



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

January 13, 2023

DIVISION MEMORANDUM

No. 017, s. 2023

**PRE-WORK ACTIVITY ON THE CAPACITY-BUILDING ON
INSTRUCTIONAL SUPERVISION AND TECHNICAL ASSISTANCE**

To: **Asst. Schools Division Superintendent**
Chief ES, CID
Chief ES, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. As regards the Capacity-Building on Instructional Supervision and Technical Assistance, this Office will hold a Pre-Work Activity on the Capacity-Building on Instructional Supervision and Technical Assistance on January 17, 2023, at Country Village Hotel, Villarin St., Cagayan de Oro City.
2. The activity aims to achieve the following:
 - a. formulate the training matrix;
 - b. develop and simulate session guides; and
 - c. prepare the training materials for the different sessions.
3. Participants of the pre-work activity are the facilitators and resource persons. The facilitators and resource persons are indicated below.

No.	Name	Office/School
1	Dionesio L. Liwagon, Jr., CESE	Schools Division Office
2	Ninian A. Alcasid	Schools Division Office
3	Lorna H. Estrosas	Schools Division Office
4	Lina C. Bejiga	Schools Division Office
5	Genevieve E. Lusterio	Schools Division Office
6	John Franklin Dresser	Schools Division Office
7	Anabelle M. Mamaclay	Schools Division Office
8	Grace P. Paculba	Schools Division Office





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9	Roque R. Sabasaje	Schools Division Office
10	Margie R. Valmoria	Schools Division Office
11	Karen Rose A. Serrania	Schools Division Office
12	Nishi M. Abratiguin	Schools Division Office
13	Melanie M. Ligutom	El Salvador City Central School
14	Merogim P. Mugot	Hinigdaan National High School
15	Therese Angeli M. Romasanta	El Salvador City NHS

4. The participants are expected to be at the venue on January 17, 2023, at 7:30 a.m. The first meal is morning snacks. In addition, the participants shall observe the minimum health standards and safety protocol such as physical distancing and the wearing of face masks during the conduct of the activity.

5. Meals, supplies, and materials shall be charged against HRTD funds downloaded to this Division, while travel and other incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations. This memorandum also serves as Authority to Travel.

6. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

7. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD., CESO V
Schools Division Superintendent

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

INSTRUCTIONAL SUPERVISION

TECHNICAL ASSISTANCE

CID/ NAA

