



Republic of the Philippines
Department of Education
Region XIII – Caraga
 Butuan City



April 11, 2018

REGIONAL MEMORANDUM

No. 204, s. 2018



**INSTRUCTIONAL LEADERSHIP PROGRAM FOR
 DIVISION AND DISTRICT SUPERVISORS**

To: **SCHOOLS DIVISION SUPERINTENDENTS**
 This Region

1. The National Educators Academy of the Philippines in collaboration with DepEd Caraga through the Human Resource Development Division shall conduct the **Instructional Leadership Program for Division and District Supervisors** at VCDU Prince Hotel, Montilla Blvd., Butuan City on dates specified below.

Module	Batch	Training Dates
1: The Perspective of the 21 st Century Instructional Leader	1	June 13-20, 2018 (8 days)
	2	June 22-29, 2018 (8 days)
2: The Core of Effective Instructional Leadership in the K to 12 Program	1	July 2-8, 2018 (7 days)
	2	July 10-16, 2018 (7 days)

2. This activity specifically aims to improve the competency of the CID Supervisors and Public Schools District Supervisors in instructional supervision, curriculum implementation, learning resource contextualization, monitoring and evaluation, and provision for technical assistance among others.

3. The participants to this training are the Curriculum Implementation Division (CID) Supervisors/Coordinators and Public Schools District Supervisors/In-Charge. Slots allotted per Division is indicated in Enclosure No 1. The list must be submitted through email at hrdddep13@gmail.com on or before April 27, 2018. The participants shall then confirm their participation through online registration at <https://tinyurl.com/ILPDDSr13> not later than May 18, 2018. Failure to do so would mean an open slot for the other SDOs.

4. The expected time of arrival for the participants, facilitators, and program management staff is at 1:00 PM of day 0 in every module. Their accommodation to the training venue shall be first come, first served basis. Please see Enclosure No. 2 for the Matrix of Activities, Enclosure No. 3 for the list of Management Team members, and Enclosure No. 4 for the Administrative Guidelines.

5. The participants are expected to prioritize their attendance in this fifteen (15) days live-in training and must request an alternate during their absence under the direct supervision and monitoring of the CID Chief. No proxy is allowed.
6. The Schools Division Superintendent of each SDO shall attend the opening program on Day 0.
7. In accordance with CSC and DBM Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service*, the participants, facilitators, and program management staff are entitled to Compensatory Time-Off (CTO).
8. Training costs, which cover board and lodging of the participants, management staff & facilitators, supplies & materials, and contingency shall be charged against the OSEC Human Resource Training and Development (OSEC HRTD) funds, while the travel expenses of the participants, management staff & facilitators shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this Memorandum to all concerned is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

Encl: As stated

Reference: None

To be indicated in the Perpetual Index under the following subjects:

CURRICULUM

PROGRAMS

TRAININGS

LEADERSHIP

SUPERVISORS

**INSTRUCTIONAL LEADERSHIP PROGRAM FOR
DIVISION AND DISTRICT SUPERVISORS**

Allotment of Participants by Schools Division Office

Division	BATCH 1			BATCH 2			GRAND TOTAL
	CID EPS/ Detailed/ In-Charge/ Coordinator	PSDS/ District- in- Charge	Sub Total	CID EPS/ Detailed/ In-Charge/ Coordinator	PSDS/ District- in- Charge	Sub Total	
Agusan del Norte	4	7	11	5	12	17	28
Agusan del Sur	5	12	17	9	18	27	44
Bayugan City	4	1	5	7	1	8	13
Bislig City	4	4	8	6	6	12	20
Butuan City	4	5	9	6	8	14	23
Cabadbaran City	4	0	4	6	0	6	10
Dinagat Islands	4	4	8	6	6	12	20
Siargao Islands	4	5	9	7	8	15	24
Surigao City	4	4	8	6	6	12	20
Surigao del Norte	4	5	9	5	8	13	22
Surigao del Sur	4	10	14	6	14	20	34
Tandag City	4	0	4	6	0	6	10
TOTAL	49	57	106	75	87	162	268