



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- 577

TO : **CID and SGOD Chiefs**  
**Concerned PSDS, School Heads and Master Teachers**

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

SUBJECT : **DIVISION ORIENTATION ON MANUAL OF INSTRUCTIONAL SUPERVISION TO THE PILOT SCHOOLS**

DATE : October 18, 2022

---

1. This office informs the Public Schools District Supervisors of Valencia District, Zamboanguita District 2, Manjuyod District 1, Sibulan District 1, and Tayasan District 1, the School Administrators and Master Teachers of Valencia CES, Zamboanguita CES, Sotero A. Singco MES, Sibulan CES, and Tayasan NHS for an **Orientation on Manual of Instructional Supervision on October 25, 2022, at 8:00 o'clock in the morning until 5:00 o'clock in the afternoon** at the **Division Conference Room**.
2. The orientation aims to:
  - a. discuss the content of the Manual of Instructional Supervision;
  - b. get acquainted on the different tools to be used; and
  - c. appreciate the significance of the activity and teamwork.
3. Stringent health protocols like wearing of facemask and face shield, social distancing, etc. shall be observed.
4. A registration of five hundred pesos to cover two snacks and lunch, travel and other incidental expenses related to the activity shall be charged against Division/School MOOE or other local funds subject to the usual accounting rules and regulations. First meal is the morning snack and last meal is the afternoon snack.
5. This serves as an **Authority to Travel**.
6. For information and compliance.

SPPP/ MKP-JMA-NLR/OASDS-R/ NLR

18 OCT 2022



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-0667 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph