



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

January 6, 2022

**OFFICE MEMORANDUM**

No. **000011**, s. 2022

To: Schools Division Superintendents  
(Leyte and Baybay City Division)  
Regional Office Division Chiefs  
(CLMD, QAD, HRDD)  
All Others Concerned

**PARTICIPATION TO THE 3- DAY TECHNICAL WORKSHOP TO FINALIZE THE GUIDE TO  
L&D MODALITIES FOR SCHOOL LEADERS AND THE PROPOSED INSTRUCTIONAL  
SUPERVISION FRAMEWORK FOR REGION VIII**

1. Attached is the letter from the Sustaining Education Reform Gains (SERG) Project, requesting the SERG supported Schools Division Office of Leyte and Baybay City Division and select Regional Office Focal Persons, to participate in its major activities which includes Technical Meetings and 3- Day Technical Workshop to discuss and finalize the Guide to L & D Modalities for School Leaders and the Proposed Instructional Supervision (IS) Framework for Region VIII.
2. In this regard, the identified participants in the aforementioned letter are hereby requested to attend the mentioned activities at the Summit Hotel Marasbaras, Tacloban City.
3. Immediate dissemination of and compliance of this memorandum is desired.

*fr* *rmj*  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

HRDD-MCP





OFFICE OF THE DIRECTOR IV		Signature
Date and Time Received	21 DEC 2021 4:48	Signature
Date and Time Received	22 DEC 2021 1:30	Signature

008804

**SUSTAINING EDUCATION REFORM GAINS (SERG)**

The SERG Project is supported by the Australian Government and implemented by DepEd in partnership with Save the Children

DEPARTMENT OF EDUCATION	
<b>RECEIVED</b>	
REG. NO. VII	
DEC 21 2021	
BY: <i>AA</i>	TIME: 4:00

16 December 2021

**DR. EVELYN R. FETALVERO**

Regional Director  
Region VIII, Department of Education  
Candahug, Palo, Leyte

**ATTENTION: Schools Division Superintendent MANUEL P. ALBANO**  
Schools Division of Leyte

**Schools Division Superintendent CARMELINO P. BERNADAS**  
Schools Division of Baybay City

Dear RD Evelyn R. Fetalvero,

Warm Greetings!

We would like to express our gratitude for your continued support and collaboration with the initiatives of the Sustaining Education Reform Gains (SERG) Project of the Australian Government through the Department of Foreign Affairs and Trade (DFAT) and Save the Children Philippines (SCP) with regards to advancing the professional development of teachers through the Learning and Development System.

For the third year of the SERG Project, we are happy to note that the health quarantine status due to the COVID-19 pandemic is generally loosening up. This will enable SERG to provide a visible presence in the provision of technical assistance to your Region and the SERG supported Schools Division Office (SDO) of Leyte and SDO of Baybay City. In view of the situation and the forthcoming activities of SERG to support the pilot of a school/division-level modalities for school heads/leaders learning and development (L&D) activities, **we would like to request permission to begin blended face-to-face and virtual activities.**

Specifically, we would like to request clearance and endorsement of the following major activities this coming January 2022:

- a. **Technical Meetings** with focal persons from the Regional CLMD, QAD, HRDD and Regional NEAP, SDO L&D Focal persons and SDO Coaches to discuss implementation updates and ways forward, especially with regards to the monitoring of the L&D initiatives. Dates for face-to-face meetings will be determined based on availability of the concerned regional and SDO personnel.
- b. **3-day Technical Workshop (face-to-face) to discuss and finalize the following:**  
(Please see attached Program Schedule)
  1. **Guide to L&D Modalities for School Leaders.** The objective is to develop an interschool L&D Modality among School Heads to support their continuous professional development.
  2. **Finalize the Proposed Instructional Supervision (IS) Framework for Region VIII.**

The focus on the pilot of modalities for school head's L&D and the instructional supervision are among two of the important outputs approved by the Project Steering Committee in the 12 October 2021 meeting.

**Workshop DATE** (excludes travel time):

- o Start of Workshop proper: 12 January 2022 at 1:00 pm
- o End of Workshop proper: 14 January 2022 at 2:30 pm

*MD*  
12/21/21

**PARTICIPANTS:** The ten (10) expected participants from the Region and SDOs are as follows:

- **Three (3) from SDO Leyte:** 1 SDO L&D Focal Person, 1 TD Coach and Chief/Representative from the Curriculum Implementation Division (CID)
- **Three (3) from SDO Baybay City:** 1 SDO L&D Focal Person, 1 TD Coach and Chief/Representative from the Curriculum Implementation Division (CID)
- **Four (4) from the Regional Office:** 1 Chief/Representative each from CLMD, QAD, HRDD, Regional NEAP

Except for per diem, all expenses related to these activities (travel to and from the venue, billeting and meals) will be covered by the SERG Project.

**c. FGD with Pilot School Heads**

A one hour FGD with the Pilot School Heads of the two SDOs respectively to discuss the role of Instructional Supervision in supporting the application of learning from the L&D Interventions implemented and promoting teacher professional development.

**d. Monitoring of the pilot of the L&D System, including video documentation of school experiences, challenges, gains, and lessons learned as well as visit to the school.**

The video documentation will form part of the materials for the forthcoming L&D Learning Exchange this coming March/April 2022. The video documentation will involve the interview with **only 2 members of the School's L&D governing structure** – i.e. Personnel Development Committee (PDC) and/or Project Management Team (PMT) of the following schools:

**10 January 2022:** SDO Leyte, Isabel District

- Isabel CS
- Isabel NCS

**11 January 2022:** SDO Baybay City

- Baybay 1 ES
- Cabalasan ES

**12 January 2022:** SDO Leyte, La Paz

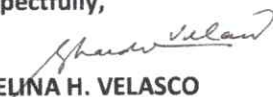
- Maggap IS
- ARAMMS
- Sta. Ana NHS

Please be assured that SERG will strictly follow the health protocols and standards to safeguard the health and safety of the participants during the activities.

We would greatly appreciate your favorable response to the requests and endorsement of the January 2022 activities.

Our SERG Education Specialist assigned to your Region, Ms. Maria Maya Lyn H. Banez, will be most happy to coordinate and discuss with your good office on the details and clarifications regarding the January 2022 activities outlines above. She is available to respond to any of your queries via email address [Maya.Banez@savethechildren.org](mailto:Maya.Banez@savethechildren.org) and mobile number [0917-805 2094](tel:0917-805 2094) or [0917 838 8864](tel:0917 838 8864).

Respectfully,



**ADELINA H. VELASCO**  
Team Leader, SERG Project  
DFAT Australia – Save the Children Philippines



**ATTACHMENT:  
WORKSHOP PROGRAM SCHEDULE**

**A. GUIDE TO L&D MODALITIES for SCHOOL LEADERS, and B. FINALIZATION OF INSTRUCTIONAL SUPERVISION FRAME  
12-14 JANUARY 2022 || REGION 8**

12 January 2022 – WEDNESDAY		13 January 2021 – THURSDAY		14 January 2021 - FRIDAY	
		8:30 am	Recap of current workshop outputs	8:30 am	Expectation Setting
		8:45 am	<b>Workshop A – 3:</b> <ul style="list-style-type: none"> <li>Defining the strategic L&amp;D modalities</li> <li>Defining the processes and responsibility centres for the identified modalities</li> </ul>	8:45 am	<b>Workshop B – 3:</b> <ul style="list-style-type: none"> <li>Edit the Working Draft of the Instructional Supervision Framework (ISF)</li> </ul>
		10:00 am	<b>SNACKS</b>	10:00 am	
11:45 am	Arrival	10:15 am	<b>Continue Workshop A – 3:</b> Plenary Presentation of group outputs	10:15 am	<b>Workshop B – 3:</b> <ul style="list-style-type: none"> <li>Process check</li> </ul>
12:00 NN	<b>LUNCH</b>	11:00 am	Plenary Presentation of group outputs	11:00 am	Plenary Presentation
1:30 pm	Opening    Preliminaries Expectation Setting		<b>LUNCH</b>		<b>LUNCH</b>
1:45 pm	<b>Workshop A – 1:</b> <ul style="list-style-type: none"> <li>The W's of the Guide to L&amp;D <b>Delivery Modalities</b></li> </ul>	1:30 pm	<b>Workshop B – 1:</b> <ul style="list-style-type: none"> <li>Review of current Working Draft</li> <li>Challenges in the development</li> <li>Guide for Review of Instructional Supervision Framework (ISF)</li> </ul>	1:30 pm	<b>Agreements on the final document</b>
3:00 pm		3:00 pm	<b>SNACKS</b>	2:00 pm	<b>Wrap -up</b> Home Sweet Home
3:30 pm	<b>Workshop A – 2:</b> <ul style="list-style-type: none"> <li>Defining the principles and standards</li> <li>Key Features of the guide for the L&amp;D Modalities</li> </ul>	3:30 pm	<b>Workshop B – 2:</b> <ul style="list-style-type: none"> <li>Analysis of the Working Draft ISF using the Guide for Review</li> <li>As needed, resolutions to improve the IS Framework</li> </ul>		<b>SNACKS</b>
5:00 pm	<b>Wrap -up</b>	5:00 pm	<b>Wrap -up</b>		