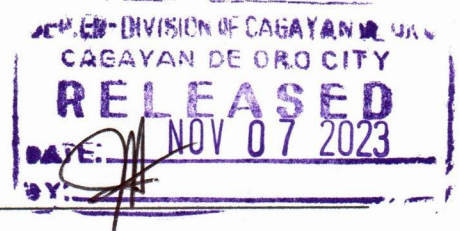




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

06 November 2023

MEMORANDUM  
No. 149, 2023

UPSKILLING AND RETOOLING OF SUPERVISORS ON TECHNOLOGY ASSISTANCE  
IN SUPERVISION (TAS), AND REVISED RULES AND REGULATIONS ON THE  
DEPARTMENT OF EDUCATION ADMINISTRATIVE CASES CUM  
PPSS-RPMS-IPCRF PERFORMANCE REVIEW

To: Assistant Schools Division Superintendent  
Chief, CTD  
CTD Personnel  
Concerned SGOD Personnel  
This Division

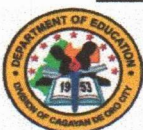
1. In our ongoing commitment to empower and advance the skills of our education supervisors, there will be a comprehensive training program titled, Upskilling and Retooling of Supervisors through Technology Assistance in Supervision (TAS), and Revised Rules and Regulations on Administrative Cases, cum PPSS-RPMS-IPCRF Performance Review. This training is scheduled on November 9-10 & 23-24, 2023, at Hotel Conchita, Yacapin St., Cagayan de Oro City, and on November 11, 2023, at Sicolon Cove Resort, Laguindingan, Misamis Oriental.

2. This multi-faceted training program has been designed to achieve the following key objectives:

**Enhance Technological Proficiency:** Equip education supervisors with the necessary skills to proficiently utilize software tools, streamline processes, and harness technology for data-driven decision-making.

**Review on Performance Standards and Policies:** Reacquaint supervisors with the Philippine Professional Standard for Supervisors vis-à-vis the Results-Based Performance Management System and Individual Performance Commitment and Review Form (RPMS-IPCRF) to ensure alignment with current standards. Also, this training aims to ensure that supervisors are well-versed in the latest procedures and guidelines on the Revised Rules and Regulations on Administrative Case, enabling them to effectively handle administrative cases, promote fairness and due process, and contribute to a more efficient and transparent administrative process.

**Strengthen Team Collaboration:** Foster a spirit of collaboration and nurture stronger working relationships within the Curriculum and Teaching Division (CTD) team, paving the way for enhanced teamwork and synergy.





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3. Participants are requested to bring their laptops and extension wires to facilitate the training effectively. Further details and logistics related to transportation during the Team Building Activity will be provided in subsequent communications.
4. In adherence to Equal Opportunity Principle (EOP) inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. For guidance and compliance.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent





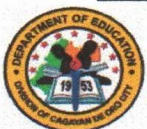
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**Department of Education**  
**REGION X**  
**DIVISION OF CAGAYAN DE ORO CITY**

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Enclosure 1 – List of Participants

**TRAINING PARTICIPANTS:**

1. AUDIE S. BORRES
2. JEAN S. MACASERO
3. JINKY M. ARNEJO
4. ANGELITO U. FELISILDA
5. MARIFE A. RAMOS
6. SHIRLEY A. MERIDA
7. MARGIE G. ANDRADE
8. MILAGROS P. RECAMADAS
9. PARAIDA D. ORANGOT
10. CYNTHIA V. YANEZ
11. CHARLYN S. BAYLON
12. ANITA M. GOCHUCO
13. HELEN R. LUCMAN
14. RAY O. MAGHUYOP
15. JUAN A. MINGO
16. JERLY H. ELUNA
17. PHOEBE W. TARUC
18. JOEL D. POTANE
19. SYLVIO C. CARCILLER
20. ROCHELLE A. LUZANO
21. JANUARY GAY T. VALENZONA
22. JANRY B. COLONIA
23. JULIETA N. DOLERO
  
24. HAZEL ZAMBRANO – Secretariat
25. DERROLD MARL AVES – HR
26. AIZA TONGCO - HR
27. ELEANOR ROLLAN – Monitoring and Evaluation
28. AMOR RADAZA - Monitoring and Evaluation
29. GODFREY ANTHONY SEROJALES- Speaker
30. ATTY. LAURENCE DEL PUERTO - Speaker



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048

**ENCLOSURE 2**

Upskilling and Retooling of Instructional Supervision Through Technology Assistance in Supervision (TAS) and Team Building

**PROGRAMME**

November 9-10, 2023

AVP PRESENTATION  
(NATIONAL ANTHEM, PRAYER)

**MILAGROS P. RECAMADAS**  
PSDS

OPENING REMARKS

**AUDIE S. BORRES**  
Asst. Schools Division Superintendent

CHECKING OF ATTENDANCE

**CYNTHIA V. YANEZ**  
PSDS

RATIONALE

**JEAN S. MACASERO**  
OIC-Chief, CTD

MESSAGE

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

HOUSE RULES

**JINKY M. ARNEJO**  
Asst. Chief, CTD/ PSDS

EMCEE

**JANUARY GAY T. VALENZONA**  
EPS II-ALS

\*\*\*TRAINING PROPER