



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2022- 444

TO : **Dr. Nilita L. Ragay** – OIC, ASDS/CID Chief
Dr. Rachel B. Picardal – SGOD Chief
Dr. Emelyn Bolongaita – PSDS, Tayasan 1 Dist.

Through the District Supervisor:

Dr. Susana Austero – Principal, Zamboanguita CES
Mrs. Lady Elgin Abundo – Principal, Sotero A. Singco MES (small category)
Dr. Rosa Leah Dagoy – Principal, Valencia CES (Ave. category)
Dr. Elvira Diones – Principal, Sibulan CES (large category)

FROM : **SENEN PRISCILLO P. PAULIN, CESO V**
Schools Division Superintendent

SUBJECT : **SERIES OF ACTIVITIES RELATIVE TO THE PILOT TESTING OF
INSTRUCTIONAL SUPERVISORY MANUAL**

DATE : September 9, 2022

1. Attached is Regional Memorandum No. 0767 s. 2022 dated September 6, 2022 titled, **Series of Activities Relative to the Pilot Testing of Instructional Supervisory Manual.**
2. The above-named personnel are directed to join the said activity on September 21, 2022 at 2:00 o'clock in the afternoon for the Soft Launching of the Manual of Instructional Supervision (MIS) and the Orientation of Division MIS Core Team on September 22-23, 2022 at Ecotech Center, Sudlon, Lahug, Cebu City.
3. For details, see attached communication.
4. Travelling and other expenses relative to the attendance of the activities, shall be charged to Division/School MOOE/local funds, subject to the usual government accounting and auditing rules and regulations.
5. For the information, guidance and compliance of all concerned.

SPP/MKP-JMA-NLR/SGOD/RBP
September 9, 2022

12 SEP 2022



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

SEP 08 2022

No. **0711**, s. 2022

**SERIES OF ACTIVITIES RELATIVE TO THE PILOT TESTING OF
INSTRUCTIONAL SUPERVISORY MANUAL**

To: Schools Division Superintendents (SDSs)
All Others Concerned

1. In support to the learning recovery plan of the department, this Office, through the Curriculum and Learning Management Division, will conduct the following activities in preparation for the pilot testing of the Manual of Instructional Supervision aimed at enhancing teaching and learning through proper guidance and planning, and devising ways of improving teachers professionally.

Activity	Date	Venue	Participants
1. Orientation Package Development	September 7-8, 2022	RO7 Office	CLMD Supervisors and Staff
2. Walkthrough and Quality Assurance of Orientation Package	September 12-14, 2022	Ecotech Center, Lahug, Cebu City	CLMD Supervisors and Staff, HRDD and QAD Representatives
3. Soft Launching of the Manual of Instructional Supervision (MIS)	September 21, 2022 (2:00pm)	Ecotech Center, Lahug, Cebu City	RO7 Policy Committee, CLMD Supervisors and Staff, SDS/ASDS, Division Core Team
4. Orientation of Division MIS Core Team	September 22-23, 2022	Ecotech Center, Lahug, Cebu City	RO7 Policy Committee, CLMD Supervisors and Staff, SDS/ASDS, Division Core Team
5. Test Run of MIS	October, 2022	Identified schools in the 20 SDOs	Monitoring Team and School Heads
6. Documentation, Enhancement and Finalization of the MIS	To be arranged		



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2. The activities aim to:
 - a. develop the orientation packages (session guides, slide deck, activity matrix and responsibility guide) needed in the orientation of the Division Core Team;
 - b. quality assure the orientation packages and turn over the same to the division core team for them to use in the cascading of information to the identified schools;
 - c. conduct soft launching prior to the pilot testing of the Manual of Instructional Supervision in the identified schools of the 20 Schools Division Offices;
 - d. orient the Division Core Team on the parts of the Manual of Instructional Supervision and how it is used in providing instructional supervision;
 - e. document the pilot testing implementation, and thereafter, enhance and finalize the Manual of Supervision in preparation for the full implementation.

3. The Division Core Team of the Schools Division Offices shall be composed of SGOD Chief, CID Chief, 1 Education Program Supervisor (CID), 1 Public Schools District Supervisor and 1 School Head. They are requested to register through this link <https://forms.gle/w6s7M7GrEbcJuMZT9>. *Susa*

Enly

4. Further, SDOs are requested to identify three (3) pilot schools (1 small, 1 medium and 1 large) and submit the list through this link <https://tinyurl.com/37d4me6p>. The school head's length of service specified below shall be considered in the identification of pilot schools:

Small category	-	1-5 years	-	<i>Lely Elgin</i>
Average category	-	6-10 years	-	<i>Dagoy</i>
Large category	-	11 years and up	-	<i>Piche</i>

5. Board and lodging, food and other incidental expenses incurred relative to the conduct of the activities, shall be charged against HRDD Funds, while travelling expenses shall be charged against region/division/school MOOE/local funds, all subject to the usual government accounting and auditing rules and regulations.

6. Immediate dissemination of, and compliance with this Memorandum is directed.

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SALUSTIANO T. JIMENEZ EdD, JD, CESO V
 Director IV
 Regional Director

