



Republic of the Philippines
Department of Education
REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

DIVISION MEMORANDUM

No. 429, s. 2026

October 7, 2026

**TRAINING RESOURCE PACKAGE DEVELOPMENT AND QUALITY ASSURANCE
OF EXPANDED CAREER PROGRESSION-ALIGNED INSTRUCTIONAL
SUPERVISION TRAINING FOR SCHOOL HEADS (PHASE 2)**

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

1. This Office, through the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) shall conduct the **Training Resource Package (TRP) Development and Quality Assurance of Expanded Career Progression-aligned Instructional Supervision Training for School Heads (Phase 2)** on October 19-22, 2026 at Ciriaco Hotel and Resort, Calbayog City.
2. The activity aims to (a) refine the contents of the proposed Division Contextualized Instructional Supervision Manual crafted during Phase 1 of the development of the training resource package; and (b) develop and quality-assure relevant materials to be for used for the professional development program for school heads on instructional supervision.
3. This Memorandum serves as the **Authority to Travel of all involved.**
4. Expenses incurred relative to the conduct of the activity such as meals and snacks, accommodation, supplies and materials, and honorarium of invited external content experts and resource persons shall be charged against the 2026 HRTD Fund; while travel and other incidental expenses shall be charged against their respective School MOOE/Division/local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telephone Nos: (055) 500 1020
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Division Official Website: <https://northernsamar.deped.gov.ph>


GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent 

Enclosure: As stated

References: As stated

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

PROFESSIONAL DEVELOPMENT
RESOURCE PACKAGE

SGOD-HRDS-PRB

DepEd Northern Samar
RELEASED

By: 
Date: 12 OCT 2026



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Annex A

**TRAINING RESOURCE PACKAGE DEVELOPMENT AND QUALITY ASSURANCE
OF THE EXPANDED CAREER PROGRESSION-ALIGNED INSTRUCTIONAL
SUPERVISION TRAINING FOR SCHOOL HEADS (PHASE 2)**

**October 19-22, 2026
Ciriaco Hotel, Calbayog City**

Group	Name
Group 1 (Foundations of Instructional Supervision)	1. Myra L. Bato 2. Roberto T. Orias Jr. 3. Elna D. Enano 4. Peter R. Bobiles 5. Roseller Demolar
Group 2 (Structure of Instructional Supervision)	6. Omar Ty 7. Roberto Galono 8. Julien Tiza Madronio 9. Janette Cerbito
Group 3 (Instructional Supervision Tools)	10. Alex B. Rejuso 11. Michelle Probadora 12. Myra Saludario 13. Elvira Ortenero
Group 4 (Features of Supervisory Approaches – with Types of Visits)	14. Nelida M. Lobos 15. Esther O. Dela Cruz 16. Roselyn Galdones 17. Racquel Perfas
Group 5 (Procedure in conducting Instructional Supervision)	18. Felix J. Ladeno 19. Rosalyn Sosing 20. Eufemio Adarayan 21. Michael J. Froilan
Group 6 (The Instructional Supervision Processes/Cycle)	22. Lucila Balondo 23. Ricthe Apolonio 24. Mary Ann Tacmo 25. Emma Merino
Group 7	26. Emily M. Adrayan 27. Geroldo Lobos 28. Ruel Castillo

(Observe the Observer Process)	29. Geraldine Rejuso 30. Joy Saniano
Group 8 (Monitoring and Evaluation)	31. Nestor Ada 32. Rudel Lutaog 33. Dionesia Mercader 34. Merlita Fajardo 35. Jocelyn Acebuche 36. Reynel Ignacio
Instructional Supervision Manual Writers	37. Sylvia D. Villanueva (lead) 38. Momar Alcantara 39. Chester Nuguit 40. Norwin Notarte 41. Alan Sister
HRDS/Support Staff	42. Pepito E. Saldo Jr. 43. April Rose Ballicud 44. Cindy Celespara 45. Wilkins Wong

PROGRAM MANAGEMENT TEAM	
NAME	DESIGNATION
Dr. Gaudencio C. Aljibe Jr., CESO V	Activity Manager
Dr. Antonio P. Delos Reyes Dr. Rey F. Bulawan	Co-Activity Managers
Dr. Sylvia D. Villanueva Dr. Noe M. Hermosilla	Onsite Managers
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
CID Chief and EPSs	Resource Persons
Peter R. Bobiles	
Pepito E. Saldo Jr.	HRDS EPS II
April D. Ballicud	HRDS Staff
Cindy Celespara	
Wilkins Wong	