



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

12 September 2024

SCHOOLS DIVISION MEMORANDUM

No. 308, s. 2024

ENHANCEMENT TRAINING ON FOSTERING A CULTURE OF CONTINUOUS IMPROVEMENT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Education Program Specialists
Schools Division Program Coordinators
All Others Concerned

1. In line with the commitment of the Department of Education-Division of Science City of Munoz, this office announces the conduct of Enhancement Training on Fostering a Culture of Continuous Improvement. This domain of the Philippine Professional Standards for Supervisors (PPSS) expects supervisors/instructional leaders to provide support in creating an environment to ensure efficient and effective delivery of basic education services. Hence, this activity will be held on October 7-9, 2024, at Hotel Enrico Kisad, Baguio City.
2. This activity aims to:
 - a. apply appropriate instructional leadership support strategies to help schools with the continuous improvement of the teaching-learning process;
 - b. implement communities of practice to support the improvement of the delivery of basic education services;
 - c. utilize relevant technology-based innovations including ICT in the effective delivery of roles and functions to support schools; and
 - d. use communication platforms including print and non-print media to support schools in improving basic education services.
3. Relative to this, there will be a face-to-face planning meeting of the Program Management Team (PMT) and Technical Working Group (TWG) on September 24, 2024, at 9:00 a.m. at the SDO Conference Hall. Participants in this meeting are advised to bring their own provision of food.
4. This Memorandum will serve as the **Authority to Travel** of the concerned participants. Attached are the following enclosures for reference:
 - Enclosure 1 Program Management Team (PMT)
 - Enclosure 2 Technical Working Group (TWG)
 - Enclosure 3 List of Participants
 - Enclosure 4 Program
 - Enclosure 5 Training Matrix



munozsciencecity@deped.gov.ph

Address: Brgy. Rizal, Science City of Muñoz, 3119

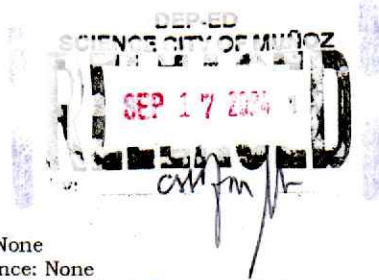
Telephone No.: (044) 806 -2192; Email Address:



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

5. For queries, please communicate with Larry B. Espiritu PhD, CID Chief ES messenger and cellphone number 09171869854.
6. Wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

MATATAG CURRICULUM
TRAINING
M&E

CID/MEG/MQPO-CID training
4/Sept.10, 2024



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

munoz@deped.gov.ph



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memo No. 308, s. 2024

PROGRAM MANAGEMENT TEAM (PMT)

Consultants	Johanna N. Gervacio PhD, CESO V Schools Division Superintendent
	Ronilo E. Hilario, CESO VI Asst. Schools Division Superintendent
Chairpersons	Larry B. Espiritu PhD Chief ES, CID
	Bernardo A. Gargabite EdD Chief ES, SGOD
Cochairpersons	Melody E. Galingan EPS-AP Mary Queen P. Orpilla PhD EPS-Filipino Augusto A. Mateo EPS-MAPEH Winnie W. Poli EPS-SGOD
Members	Cyril S. Talusan SEPS-HR Lamberto A. Corpuz SEPS-M&E James Patrick P. Barrias EPS-HR Marianne C. Coronel MD Medical Officer II



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to Schools Division Memo No. 308, s. 2024

TECHNICAL WORKING GROUP (TWG)

Assignment	Chairperson
Project Proposal and Schools Division Memorandum	Melody E. Galingan, Mary Queen P. Orpilla PhD, and Augusto A. Mateo
Invitation/Communication Letter	Aileen G. Mactal PhD and Joana Marie D. Torda
Speakers' CV	Ann Christian A. Francisco and Marichele M. Mercurio PhD
Documentation	Edgardo G. San Andres, Cyril S. Talusan, and Christian U. Dela Cruz
Foods and Refreshments	Nelie D. Sacman PhD, Mercedita D. Saldero, and Michelle T. Jayme PhD
Program, Attendance, and Registration	Ma. Mercedes M. Cruz and Angelica S. Fernando
Activity Completion Report	James Patrick Barrias, Rona May E. Cruz, and Felerma G. Urbano
Physical Arrangement and Stage Decoration	Augusto A. Mateo, Rodolfo A. Dizon PhD, and May P. Padilla PhD
Accommodation and Room Assignment	Zoraida F. Espino PhD and Leilani T. Tidalgo PhD
Transportation	Augusto A. Mateo and Rodolfo A. Dizon PhD
Sound System, AVP, and other Technical Assistance Needed by the Resource Speakers/ Facilitators	Novalyn C. Rodolfo EdD, James Patrick P. Barrias and Dominador M. Orpilla PhD
Medical Services	Marianne C. Coronel MD



munozschoodiv@deped.gov.ph

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 3 to Schools Division Memo No. 308 s. 2024

LIST OF PARTICIPANTS

No	NAME	SEX	POSITION	STATION/ SCHOOL
1.	Johanna N. Gervacio PhD, CESO V	F	SDS	OSDS
2.	Ronilo E. Hilario CESO VI	M	ASD	OASDS
3.	Larry B. Espiritu PhD	M	Chief ES	CID
4.	Bernardo A. Gargabite EdD	M	Chief ES	SGOD
5.	Rodolfo A. Dizon PhD	M	EPS	CID
6.	Novalyn C. Rodolfo EdD	F	EPS	CID
7.	Mercedita D. Saldero	M	EPS	CID
8.	Mary Queen P. Orpilla PhD	F	EPS	CID
9.	Aileen G. Mactal	F	EPS	CID
10.	Leilani D. Tidalgo EdD	F	EPS	CID
11.	Nelie D. Sacman PhD	F	EPS	CID
12.	Melody E. Galingan	F	EPS	CID
13.	Zoraida F. Espino PhD	F	EPS	CID
14.	Augusto A. Mateo	M	EPS	CID
15.	Winnie W. Poli	F	EPS	SGOD
16.	Marianne C. Coronel MD	M	Medical Officer II	SGOD
17.	Cyril S. Talusan	F	SEPS	SGOD
18.	James Patrick P. Barrias	M	EPS II	SGOD
19.	Edgardo G. San Andres	M	EPS II	SGOD
20.	Lamberto C. Corpuz	M	SEPS	SGOD
21.	Ma. Mercedes M. Cruz	F	Librarian	CID
22.	Angelica S. Fernando	F	PDO	CID
23.	May P. Padilla PhD	F	SDC	CID
24.	Michelle T. Jayme PhD	F	SDC	CID
25.	Felerma G. Urbano	F	SDC	CID
26.	Joanna Marie D. Torda	F	SDC	CID
27.	Marichele M. Mercurio PhD	F	SDC	CID
28.	Dominador M. Orpilla PhD	M	SDC	CID
29.	Christian U. Dela Cruz	M	SDC	CID
30.	Rona May E. Cruz	F	SDC	SGOD
31.	Ann Christian A. Francisco	F	SDC	CID



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

munozsciencecity@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 4 to Schools Division Memo No. 308, s. 2024

**ENHANCEMENT TRAINING ON FOSTERING A CULTURE OF
 CONTINUOUS IMPROVEMENT**

Program

October 7, 2024

Part 1.

- Nationalistic Song..... AVP
- Prayer..... Lamberto C. Corpuz
SEPS
- Roll Call of Participants..... Cyril S. Talusan
SEPS
- Welcome Remarks..... Ronilo E. Hilario, CESO V
Asst. Schools Division Superintendent
- Message..... Johanna N. Gervacio PhD, CESO VI
Schools Division Superintendent
- Statement of Purpose... Larry B. Espiritu PhD
CID Chief ES
- Introduction to the Speakers..... Melody E. Galingan - EPS
Mary Queen P. Orpilla PhD-EPS

Part II. Training Proper

Edgardo G. San Andres

Emcee



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

MRAGON@PHILIPPINES@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No.5 to Schools Division Memo No. 308, s. 2024

TRAINING MATRIX

TIME	DATE		
	October 7, 2024	October 8, 2024	October 9, 2024
8:00-8:30 am	Registration	Management of Learning (MOL)	Management of Learning (MOL)
8:30-9:00 am	Opening Program	Session 3	Session 5
9:00- 10:00 am	Session 1 Support for Instructional Leadership for Continuous Improvement of the Teaching-Learning Process -Dr. Verjun J. Dilla, Associate Professor V, College of Education-CLSU	Communities of Practice to Improve the Delivery of Basic Education Services -Dr. Joel M. Torres, Professor VI, College of Education-CLSU	Transformation Leadership (Ukit Marangal Program) - Mercedita D. Saldero, EPS-EsP
10:00-10:15 am	Health Break		
10:15-12:00 pm	Session 1 Continuation	Session 3 Continuation	Session 6 Harmonizing Learning Outcomes Assessment for Data-driven Supervision -Winnie W. Poli, EPS, Math
12:00-1:00 pm	Lunch		
1:00- 2:45 pm	Session 2 Technology-Based Education Including ICT in the Effective Delivery of Roles and Functions of Instructional Leaders	Session 4 Use of Communication Platforms to Improve the Delivery of Basic Education Services	Closing Program
2:45-3:00 pm	Health Break		
3:00-4:00	Session 2 Continuation	Session 4 Continuation	



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address:

munozschoolsdivision@deped.gov.ph