



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

March 11, 2026

DIVISION MEMORANDUM

No. 120, s. 2026

**PLANNING-WORKSHOP ON THE DESIGN OF THE PROFESSIONAL
DEVELOPMENT (PD) PROGRAM FOR SCHOOL HEADS ON INSTRUCTIONAL
SUPERVISION LINKED TO THE EXPANDED CAREER
PROGRESSION (ECP) SYSTEM**

To: Assistant Schools Division Superintendent
Schools Governance and Operations Division Chief
Curriculum and Implementation Division Chief
Education Program Supervisors
Concerned District Supervisors/Principals In-Charge
Concerned Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the Schools Division's commitment to ensure that HRD-funded, Division-led Professional Development (PD) programs are strategically aligned, needs- and evidence-based, and compliant with the quality standards of the National Educators Academy of the Philippines (NEAP), the Schools Governance and Operations Division – Human Resource Development Section (SGOD–HRDS), in coordination with the Curriculum Implementation Division (CID), shall conduct a one-day Planning-Workshop on the Design of the Professional Development (PD) Program for School Heads on Instructional Supervision linked to the Expanded Career Progression (ECP) System on March 17, 2026 at Casa Miguel, Catarman, Northern Samar.
2. This one-day planning conference aims to:
 - a. establish a shared and consistent understanding among the participants on Instructional Supervision as a key school leadership function, particularly its role in ensuring quality teaching and learning through classroom observation, coaching, and feedback;
 - b. clarify and standardize the interpretation and application of Classroom Observable Indicators (COIs) and Non-Classroom Observable Indicators (NCOIs) under the Expanded Career Progression (ECP) System, with emphasis on addressing observed misinterpretations in assigning points/scores based on specific PPST indicators and rubric descriptors;
 - c. align the planned PD program design for School Heads with the ECP assessment requirements and the PPST-based Classroom Observation Tool (COT), ensuring that observation evidence, rating decisions, and feedback processes are consistent, fair, and defensible across schools;

Enclosure No. 1 of DM 120, s. 2026

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DEVELOPMENT (PD) PROGRAM FOR SCHOOL HEADS ON INSTRUCTIONAL
SUPERVISION LINKED TO THE EXPANDED CAREER
PROGRESSION (ECP) SYSTEM**

March 17, 2026 | Venue: Casa Miguel, Catarman

Dr. Gaudencio C. Aljibe Jr., CESO V <i>Schools Division Superintendent</i>	Dr. Rey F. Bulawan <i>Assistant Schools Division Superintendent</i>
Dr. Antonio P. Delos Reyes, CESO VI <i>Assistant Schools Division Superintendent</i>	Dr. Noe M. Hermosilla, SGOD Chief
Dr. Sylvia D. Villanueva, CID Chief	
EDUCATION PROGRAM SUPERVISORS (10)	
Felix J. Ladeno	Myra L. Bato
Alex B. Rejuso	Omar Ty
Lucila Balondo	Nelida M. Lobos
Emily M. Adrayan	Nestor M. Ada
Dionesia Mercader	Elna D. Enano
SGOD (2)	
Merlita B. Fajardo	Roberto T. Orias Jr.
HRMPSB (3)	
Eunice V. Taringting	Michelle D. Caguimbal
Atty. Risty Adarayan	
SCHOOL HEADS (14)	
Myra Saludario	Mary Ann Tacmo
Joy Saniano	Michelle Probadora
Ruel Castillo	Emma Merino
Elvira Ortenero	Villajejan Avila
Julien Tiza Madronio	Michael J. Froilan
DISTRICT HEADS (4)	
Roberto Galono	Esther Dela Cruz
Rosalyn Sosing	Geroldo Lobos
MASTER TEACHERS (5)	
Ma. Letecia Rose N. Ochondra	Ma. Devaney Tafalla
Liberty Lastra	Eufemio Adarayan
Inoamor Yen	

Program Management Team (5)	
Peter R. Bobiles	Pepito E. Saldo Jr.
April Rose Ballicud	Wilkins Wong
Cindy Celespara	

Activity Matrix

Time	Session / Activity	Key Outputs	Lead/Facilitators
8:00– 8:30	Arrival and Preliminaries	Attendance sheet; participant grouping by learning area/program	Secretariat (SGOD–HRDS/CID)
8:30– 8:45	Opening Program	Shared understanding of purpose and expected outputs	SDS/ASDS (or representative), CID Chief
8:45– 9:05	Workshop Orientation: Objectives, Output Standards, and Flow	Agreed output standards & timeline for the day	SGOD–HRDS (HRD)
9:05– 9:45	Input Session 1: Instructional Supervision and the Role of the School Head (PPSSH-aligned)	Key takeaways and “non-negotiables” of instructional supervision (observation–coaching–feedback loop);	CID Chief
9:45– 10:00	Health Break	—	Secretariat
10:00– 11:15	Input Session 2 + Guided Practice: COI Assessment for ECP using PPST-based COT (Evidence-to-Rating)	Agreed data sources per learning area/program (TA Plan, monitoring plan, M&E results, etc.)	SGOD–HRDS and CID focal
11:15– 12:00	Workshop 1: PD Needs Mapping & Program Design Using the Template	Draft mapped PD entries with required fields: i.e., PD title, NEAP core classification, governance level, objectives, target profile, PPST focus, expected outputs, dates, PD approach, key persons, materials, funds/source of data	Assigned Facilitators per group (CID and SGOD–HRDS)
12:00– 1:00	Lunch Break	—	—

1:00– 2:30	Workshop 2: PD Program Profile and Resources	(1) Prioritized PD topics per group; (2) identified writers/resource package developers; (3) resource package development timeline and QA checkpoints	CID Supervisors and SGOD–HRDS
2:30– 2:45	Health Break	—	Secretariat
2:45– 4:30	Next Steps: Implementation Roadmap, Monitoring Touchpoints, Commitments	Consolidated time-bound implementation plan: key milestones for resource package development, QA, and implementation; agreed coordination and monitoring touchpoints	CID Supervisors and SGOD–HRDS
4:30– 5:00	Closing Program	Shared commitment & submission reminders	CID Chief / SGOD–HRDS