



DIVISION MEMORANDUM

No. 95 s. 2018

**INSTRUCTIONAL LEADERSHIP WORKSHOP AND 4th DALUMATAN
OF CURRICULUM IMPLEMENTERS**

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 master teachers and head teachers on the theories, principles and practice in curriculum development, management and implementation, this office announces the conduct of the Deped Antipolo's live-out 'Instructional Leadership and 4th Dalumatan of Curriculum Implementers.
2. The activity aims to:
 - a. Equip master teachers, head teachers and other TA providers with the necessary skills for instructional supervision;
 - b. Validate the unified curriculum standards;
 - c. Communicate with the clients the feedback on delivery of Curriculum Implementation Division (CID) and resolve possible corrective actions; and
 - d. Provide recognition to outstanding schools and individuals who have contributed to the implementation of curriculum.
3. Participants to this activity are school heads, select select master teachers, head teachers whose participation shall be scheduled as follows:

Participants	Date
Master Teachers / Head Teachers IL Workshop	December 10 until 11:30 of December 12, 2018
Elementary and Secondary School Heads Dalumatan	December 12, 2018 (12:00 – 5:00)

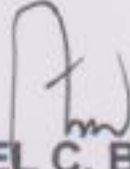
4. Participants are requested to submit PHOTOCOPY of the following documents on or before 5:00 pm on December 6, 2018, EACH sealed in one long brown envelope with name and school written at the back addressed to: MR. LITO A. PALOMAR, OIC – CID Chief:
 - 4.1 Sample accomplished instructional plan/ report
 - 4.2 Sample accomplished STAR observation form
 - 4.3 Sample accomplished COT form
 - 4.4 Sample accomplished LAC Plan/ Report
 - 4.5 Sample periodical test written in any grading period / subject
 - 4.6 Sample Action Research conducted for the last two years.
5. Expenses relative to this activity shall be charged against the Division Human Resource Development Fund (HRD)



6. Attached herewith are the following enclosures for your reference:

- A. Enclosure 1 – Training Matrix
- B. Enclosure 2 – List of Participants
- C. Enclosure 3 – Proposed Research Outputs
- D. Enclosure 4 - Working Committees
- E. Enclosure 5 – Program of Activities

7. Immediate dissemination of this Memorandum is earnestly desired.


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



Enclosure No. 1 to Division Memorandum No. 95, s. 2018

Training Matrix

DAY 1: December 10, 2018

Time	Activity
7:00 – 8:00	Registration
8:00 – 8:30	Opening Program
8:30 -10:00	Instructional Leadership CRISTINA SALAZAR EPS - English
10:00 – 10:30	Break
10:30 – 12:00	Instructional Planning VIVIENNE MARTINEZ PSDS
12:00 – 1:00	Lunch
1:00 – 3:00	Curriculum, Models, Framework and Standards LITO A. PALOMAR Chief – CID
3:00 – 3: 30	Break
3:30 – 5:00	Unified Curriculum Standards Validation Workshop LITO A. PALOMAR Chief - CID



DAY 2: December 11, 2018

Time	Activity	
7:00 – 8:00	Management of Learning	
8:00 – 10:00	STAR Observation ADELAIDA SANDIEGO Principal IV, ANHS <i>P.O.: Anselmo Celeste Jr.</i> <i>CM: Marilou Lico</i>	STAR Observation LITO A. PALOMAR OIC Chief, CID <i>P.O.: Mrs. Dolores Agong</i> <i>CM: Ms. Marilyn Zapanta</i>
10:00 – 10:30	Break	
10:30 – 12:00	Classroom Observation Tool and Scoring DR. JONATHAN DOMINGO Chief, SGOD <i>P.O.: Anselmo Celeste Jr.</i> <i>CM: Marilou Lico</i>	Classroom Observation Tool and Scoring MARY GRACE SANTIAGO Principal I – PVES <i>P.O.: Mrs. Dolores Agong</i> <i>CM: Ms. Marilyn Zapanta</i>
12:00 – 1:00	Lunch	
1:00 – 3:00	Action Research ALFONSO ABOGADO SEPS – Planning and Research <i>P.O.: Merly Sayago</i> <i>CM: Luz Cayanong</i>	Action Research Dr. ARNEL BUENA EPS – EsP <i>P.O.: Melanie Burgonia</i> <i>CM: Dr. Gloria Benedicto</i>
3:00 – 3:30	Break	
3:30 – 5:00	LAC Session Dr. EMILY CONCIO PSDS <i>P.O.: Merly Sayago</i> <i>CM: Luz Cayanong</i>	LAC Session Mr. MICHAEL TAYONA PSDS <i>P.O.: Melanie Burgonia</i> <i>CM: Dr. Gloria Benedicto</i>



DAY 3: December 12, 2018

Time	Activity		
7:00 – 8:00	Management of Learning		
8:00 – 10:00	<table border="1"><tr><td>Test Construction CRISTINA SALAZAR EPS – English <i>P.O.: Reynaldo Andrade</i> <i>CM: Emily Concio</i></td><td>Test Construction Dr. MARICEL TORTOZA Principal II – Kaysakat ES <i>P.O.: Priscila Salo</i> <i>CM: Nimrod Tupas</i></td></tr></table>	Test Construction CRISTINA SALAZAR EPS – English <i>P.O.: Reynaldo Andrade</i> <i>CM: Emily Concio</i>	Test Construction Dr. MARICEL TORTOZA Principal II – Kaysakat ES <i>P.O.: Priscila Salo</i> <i>CM: Nimrod Tupas</i>
Test Construction CRISTINA SALAZAR EPS – English <i>P.O.: Reynaldo Andrade</i> <i>CM: Emily Concio</i>	Test Construction Dr. MARICEL TORTOZA Principal II – Kaysakat ES <i>P.O.: Priscila Salo</i> <i>CM: Nimrod Tupas</i>		
10:00 – 10:30	Break		
10:30 – 12:00	Culmination Program		
12:00 – 1:00	Lunch		
1:00 – 3:00	DALUMATAN CID Report Card		
3:00 – 3:30	Break		
3:30 – 4:30	DALUMATAN CID Report Card		
4:30 – 5:00	Home Sweet Home		



Enclosure No. 2 to Division Memorandum No. 95, s. 2018

LIST OF PARTICIPANTS

No.	Name	School
1	Donald Se	Mayamot NHS
2	Glenda Querante	Mayamot NHS
3	Ian Marces	Mayamot NHS
4	Andy Balmaceda	Mayamot NHS
5	Beth Bonifacio	Mayamot NHS
6	Merlyn Almine	Mayamot NHS
7	Tito Villaflor	Mayamot NHS
8	Liezel Aling	Mayamot NHS
9	Faith Escresa	Mayamot NHS
10	Ronald Mendoza	Mayamot NHS
11	Jerome Hilario	Mayamot NHS
12	Debie Manuel	Mayamot NHS
13	Rosalie Cortez	Mayamot NHS
14	Roel Gerente	Mayamot NHS
15	Harlene Gacosta	Mayamot NHS
16	Cristina Potencia	San Isidro NHS
17	Hobert Orque	San Isidro NHS
18	Mark Mykl Sibal	San Jose NHS
19	Jefferson Adia	San Jose NHS
20	Shiela Villamor	San Jose NHS
21	Ma. Rosario Carson	San Jose NHS
22	Jessica Durante	San Jose NHS
23	Carolyn Vestidas	San Jose NHS
24	Eduardo Supangan	San Jose NHS
25	Mary Jane Rosco	Maximo Gatlabayan MNHS
26	Esperanza Consuelo	Maximo Gatlabayan MNHS
27	Romina Tanada	Maximo Gatlabayan MNHS
28	Josephine Ortega	Maximo Gatlabayan MNHS
29	Riza Bernabe	Maximo Gatlabayan MNHS
30	Gilbert Joyosa	Maximo Gatlabayan MNHS
31	Ferdinand Leis	Rizza NHS
32	Lorena Nerves	Rizza NHS
33	Vernie Lopez	Dalig NHS
34	Fernando Pelovello	Dalig NHS
35	Francis Villamor	Dalig NHS
36	Alpino Esquierdo	Dalig NHS
37	Lelie Maglalang	Dalig NHS
38	Catherine Victorio	Dalig NHS
39	Randy Santiago	Dalig NHS
40	Paul Ocampo	San Roque NHS
41	Alvin Divina	San Roque NHS
42	Maggel Anclole	San Roque NHS
43	Anna Marie Fuentes	San Roque NHS
44	Agnes Ty	San Roque NHS
45	Ruby Mendiola	San Roque NHS
46	Lana Capistrano	San Roque NHS
47	Julie Ann Joven	Kaysakat NHS
48	Venus Delos Santos	Kaysakat NHS
49	Marianne Alleta	Calawis NHS
50	Ma. Ruby Rose Bantigue	Boso-boso NHS
51	Patricia Tamang	Boso-boso NHS



Republic of the Philippines
Department of Education
Region IV-A CALABARZON

CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO



52	Milky Manicup	Boso-boso NHS
53	Cathelyn Sernio	San Juan NHS
54	Adrian Sernio	San Juan NHS
55	Jeneth Sobrevega	San Juan NHS
56	Rhona Pantaleon	Antipolo City Senior HS
57	Ma Theresa Malco	Antipolo City Senior HS
58	Ana Rose Lapastps	Antipolo City Senior HS
59	Jane Estipona	Antipolo City Senior HS
60	Philip Punzalan	Antipolo City Senior HS
61	Benadeth Leis	Antipolo City Senior HS
62	Mary Rose Santos	Antipolo City Senior HS
63	Esther Arbis	Antipolo City Senior HS
64	Shiela Manabat	Antipolo City Senior HS
65	Maricel Bontigao	Antipolo City Senior HS
66	Morena dela Cruz	Antipolo City Senior HS
67	Jean Recena	Antipolo City Senior HS
68	Odessa Galang	Antipolo City Senior HS
69	Agnes Rosales	Antipolo City Senior HS
70	Judiel Bruce	Antipolo City Senior HS
71	Belinda Orlain	Antipolo City Senior HS
72	Kristine Gonzales	Antipolo City Senior HS
73	Rowena San Luis	Marcelino Santos MNHS
74	Mara Angeli Banares	Antipolo NHS
75	Romeo Yusay	Antipolo NHS
76	Rufina Dulfo	Antipolo NHS
77	Mara Angeli Banares	Antipolo NHS
78	Bernadette Songalia	Antipolo NHS
79	Josephine Reynoso	Antipolo NHS
80	Romel Ligutan	Mambugan NHS
81	Janice Maravilla	Mayamot NHS
82	Rhodora Avilado	San Roque NHS
83	Noel Velasquez	San Jose NHS
84	Abegail Santos	San Jose NHS
85	Cristina Arellano	San Jose NHS



Enclosure No. 3 to Division Memorandum No. 95, s. 2018

Proposed Research Outputs

Area	Proponent
1. Instructional Supervisory Skills of Master Teachers and Head Teachers	Viviene Martinez Reynaldo Andrade Jr. Merlita Sayago
2. Analysis of STAR observation form	Dolores Agong Anselmo Celeste Jr Marilyn Zapanta
3. Classroom Observation Form Indicators Analysis as experienced by MTs / HTs without IL Background.	Bernadette Berber Nimrod Tupas Dr. Gloria Benedicto
4. Analysis of LAC Plan/ Report	Emily Concio Michael Tayona Viviene Martinez
5. Competencies in Periodical Test Development and Interpretation of Results	Cristina Salazar Melanie Burgonia Marilou Lico
6. Status of Action Research of MTs / HTs without IL Background.	Arnel Buena Priscila Salo Luz Cayanong
7. Program Design for Instructional Leaders	Lito Palomar Dr. Flora Cahapay
8. Phenomenological study on the IL Experience of MTs in SHS	Lito Palomar Jerome Hilario Kenneth Arante



Enclosure No. 4 to Division Memorandum No. 95, s. 2018

EXECUTIVE COMMITTEE

Chairperson

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

Vice-Chairperson

DR. GLORIA C. ROQUE
Assistant Schools Division Superintendent

Member

LITO A. PALOMAR
OIC – Chief, Curriculum Implementation Division

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCE
Registration	Armand Eric Caasi Lorena Bautista	Incharge of Attendance Ensure that participants are registered
Program / Invitation, Certificates (participation and appreciation, registration form and meal attendance)	Bernadette Patag	Prepare distribute program and invitation Prepare certificate of participation and appreciation
Documentation	Jerome Hilario Mara Angeli Banares	Documents event's significant details and submit narrative and pictorial report to the program-in-charge
Technical / ICT	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	TBA	Ensures that provisions for health and security are taken care of
Logistics / Supplies	Dr. Nimrod Tupas	Ensures that facilities, supplies and materials are made available
Monitoring and Evaluation	Bernadette Songalia	Monitors and evaluates the conduct of the program-in-charge Administers and evaluates tool used Submits results of the evaluation to the program-incharge



Enclosure No. 5 to Division Memorandum No. 95, s. 2018

OPENING PROGRAM

National Anthem	Dr. Arnel Buena, EPS - EsP
Prayer Science	Mrs. Dolores J. Agong, EPS -
Checking of Attendance	Mrs. Viviene Martinez, PSDS
Welcome Remarks	Ms. Marilou Lico, PSDS
Message	Dr. Gloria C. Roque Assistant Schools Division Superintendent
Statement of Purpose	Mr. Lito A. Palomar OIC – CID Chief/ EPS - AP
Conference Proper	

CLOSING PROGRAM

Nationalistic Song	Mr. Michael Tayona, PSDS
Prayer	Ms. Luz Cayanong, PSDS
Awarding of Certificates	
Closing Remarks	Mrs. Priscilla V. Salo EPS – LRMDS