

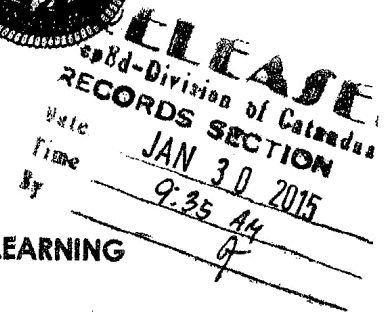


Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



January 28, 2015


**DIVISION MEMORANDUM**  
No. 20 s, 2015



**DIVISION TRAINING ON MANAGING K TO 12 TEACHING AND LEARNING**

To: **OIC –Chiefs of CID and SGOD**  
**Education Program Supervisors**  
**Division Coordinators**  
**Public Schools District Supervisors**  
**Heads of Elementary and Secondary Schools**

1. With the objective of improving capability of school leaders and instructional managers in providing instructional leadership and support to teachers and ensure effective implementation of the K to 12 curriculum along instructional delivery, a Two-day Live-in Division Training on Managing K to 12 Teaching and Learning will be held in three (3) clusters on **February 15-19** at a venue to be announced later.
2. Specifically, this training aims to:
  - a. align personal vision-mission as instructional leaders and school managers to the DepEd's vision and mission;
  - b. identify competencies needed to perform their role in attaining the desired learning outcomes;
  - c. suggest how their updated KSAs on K to 12 can be used to improve teaching and learning;
  - d. demonstrate effective listening, giving feedback, coaching , problem solving and facilitation skills to facilitate their own learning and provide appropriate technical assistance to teacher in their learning and growth activities; and
  - e. provide valuable and practical insights in improving the conduct of quality assurance, monitoring and evaluation.
3. Participants to this training are all division and district supervisors, principals, head teachers and TICs of elementary and secondary schools in this Division. List of participants for each cluster and members of the training team are found in Inclosure No. 1 to this Memorandum.
4. The staff orientation workshop to be attended by the members of the training team will be on **February 4, 2015** at the SDS Conference Room, **1:00 PM**.
4. A registration fee of Php 1, 100.00 to cover for food and accommodation shall be deducted from the local/school MOOE subject to the usual accounting and auditing rules and regulations. Travel expense shall likewise be charged against local funds.
5. For information, wide dissemination and compliance.

  
**JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent

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

CURRICULUM      PRINCIPALS      SUPERVISORS      TRAINING

## LIST OF PARTICIPANTS

**Batch 1**

February 15PM to 16PM

- Virac North and South
- Bato East and West
- EPS and Division Coordinators
- Education Program Specialists
- District Supervisors

**Batch 2**

February 17AM to 18PM

- Pandan East
- Pandan West
- Caramoran North and South
- Baras North and South
- Nationalized High Schools
- Gigmoto

**Batch 3**

February 18PM to 19PM

- Bagamanoc North and South
- Panganiban
- Viga East and West
- San Miguel North and South
- San Andres East and West

## TRAINING MANAGEMENT TEAM

**SDS Jose L. Doncillo**

Project Manager

**ASDS Mariano De Guzman**

Co-Project Manager

**Dr. Josefa V. Zape**

**Mary Jean Romero**

**Jezrahel Oradto**

**Support Staff:**

**Roderick Geromo**

**Rachel Rodriguez**