



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

August 11, 2022

OFFICE MEMORANDUM

No. **450**, s. 2022

To: Schools Division Superintendents } Divisions of Baybay City and Leyte
Curriculum and Learning Management Division Chief
All Others Concerned

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

1. Attached is a letter from **Adelina H. Velasco**, Team Leader of Sustaining Education Reform Gains (SERG) Project dated August 10, 2022, requesting the participation of selected personnel of Baybay City Division as one of the SERG Project Pilot Divisions of Region VIII and a personnel from the Curriculum and Learning Management Division (CLMD) to the **SERG Projects Workshop on Instructional Supervision Framework Development** on August 15-17, 2022 at Summit Hotel, Naga City.

2. The following are the participants of the workshop:

Name	Designation	Division
Frolomea Narra T. Tañiza	Teacher Professional Development Coach	Baybay City
Ritchelle Villamor	CID OIC-Chief	Baybay City
Ryan Tiu	Instructional Supervision Focal Person	CLMD, RO VIII

3. Further inquiries, contact Dr. Alejandra B. Lagumbay, HRDD Chief through hrdd.region8@deped.gov.ph.

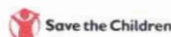
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

EMELYN R. FETALVERO, CESO IV
Regional Director



HRDD-ABL





SUSTAINING EDUCATION REFORM GAINS (SERG)

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

10 August 2022

For : **DR. GILBERT T. SADSAD**, Regional Director, Region V
DR. RAMIR B. UYTICO, Regional Director, Region VI
DR. EVELYN R. FETALVERO, Regional Director, Region VIII
DR. ARTURO B. BAYOCOT, Regional Director, 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
ASDS NOVELYN M. VILCHEZ, OIC-SDS., Iloilo City
SUPT. MA. ROSELYN J. PALCAT, Guimaras
SUPT. MANUEL P. ALBANO, Leyte
SUPT. CARMELINO P. BERNADAS, Baybay City
SUPT. RANDOLP B. TORTOLA, Bukidnon
SUPT. CHERRY MAE L. LIMBACO, Cagayan De Oro City

Dear Regional Directors and Superintendents:

Greetings of peace!

First, we would like to express our gratitude for the continued collaboration and support of your office in the piloting of the Learning and Development (L&D) System in the schools.

Part of establishing the L&D System is ensuring its alignment to a “transformative” Instructional Supervision Framework (ISF) that leverages on the enhanced capability of teachers. In view of this, the Bureau of Learning Delivery (BLD) and National Educators Academy of the Philippines (NEAP) requested the SERG Project to facilitate the development of an Instructional Supervision Framework that builds on the work of Regions V, VI, VIII and X.

We, therefore, would like to invite the following DepEd personnel to a workshop to draft the policy on the ISF, which can be readily used this SY 2022-23:

- a. Region V, VI, VIII and X CLMD Chiefs (4);
- b. Region V, VI, VIII and X HRDD Chiefs (4);
- c. 1 CID Chief from Region V, VI, VIII and X (Note: from pilot SDOs only); and
- d. 1 TPD Coach representative from Region V, VI, VIII and X (Note: from pilot SDOs only).

Based on agreement with BLD and NEAP, the workshop will be held on **15 – 17 August 2022 (exclusive of travel time) in Summit Hotel, Naga City**. The decision to conduct the workshop in Naga City is due to the benefit of having more School Head participants from different SDOs (SERG supports 4 pilot SDOs in Region 5) that could easily return to their workstations and continue with the preparations for the school opening.

As agreed, the **SERG Project will handle all expenses related to the billeting** (accommodation and meals) **and facilitation** of the workshop; **while travel expenses will be handled by DepEd**.

Below is the Workshop Program containing the objectives, target participants and schedule of activities:

Activity Specifications for the Development National IS Framework

Event title:	Workshop on the National IS Framework Development
Duration:	<p>WORKSHOP PROPER</p> <ul style="list-style-type: none"> ▪ START: <ul style="list-style-type: none"> a. For CO level pax: August 15, 2022 at 10:00 am b. For all other pax: August 15, 2022 at 1:30 pm ▪ END: August 17, 2022 at 5:00 pm <p>SUGGESTED TRAVEL TIME:</p> <ul style="list-style-type: none"> ▪ August 14 and/or 15, 2022 ▪ August 18, 2022 (breakfast is available on this date)
Location:	Summit Hotel, Naga City, Region V
Persons responsible for the event:	<p>Facilitating teams:</p> <p>BLD, NEAP and SERG Project Technical advisers</p>

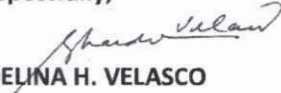
Event title:	<p style="text-align: center;">TARGET AUDIENCE</p> <p style="text-align: center;"><i>(preferred persons/offices involved)</i></p>
Workshop Objective:	<p>Develop the draft policy document on the Instructional Supervision Framework for DepEd.</p> <p>The policy on IS Framework shall guide all regions and SDOs in performing their Instructional Leadership duties and responsibilities which entail supporting the school leaders in implementing instructional supervision.</p>
Outputs	<ul style="list-style-type: none"> • Draft policy document on the Instructional Supervision Framework • Process of validation and immediate next steps

Monday - August 15	Tuesday - August 16	Wednesday - August 17
<p>Settling-in for participants</p> <p>10:30 am – 12:00 nn</p> <ul style="list-style-type: none"> ▪ Discussion 1 (Central office participants ONLY - BLD, NEAP, BHROD and SERG team): Identifying key elements of the IS Frame 	<p>8:30 am</p> <p>Group Work #1: Editing of assigned IS Framework elements</p> <p><i>Note: working break</i></p>	<p>8:30 am</p> <p>Presentation of outputs</p> <p>Feedback based on the litmus test</p> <p><i>Note: working break</i></p>
12:00 – LUNCH	12:00 – LUNCH	12:00 – LUNCH
<p>1:30 pm</p> <ul style="list-style-type: none"> ▪ Discussion 2 (all participants): Leveling of thoughts re: IS concept and scope 	<p>Continue Group Work #1</p>	<p>Group Work #2</p> <p>Editing based on feedback</p>
3:00 pm – Break	3:00 pm – Break	3:00 pm – Break
<p>3:30 pm</p> <ul style="list-style-type: none"> ▪ Decisions on the Elements of the IS Framework (based on the working document) ▪ Group assignments 	<p>3:30 pm</p> <ul style="list-style-type: none"> ▪ Presentation of the litmus test <p>4:30 pm onwards</p> <ul style="list-style-type: none"> ▪ Continue Group Work #1 	<p>3:30 pm</p> <ul style="list-style-type: none"> ▪ Present main changes made <p>4:30 – 5:00 pm</p> <ul style="list-style-type: none"> ▪ Next Steps

Our MEAL Officer, Ms. Melville Teodosio, shall be available to respond to any of your queries and concerns via email: Melville.Teodosio@savethechildren.org and/or mobile: 0917- 8388-977.

We hope for your kind approval and continued collaboration.

Respectfully,



ADELINA H. VELASCO

Team Leader

SERG Project

DFAT Australia – Save the Children Philippines