



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION



Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph

March 28, 2018

REGIONAL MEMORANDUM
No. **115-2018**

**ENHANCING THE INSTRUCTIONAL SUPERVISORY COMPETENCE OF
DIVISION AND DISTRICT SUPERVISORS**

TO: Schools Division Superintendents
Heads, Public and Private Secondary Schools
All Others Concerned

1. The Department of Education (DepED), Cordillera Administrative Region through the Human Resource Development Division (HRDD) of the Regional Office shall conduct the *Enhancing the Instructional Supervisory Competence for Division and District Supervisors on April 23 to 27, 2018 at Hotelinda Suites, Vigan City.*
2. The ISCDSS is intended to improve the competency of the CID Supervisors and Public School District Supervisors in instructional supervision, curriculum implementation, monitoring and evaluation, and provision of technical assistance among others.
3. Participants to this activity are CID Supervisors and Public School District Supervisors of SDOs. The expected numbers of participants from SDOs are as follows:

	Division	No. of Participants
1	Abra	14
2	Apayao	14
3	Baguio City	14
4	Benguet	14
5	Ifugao	14
6	Kalinga	14
7	Mountain Province	14
8	Tabuk City	14
9	Regional Management Team	17
	Total	129

4. Division Offices are also requested to submit the list of participants using the table below on or before April 18, 2018 thru the following email address:

- car@deped.gov.ph or hrdd.depedcar@gmail.com

Division:

Name of Participants	Male	Female	Official Station	Contact Number

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 422-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434



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5. Participants are requested to bring their own laptop, pocket wifi and other important documents related to the training and are expected to be at training venue on Day 0 or before the start of the training proper.
6. The Regional Management Team is requested to attend as trainer or facilitator and to monitor and evaluate the conduct of the said training. They are as follows:

	Name		Division
1	RD May B. Eclar/ ARD Bettina Daytec-Aquino	ORD	RO
2	Gilbert Villanueva	Resource Person	Apayao
3	Hedwig Belmes	Resource Person	Abra
4	Joy Saleng	Resource Person	Apayao
5	Juliet Sannad	Resource Person	Baguio City
6	Lorraine Tubban	Resource Person	Tabuk City
7	Rizalyn Guznian	Resource Person	Benguet
8	Marciana Aydinan	Resource Person	Ifugao
9	Khad Layag	Resource Person	Mountain Province
10	Emilia Faustino	Resource Person	RO
11	Emmanuela Gabol	Secretariat	RO
12	Rosmarie B. Dalang	Facilitator	RO
13	Charline Balahyas	Secretariat	RO
14	Margie Gardingan	Secretariat	RO
15	Aida Payang	QuAME & Resource Person	RO
16	Maksim Botilas	QuAME & Resource Person	RO
17	Jennifer Ande	HRDD	RO

7. Participants and the Regional Management Team shall be entitled to COC during the conduct of the training in lieu of Saturdays, Sundays and Holidays as per CSC and DBM Joint Circular No. 2, s.2015.
8. Meals, snacks, accommodation, and training materials shall be charged against downloaded HRTD Funds, while the transportation expenses and other incidental expenses shall be charged against school or other local funds subject to the usual accounting rules and regulations.
9. The first meal to be served will be dinner of Day 0 and the last meal will be lunch and PM snack on the last day of seminar.
10. Immediate and widest dissemination of this Memorandum to all concerned is desired.

MAY B. ECLAR, PhD, CESO V
Officer-In-Charge
Office of the Regional Director

HRDD/jpa

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