS - ESP</p>
10:00 – 10:30	Break
10:30 – 12:00	<p><i>KRA 3: TECHNICAL ASSISTANCE</i></p> <p>The STAR Observation</p> <p>BABYLYN PAMBID – CLASS A EPS- SDO Rizal</p> <p>ADELAIDA SAN DIEGO – CLASS B Principal IV - ANHS</p>
12:00 – 1:00	Lunch
1:00 – 3:00	<p><i>KRA 4: ASSESSMENT OF LEARNING OUTCOMES</i></p> <p>Assessment in the K-12</p> <p>LITO A. PALOMAR OIC – Chief, Curriculum Implementation Division</p>
3:00 – 3:30	Break
3:30 – 4:30	<p>Dalumatán: 2nd Quarter Instructional Leader's Meeting</p> <p>LITO A. PALOMAR OIC – Chief, Curriculum Implementation Division</p>
4:30 – 5:00	Closing Ceremonies

Enclosure No. 2 to Division Memorandum No. ____, s. 2018

List of Participants
Class A

School	School Head	MT / HT / Coordinator / Key Teacher designated to observe classes
Sta Cruz ES	1	1
Bagong Nayon 1 ES	1	1
Bagong Nayon II ES	1	1
Bagong Nayon IV ES	1	1
Dela Paz ES	1	1
San Isidro ES	1	1
Mayamot ES	1	1
Mambugan I ES	1	1
Mambugan II ES	1	1
JSES	1	1
Lores ES	1	1
ISTES	1	1
Cupang ES	1	1
Cupang ES Annex	1	1
Penafrancia ES	1	1
Penafrancia ES Annex	1	1
Sapinit ES	1	1
Kaysakat ES	1	1
Peace Village ES	1	1
J. Cabarrus	1	1
SAVES	1	1
Muntindilaw ES	1	1
Inuman ES	1	1
Bagong Nayon II ES	1	1
San Isidro NHS	1	1
Mambugan NHS	1	1
Mayamot NHS	1	1
San Jose NHS	1	1
Cupang NHS	1	1
Maximo Gatlabayan MNHS	1	1
Total		60

List of Participants
Class B

School	School Head	MT / HT / Coordinator / Key Teacher designated to observe classes
Antipolo City Sped Center	1	1
TRES	1	1
Dalig ES	1	1
Kaila ES	1	1
Knights of Columbus ES	1	1
Nazarenneville ES	1	1
San Joseph ES	1	1
Pantay ES	1	1
San Ysiro ES	1	
Sumilang ES	1	1
Taguete ES	1	
Binayoyo ES	1	
Cabading ES	1	
Old Boso-boso ES	1	1
Upper Kilingan ES	1	
San Luis ES	1	
Tanza ES	1	1
Apia ES	1	
Libis ES	1	
Paglitaw		1
Rizza ES	1	1
Antipolo NHS		3
Antipolo City Senior HS	1	1
Dela Paz NHS	1	1
Muntindilaw NHS	1	1
San Roque NHS	1	1
Dalig NHS	1	1
Marcelino Santos NHS	1	1
Antipolo S and T NHS	1	1
Old Boso-Boso NHS	1	1
San Juan NHS	1	1
Canumay NHS	1	1
NQESH Passers		6
Total		62

Enclosure No. 3 to Division Memorandum No. 48 , s. 2018

PRE-WORK ACTIVITY

Name (This is NOT optional): _____

School: _____

District: _____

PART I: PROFILE

Age: _____

Position (by CSC appointment): _____

Years of experience in your current position: _____

Highest Educational Attainment: _____

PART II: QUALITATIVE QUESTIONNAIRE

Note: Answers must be HANDWRITTEN

1. Did you take curriculum studies as a Major in your Bachelor's, Master's or Doctorate Degree?
2. What is an instructional leader?
3. Define curriculum in your own words
4. What are your weaknesses as an instructional leader?
5. If you are a consultant, which subject are you being consulted? If yes, what are your milestones in the past five years? If not, which subject would you like to be a consultant in?
6. Which learning area (content) do you need technical assistance the most? Why?
7. What aspect of classroom assessment do you need assistance on? Why?
8. Have you written an action/basic research in the past five year? If yes, write the titles of all your researches. If not, write the reasons why you are unable to write one.
9. From the scale of 1-10, 10 being the highest, how would you rate yourself as an instructional leader and why?

Enclosure No. 4 to Division Memorandum No. 48, s. 2018

EXECUTIVE COMMITTEE

Chairperson

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Vice-Chairperson

DR. GLORIA C. ROQUE
OIC - Assistant Schools Division Superintendent

Member

LITO A. PALOMAR
OIC – Chief, Curriculum Implementation Division

Education Program Supervisors
Public Schools District Supervisors

MRS. ARLENE TAYONA
SEPS - HRD

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCE
Registration	Armand Caasi Lorena Bautista	Incharge of Attendance Ensure that participants are registered
Program / Invitation, Certificates (participation and appreciation, registration form and meal attendance)	Mr. Nimrod Tupas Mrs. Myrna Bautista	Prepare distribute program and invitation Prepare certificate of participation and appreciation
Documentation	Mr. Michael Tayona Mr. Ranito Gallego	Documents event's significant details and submit narrative and pictorial report to the program-in-charge
Technical / ICT	Mrs. Florabel Tolentino	Assist in setting up powerpoint, projector and sound system as well as video presentation. Ensures that projector, screen and sound system is available in the hall.
Health and Welfare	Mrs. Phanny Ramos	Ensures that provisions for health and security are taken care of
Logistics / Supplies	Mrs. Arlene Tayona	Ensures that facilities, supplies and materials are made available
Monitoring and Evaluation	Dr. Isabel Gonzales	Monitors and evaluates the conduct of the program-in-charge Administers and evaluates tool used Submits results of the evaluation to the program-incharge

TRAINING TEAM

Name	Designation
Mr. Lito A. Palomar	OIC – Chief, CID
Mrs. Cristina P. Salazar	EPS – English
Mr. Reynaldo Andrade	EPS – Filipino
Mrs. Bernadette Berber	EPS – Mathematics
Dr. Arnel Buena	EPS – ESP
Mrs. Vivienne Martinez	PSDS
Mrs. Jennie Casauay	PSDS

CLASS MANAGERS AND PROCESS OBSERVERS

Day	Class	Class Manager	Process Observer
1	Plenary	Mrs. Dolores Agong – EPS Science	Dr. Gloria Benedicto - PSDS
2	A	Mrs. Melanie Burgonia – EPS TLE	Ms. Marilyn Zapanta - PSDS
	B	Mrs. Merlita Sayago – EPS Kinder	Ms. Marilou Lico - PSDS
3	A	Mrs. Priscilla Salo – EPS LR	Mrs. Jocelyn Perez - PSDS
	B	Ms. Luz Cayanong - PSDS	Dr. Emily Concio - PSDS

Enclosure No. 5 to Division Memorandum No. 48, s. 2018

OPENING PROGRAM

National Anthem	Dr. Arnel Buena, EPS - EsP
Prayer	Mrs. Dolores J. Agong, EPS - Science
Checking of Attendance	Mr. Michael Tayona, PSDS
Welcome Remarks	Ms. Luz Cayanong, PSDS
Message	Dr. Gloria C. Roque Assistant Schools Division Superintendent
	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent

Statement of Purpose

Mr. Lito A. Palomar
OIC – CID Chief

Conference Proper

CLOSING PROGRAM

Nationalistic Song

Mr. Nimrod Tupas, PSDS

Prayer

Ms. Marilou Lico, PSDS

Impression

Mrs. Myrna Bautista, EPS II - ALS

Challenge

Mr. Lito A. Palomar
OIC – CID Chief / EPS – AP

Acceptance of Challenge

Dr. Darwin Bargo
NQESH Passer

Awarding of Certificates

Closing Remarks

Mrs. Melanie Burgonia
EPS – TLE