



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Sudlon, Lahug, Cebu City



October 17, 2016

DIVISION MEMORANDUM

NO. 658, s. 2016

Public Schools District Supervisors (PSDSs) Academy for Professional Enhancement (PAPE) 2016

**TO: Assistant Superintendents
Education Program Supervisors/SEPS /EPS/Coordinators
Public Schools District Supervisors/OICs
All Concerned**

1. The office hereby informs the field on the conduct of the **2016 Public Schools District Supervisors (PSDSs) Academy for Professional Enhancement (PAPE)** for the division's **55 senior and newly-appointed district supervisors** including **OICs at Hagnaya Beach Resort & Restaurant, San Remigio, Cebu on October 24-28, 2016 (Monday-Friday)**.
2. The **Academy** is intended to develop and provide differentiated supports to **PSDSs** in their own journey toward **proficiency** and **total commitment** to their **duties** and **responsibilities**. The expected **program outcome** is about **BEHAVIOR CHANGE** in terms of **competence** among **PSDSs** who will be further enhanced in terms of **knowledge, values, attitudes** and **skills** in managing/supervising their respective schools/districts.
3. Participation to this training is **mandatory/compulsory** and is on **live-in** arrangement (55 pax). Participants are expected to be there in the venue at exactly **10:00AM** for the **Opening Program** on the first day (Day 1-Oct. 24, 2016/Monday).

4. Since the Academy is conducted simultaneously with the INSET Week in the district or schools, In-Service Trainings in the district or schools during this week should be **co-managed** by the **Lead Secondary School Principal** and the **Central Elementary School Principal**.

5. Participants are advised to bring **notebooks and other materials** so that they can take down notes on the different topics that will be discussed by the speakers/presenters. Host/s districts of San Remigio 1 & 2 should provide **administrative and logistical support** during the **5-day Academy**.

6. **Education program supervisors (EPSs)** are expected to monitor and provide technical assistance to schools/districts during the INSET Week; in this regard they are not required to be present during the 5-day Academy. They are only required to be present during the time or day wherein they are assigned as speakers/lecturers.

7. Expenses for the lodging accommodations of the participants, venue rental, meals/snacks and other incidentals related to this training shall be charged to the **Division's HRTD Funds; travelling expenses** incurred by the **participants/PSDSs** and the training staff/speakers shall be chargeable to the **Division's MOOE**, subject to its availability and the usual accounting/auditing rules and regulations.

8. Please see attached **Training Matrix** for further information. Any questions pertaining to the **Academy** can be emailed at v_ybanez@yahoo.com.

9. Members of the training team are given Day Zero (0) in order to set-up and prepare the training venue. They are also required to stay during whole duration of the Academy.

10. This Memorandum serves as **TRAVEL AUTHORITY** of all participants.

11. **Wide dissemination and strict compliance of this Memorandum is hereby requested.**


RHEA MARIA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Attachment to Div. Memo # 658



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



Training Matrix: Public Schools District Schools Supervisors Academy for Professional Enhancement (PAPE)

Date: October 24-28, 2016 (Mon.-Fri.)

Venue: Hagnaya Beach Resort & Restaurant, San Remigio, Cebu

Day 1

Topic/Activities	Time	Duration	Person/s Responsible
Registration	9:00-10:00 AM	60 min.	Training Team/OD
National Anthem	10:00-10:05AM	5 min.	Host
Sugbo Hymn	10:05-10:10 AM	5 min.	Host
Prayer	10:10-10:15 AM	5 min.	Host
Words of Welcome/Message	10:15-10:20 AM	5 min.	Dr. Rhea Mar A. Angtud
House Rules	10:20-10:25 AM	5 min.	Dr. Victor A. Ybañez
Leveling of Expectations	10:25-10:30 AM	5 min.	Dr. Victor A. Ybañez
Overview of RA 9155/The Duties and Responsibilities of PSDSs	10:30-12:00 AM	90 min.	Dr. Victor A. Ybañez
LUNCH BREAK	12:00PM-1:00PM	60 min.	Training Team
Instructional Leadership & Supervision/Managerial/Transformational Leadership	1:00PM-4:20PM	200 min.	Dr. Rhea Mar A. Angtud
Q & A	4:20-4:40PM	20 min.	Host
Wrap-Up of Day 1	4:40-5:00PM	20 min.	Host
Officer of the Day			Dr. Jose Garry Napoles
Day 2			
Registration of Participants	7:30-7:40AM	10 min.	Training Team
Prayer	7:40-7:45AM	5 min.	Assigned Host
Management of Learning (MOL)	7:45-8:00 AM	15 min.	Assigned Host

Parental Involvement & Community Partnership	8:00-10:00AM	120 min.	Mrs. Nenita Jaralve
Creating a Student Centered Learning Climate	10:00-12:00Noon	120 min.	Mrs. Jane O. Gurrea
LUNCH BREAK	12:00-12:50PM	50 min.	Training Team
Energizer/Ice Breaker	12:50-1:00PM	10 min.	Dr. Garry Napoles
School-Based Management & Operations	1:00-2:30PM	90 min.	Dr. Pamela A. Rodemio
Records Management/EBEIS	2:30-4:20PM	110 min.	Mrs. Agustina Albiso
Q & A	4:20-4:40PM	20 min.	Assigned Host/OD
Wrap-up of Day 1	4:40-5:00PM	20 min	Assigned Host/OD
Officer of the Day			Dr. Garry Napoles
Day 3			
Registration of Participants	7:30 – 7:40 am	10 min.	Training Team
Prayer	7:40 – 7:45 am	5 min.	Assigned Host
Management of Learning (MOL)	7:45 – 8:00 am	15 min.	Assigned Host
Managing Change	8:00 – 9:00 am	60 min.	Dr. Jose Garry Napoles
Continuous Performance Improvement	9:00-12:00 Noon	180 min.	Dr. Pamela A. Rodemio
LUNCH BREAK	12:00-1:00PM	60 min.	Training Team
Professional Attributes/Interpersonal Effectiveness	1:00-4:20PM	200 min.	Mr. Roseller N. Gelig
Q & A	4:20-4:40PM	20 min.	Host/OD
Wrap-up of Day 1	4:40-5:00PM	20 min	Host/OD
Officer of the Day			Dr. Jose Garry Napoles
Day 4			
Registration of Participants	7:30 – 7:40 am	10 min.	Training Team
Prayer	7:40 – 7:45 am	5 min.	Assigned Host
Management of Learning (MOL)	7:45 – 8:00 am	15 min.	Assigned Host
Administrative Discipline	8:00-12:00 Noon	240 min.	Atty. Orville dela Cerna
LUNCH BREAK	12:00-1:00PM		Training Team
Mentoring & Coaching	1:00-3:00PM	120 min.	Dr. Novie O. Mangubat (Chief, SGOD)
Role of PSDSs, re: Compliance to Standards	3:00-4:20	80 min.	Mr. Isaiash Wagas

of Private School			
Q & A	4:20-4:40PM	20 min.	Host/OD
Wrap-up of Day 1	4:40-5:00PM	20 min	Host/OD
Day 5			
Registration of Participants	7:30 – 7:40 am	10 min.	Training Team
Prayer	7:40 – 7:45 am	5 min.	Assigned Host
Management of Learning (MOL)	7:45 – 8:00 am	15 min.	Assigned Host
Results-Based Performance Management (RPMS)	8:00-10:00am	120 min.	Dr. Mary Ann P. Flores (CID Chief)
Data Management/ICT	10:00-11:30am	120 min.	Mr. Emmanuel Mendoza (Div. IT Officer)
Lunch Break	11:30-12:00Noon	30 min.	Training Team
Post-test/Closing Program	12:00-12:30PM	30 min	Assigned Host
Officer of the Day			Dr. Jose Garry Napoles

Prepared by:


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