



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 5, 2021

**OFFICE MEMORANDUM**

No. **125**, s. 2021

To: Schools Division Superintendents } Divisions of Baybay City and Leyte  
CLMD Chief  
HRDD Chief  
All Others Concerned

**SERG Project's WORKSHOP ON INSTRUCTIONAL SUPERVISION FRAMEWORK  
DEVELOPMENT AND ENHANCEMENT**

- Attached are the workshop design and a letter from **Adelina H. Velasco**, Team Leader of Sustaining Education Reform Gains (SERG) Project dated March 30, 2021 requesting for endorsement of SERG Project's Workshop on Instructional Supervision (IS) Framework Development and Enhancement for three half days on April 6-8, 2021 at 8:00 AM – 12:00 NN via Zoom with the link <https://zoom.us/j/96704670744?pwd=bkxsYVlnS2RBN0Z2QmpSNWNnYTZNQT09>.
- The following selected officials and personnel are the participants of the activity:

Regional Office		
CLMD Chief	ALS Supervisor	5
HRDD Chief	Regional L&D Focal	
HRDD – NEAP		
Baybay City Division		
CID Chief	ALS Supervisor	8
SDO L&D Focal	TPD coaches	
Elementary Teacher Representative	PSDS Representative	
School Head Representative	Master Teacher Representative	
Leyte Division		
CID Chief	ALS Supervisor	9
SDO L&D Focal	TPD coaches	
High School Teacher Representative	PSDS Representative	
School Head Representative	Master Teacher Representative	
Department Head (Large High School)		



3. Further inquiries, contact Dr. Harvie D. Villamor, HRDD Chief through [hrdd.region8@deped.gov.ph](mailto:hrdd.region8@deped.gov.ph) or telephone number 323-7030.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director *f.. 7/6/21*

HRDD-ABL



## SUSTAINING EDUCATION REFORM GAINS (SERG)

Activity Title : Workshop on IS Framework Development / Enhancement  
Date and Time : 06-08 April 2021, 8:00am – 12:00nn  
Link : <https://zoom.us/j/96704670744?pwd=bkxsYVlnS2RBN0Z2QmpSNWNnYTZNQTI09>

### WORKSHOP OBJECTIVE

The ROs and SDOs were able to enhance / develop an Instructional Supervision Framework as basis for the SDOs/School Instructional Supervisors in developing / enhancing their Supervisory Plan to make it more developmental and supportive of the IPDP and L&D Plan of teachers. This is also for the purpose of ensuring that the PD of teachers are strongly linked to learners' performance.

### PROGRAM SESSIONS

- Focus of Session 1** : Sharing and analysis of IS practices leading to the realization of “Why do we need to emphasize making IS more developmental and transformative and How do we do it?”
- Focus of Session 2** : Agreements on the Elements / parts of an IS Framework
- Focus of Session 3** : Developing the **Context, Core Values and Principles**
- Focus of Session 4** : Developing the **IS Purpose and objectives and Scope of IS**

- Focus of Session 5** : Developing the IS Processes and Strategies
- Focus of Session 6** : Developing the IS Roles and responsibilities and Implementation Guide
- Focus of Session 7** : Determining the IS Instruments and Enablers

**PROGRAM SCHEDULE**

Morning of April 6 – DAY 1 (Tuesday)	Morning of April 7 – DAY 2 (Wednesday)	Morning of April 8 – DAY 3 (Thursday)
<p><b>PRELIMINARIES</b></p> <ul style="list-style-type: none"> <li>▪ Prayer</li> <li>▪ Philippine National Anthem</li> <li>▪ Australia National Anthem</li> <li>▪ Introduction of Participants</li> <li>▪ Welcome Remarks</li> <li>▪ Workshop Overview</li> </ul> <p><b>SESSION 1. Sharing and Analysis of current IS practices (1.5 hours)</b></p> <p><b>Facilitator: Ms. Maya Bañez</b></p> <ul style="list-style-type: none"> <li>▪ Presentation of findings on IS practices gathered pre-Covid → IS</li> </ul>	<p><b>W. SESSION 4 (1.5 hrs.)</b></p> <p><b>Facilitator: Ms. Lorna Dino</b></p> <p><b>3. IS Purpose and objectives</b></p> <p><b>4. Scope of IS</b></p> <p>Inputs by CO BLD Dir. Leila Areola (learners’ perspective, 10 mins.)</p> <p>Inputs by NEAP Dir John Arnold Siena (teacher dev’t perspective, 10 mins)</p> <p><b>Marketing of ideas (1 hour)</b></p> <ul style="list-style-type: none"> <li>↳ <b>Presentation of outputs of Sessions 4</b> (15 min. per region)</li> </ul>	<p>Continue with</p> <p><b>Marketing of ideas for Session 5 (30 mins.)</b></p> <ul style="list-style-type: none"> <li>↳ <b>Presentation of next 2 Regions</b> (15 min. per region)</li> </ul> <p><b>W. SESSION 6 (2hrs)</b></p> <p><b>Facilitator: Mr. JD Discar</b></p> <p><b>7. Roles and responsibilities</b></p> <p><b>8. Implementation Guide</b></p> <p><b>Marketing of ideas (1 hour)</b></p> <ul style="list-style-type: none"> <li>↳ <b>Presentation</b> (15 min. per region)</li> </ul>

Morning of April 6 – DAY 1 (Tuesday)	Morning of April 7 – DAY 2 (Wednesday)	Morning of April 8 – DAY 3 (Thursday)
<p>is more evaluative than developmental / transformative</p> <ul style="list-style-type: none"> <li>▪ Voice of the Teacher (survey to be conducted before the workshop and findings presented in the workshop)</li> <li>▪ Pax sharing of IS done this COVID time (breakout per region)</li> <li>▪ <u>Synthesis – we need to make developmental and transformative</u></li> </ul>		
<p><b>SESSION 2. Instructional Supervision Framework ( 1.5 hours)</b></p> <p><b>Facilitator: Ms. Laine Velasco</b></p> <ul style="list-style-type: none"> <li>▪ <u>Proposed Elements of the IS Framework and what goes in each element</u></li> <li>▪ <u>Additional or delete elements if any content/ description of each element</u></li> <li>▪ <u>Agreements on developing the frame – e.g. one for all region or contextualized to each region; contextualized to each SDO</u></li> </ul>	<p><b>W. SESSION 5 (2 hrs.)</b></p> <p><b>Facilitator: Ms. Lorna Dino</b></p> <ul style="list-style-type: none"> <li>5. Processes</li> <li>6. Strategies</li> </ul> <p><b>Marketing of ideas (30 hour)</b></p> <ul style="list-style-type: none"> <li>↳ <b>Presentation of 2 Regions (15 min. per region)</b></li> </ul>	<p><b>W. SESSION 7 (1 hr)</b></p> <p><b>Facilitator: Ms. Rita Dalisay</b></p> <ul style="list-style-type: none"> <li>7. IS Instruments <ul style="list-style-type: none"> <li>▪ What needs to be developed or enhanced</li> </ul> </li> <li>8. Enablers <ul style="list-style-type: none"> <li>▪ <b>Particularly competencies</b> that is required to implement the IS Frame</li> <li>▪ <b>Issuances</b> that supports a transformative IS Framework</li> <li>▪ <b>Mechanisms</b> that can support in doing the IS – E.g. IT-based</li> </ul> </li> </ul>

Morning of April 6 – DAY 1 (Tuesday)	Morning of April 7 – DAY 2 (Wednesday)	Morning of April 8 – DAY 3 (Thursday)
<p><b>SESSION 3 (1 hr.)</b>  <b>Facilitator: Ms. Orfelina Tuy</b></p> <ol style="list-style-type: none"> <li>Context</li> <li>Core Values and Principles <ul style="list-style-type: none"> <li>Get pax perspective (break out)</li> <li>Presentation of outputs</li> <li>Inputs to be provided</li> <li>Workshop</li> </ul> </li> </ol> <p><b>Marketing of ideas (30 mins)</b></p> <p>↳ <b>Presentation of outputs of Sessions 3 (15 min. per region)</b></p>		<p>file that can help school leaders or instructional supervisors analyse the data from teachers</p>
		<p><b>Next steps (30 mins)</b></p> <ul style="list-style-type: none"> <li>Validation</li> <li>Write</li> <li>Try-out</li> </ul>

**TARGET PARTICIPANTS**

<b>Region – Positions</b>	<b>Region 5</b>	<b>Region 6</b>	<b>Region 8</b>	<b>Region 10</b>
<p>a. CLMD Chief or CLMD Assistant Chief</p> <p>b. ALS Supervisor</p> <p>c. HRDD – Chief</p> <p>d. Regional L&amp;D Focal</p> <p>e. HRDD – NEAP</p>	5	5	5	5
<p><b>SDOs – Positions</b></p> <p>a. CID Chief or CID Assistant Chief</p> <p>b. ALS Supervisor</p> <p>c. SDO L&amp;D Focal</p> <p>d. TPD coaches</p> <p>e. Representative PSDS of SDO/ schools</p> <p>f. <b>1 Teacher per SDO</b> (Note: ensure from different school size &amp; 1 Elem and HS)</p> <p>g. <b>Representative SH</b></p> <p>h. Representative MT &amp; Department Head (Large schools) → distribute to SDOs</p>	<p><u>4 x 5 = 20</u></p>			
	<p>Cam sur: 9</p> <p>Iriga: 8</p> <p>Sorsogon City = 8</p> <p>Legaspi City = 8</p>	<p>Iloilo City: 9</p> <p>Guimaras: 10</p>	<p>Leyte: 9</p> <p>Baybay: 8</p>	<p>CDO: 8</p> <p>Bukidnon: 8</p>
	<p><u>10 x 8 = 80</u></p>			

<b>Region – Positions</b>	<b>Region 5</b>	<b>Region 6</b>	<b>Region 8</b>	<b>Region 10</b>
# of PAX per BREAKOUT SESSION	38	24	22	21
<b>DepEd-CO</b> <ul style="list-style-type: none"> <li>▪ <b>NEAP</b></li> <li>▪ <b>BLD</b></li> <li>▪ <b>BHROD</b></li> <li>▪ <b>PMS</b></li> </ul>	<b>NEAP:</b> Ms. Sol & Ms. Millie	<b>BLD:</b> Rosalie Bongon, + 1 representative	<b>BHROD:</b> 2 representatives	





## Sustaining Education Reform Gains (SERG)

30 March 2021

**FOR** : **DR. GILBERT T. SADSAD**, Regional Director, Region V  
**DR. RAMIR B. UYTICO**, Regional Director, Region VI  
**DR. MA. GEMMA M. LEDESMA**, Regional Director, Region VIII  
**DR. ARTURO B. BAYOCOT**, Regional Director, Region X

**ATTENTION** : **DR. SANCHA M. NACION**, HRDD Chief, Region V  
**DR. SUSAN D. SEVERINO**, HRDD Chief, Region VI  
**DR. HARVIE D. VILLAMOR**, HRDD Chief, Region VIII  
**DR. RAYMUND S. ANTOLO**, HRDD Chief, Region X  
**SUPT. CRESTITO M. MORCILLA**, Legazpi City  
**SUPT. DANILO E. DESPI**, Iriga City  
**SUPT. WILLIAM E. GANDO**, Sorsogon City  
**SUPT. LOIDA N. NIDEA**, Camarines Sur  
**SUPT. MA. LUZ. M. DE LOS REYES**, Iloilo City  
**SUPT. MA. ROSELY J. PALCAT**, Guimaras  
**SUPT. MANUEL P. ALBANO**, Leyte  
**SUPT. RAUL D. AGBAN**, Baybay City  
**SUPT. RANDOLP B. TORTOLA**, Bukidnon  
**SUPT. CHERRY MAE L. LIMBACO**, Cagayan De Oro City

**Subject: Request for Endorsement of SERG Project's Workshop on Instructional Supervision (IS) Framework Development and Enhancement**

Dear Regional Directors:

The SERG project in collaboration with the National Educators' Academy of the Philippines (NEAP), Bureau of Learning Delivery (BLD), and Bureau of Human Resources and Organizational Development (BHROD) is offering a **Workshop on Instructional Supervision Framework Development and Enhancement** for selected officials and personnel of the Regional Office (RO) and Schools Division Offices (SDOs). The program will be conducted in three half days from **06-08 April 2021 at 8:00 AM – 12:00 NN via Zoom**.

The main objective of the program is for the RO and SDOs to enhance or develop an Instructional Supervision Framework as a basis for the SDOs/School Instructional Supervisors in developing or enhancing their Supervisory Plan to make it more developmental and supportive of the Individual Professional Development Plan (IPDP) and L&D Plan of teachers. This is also for the purpose of ensuring that the professional development of teachers is strongly linked to learners' performance. The program is offered in view of SERG Project's strategic approach and mandate of providing technical assistance to field offices to support improved quality of teaching and improved system and processes for TPD.

The program includes sessions on the following topics:


- **Session 1:** Sharing and analysis of IS practices
- **Session 2:** Agreements on the Elements / parts of an IS Framework
- **Session 3:** Developing the Context, Core Values and Principles
- **Session 4:** Developing the IS Purpose and objectives and Scope of IS
- **Session 5:** Developing the IS Processes and Strategies
- **Session 6:** Developing the IS Roles and responsibilities and Implementation Guide
- **Session 7:** Determining the IS Instruments and Enablers

In this regard, **we would like to request for your endorsement of this activity to the Regional Office HRDD and CLMD, Schools Division Office covered by SERG, and all others concerned.** Attached is the workshop design for more information.

For concerns and clarifications, our Project Liaison Officer, Ms. Kean Detera, is available to respond to any of your queries at email address [Kean.Detera@savethechildren.org](mailto:Kean.Detera@savethechildren.org) and mobile number [0917-321-5429](tel:0917-321-5429).

Thank you for your support.

Respectfully,



**ADELINA H. VELASCO**

Team Leader

SERG Project

DFAT Australia – Save the Children Philippines

