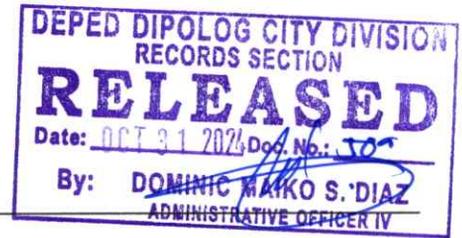




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 31, 2024

DIVISION MEMORANDUM

No. 501 s, 2024

**RETOOLING OF MASTER TEACHERS AND HEAD TEACHERS ON CLASSROOM
OBSERVATION PRACTICES**

**To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID)
Public Schools District Supervisors
Elementary and Secondary School Principals
Selected Head Teachers and Master Teachers
All Others Concerned
This Division**

1. The Department of Education continues to enhance teaching and learning practices and the effective provision of technical assistance for teachers' professional development. This office, through the Curriculum Implementation Division (CID), shall conduct a One-day Retooling Session for Master Teachers and Head Teachers on Classroom Observation Practices.
2. This training aims to retool Master Teachers and Head Teachers in conducting classroom observations using established frameworks and tools. The goal is to provide meaningful feedback and support for the professional development of teachers, thereby enhancing teaching practices and improving student learning outcomes.
3. The training shall be conducted on November 14, 2024, at Top Plaza Hotel, Dipolog City.
4. The participants of this training are selected Head Teachers and Master Teachers of this division. (Refer to Enclosure 1)
5. For inquiries, please contact **Adrian G. Refugio**, Public Schools District Supervisor, at 09631351305, or via email @ adrian.refugio002@deped.gov.ph.
6. Immediate and widest dissemination of this memorandum is highly desired.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent





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Enclosure 1

No.	Name of Participants	Position	District	School/Office
1.	Basis, Emmanuelito S	MT I	East	Estaka CS
2.	Basis, Rachel C	MT I	East	Estaka CS
3.	Piñero, Flordeliz V.	MT I	East	Estaka CS
4.	Yarag, Tita C.	MT I	East	Estaka CS
5.	Bañega, Mark Benson M.	MT I	East	Estaka CS
6.	Dondoyano, Elma E.	MT I	East	UDIS
7.	Inding, Evelyn G.	MT I	East	UDIS
8.	Bejar, Gina D.	MT I	East	Minaog ES
9.	Omandam, Doressa O.	MT I	East	Minaog ES
10.	Reyes, Jocelyn M.	MT I	East	Dicayas ES
11.	Liong, Haris	MT I	East	Gulayon IS
12.	Hangcan, Rosemarie A	MT I	East	Gulayon IS
13.	Patangan, Ma. Febra M.	MT I	East	St. John ES
14.	Sorronda, Helen A.	MT I	East	Turno ES
15.	Tardo, Mary Ann Q.	MT I	East	Turno ES
16.	Nerejev A. Baes	MT I	West	Galas ES
17.	Marife Socorro R. Tompong	MT I	West	Galas ES
18.	Josephine F. Bagarinao	MT II	West	Galas ES
19.	Lynette C. Gurdriel	MT I	West	Galas ES
20.	Nelsie Bagayna	MT II	West	Galas ES
21.	Rose Marie Crez H. Apilan	MT I	West	Galas ES
22.	Dorothy D. Baraquero	MT I	West	Miputak ECS
23.	Elma C. Bete	MT II	West	Miputak ECS
24.	Maria Michele Alanquihan	MT I	West	Miputak ECS
25.	Chona D. Ratificar	MT I	West	Sta. Filomena IS
26.	Menchu C. Patangan	MT II	West	Sta. Filomena IS
27.	Remedios U. Isaw	MT II	West	Sta. Isabel ES
28.	Roseller G. Sumonod	MT II	West	Sta. Isabel ES
29.	Acido, Benjamin R.	MT II	North	DPDS
30.	Gadingan, Ivo	MT II	North	DPDS
31.	Magtuba, Mira	MT III	North	DPDS
32.	Opre, Marigold R.	MT II	North	DPDS
33.	Razo, Alma Bella B.	MT II	North	DPDS
34.	Sarita, Jay R.	MT II	North	DPDS
35.	Kipkip, Edilberto	MT I	North	DPDS
36.	Regañon, Aileen B	MT I	North	DPDS
37.	Kipkip, Vilma E.	MT II	North	SPED Center
38.	Nobleza, Marilou C.	MT II	North	SPED Center
39.	Villasan, Voltaire L.	MT I	North	Barra ES
40.	Padilla, Lalaine	MT II	North	Sicayab ES
41.	Teresa G. Ybañez	MT I	North	Biasong ES
42.	Merlita Gomial Sumalpong	MT I	South	Laoy Olingan ES



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43.	Espejo, Cristina P.	MT II	South	Olingan South ES
44.	Epat, Joel M.	MT I	South	Olingan ES
45.	Eden M. Pagente	MT I	South	Olingan ES
46.	Fe James Monteroso	MT II	South	Sta. Cruz ES
47.	Ma. Susan Murro Pastoril	MT I	South	Sta. Cruz ES
48.	Grace S. Belleno	MT II	South	Sinaman IS
49.	Marietta C. Jauculan	MT I	South	San Jose ES
50.	Mary Jane Villaflores Berago	MT II	South	Punta CS
51.	Raul Celestial Tubil	MT I	South	Punta CS
52.	Villanos, Winlove	MT I	South	Sangkol ES
53.	Paluca, Mercedita A.	MT I	South	Diwan ES
54.	Cantery, Al L.	MT II	South	Pamansalan ES
55.	Nocete, Rubylyn I.	MT I	South	Cogon ES
56.	Cabading, Nelda D.	MT II	East	ZNNHS
57.	Carpio, Roel V.	MT II	East	ZNNHS
58.	Enero, Michel P.	MT I	East	ZNNHS
59.	Etoc, Erwin J.	MT II	East	ZNNHS
60.	Hussien, Juhaira I.	MT II	East	ZNNHS
61.	Pabalay, Jonah D.	MT I	East	ZNNHS
62.	Tamonan, Eleonor S.	MT I	East	ZNNHS
63.	Totao, Julito R.	MT I	East	ZNNHS
64.	Magallanes, Ranell I.	MT I	East	ZNNHS
65.	Anotado, Priscilla T.	MT I	East	ZNNHS TURNO
66.	Ballares, Nova B.	MT I	East	ZNNHS TURNO
67.	Brobo, May P.	MT II	East	ZNNHS TURNO
68.	Cruz, Mylene M.	MT II	East	ZNNHS TURNO
69.	Dela Cruz, Lani U.	MT III	East	ZNNHS TURNO
70.	Deocadez, Sheryl C.	MT II	East	ZNNHS TURNO
71.	Laquio, Levie J.	MT I	East	ZNNHS TURNO
72.	Magbuhos, Marojelou A.	MT I	East	ZNNHS TURNO
73.	Masauding, Jeason L.	MT I	East	ZNNHS TURNO
74.	Ogoc, Joel P.	MT III	East	ZNNHS TURNO
75.	Quiñanola, Rosario D.	MT II	East	ZNNHS TURNO
76.	Sinugbojan, Norafe R.	MT I	East	ZNNHS TURNO
77.	Villa, Dudilina A.	MT II	East	ZNNHS TURNO
78.	Balbuena, Procoro E.	MT I	North	DCNHS
79.	Bermudo, Narifel I.	MT I	North	DCNHS
80.	Año, Evangelinge Z.	MT II	West	GNHS
81.	Bureros, Narciso A.	MT I	West	GNHS
82.	Cañete, Maryjoie S.	MT II	West	GNHS
83.	Dimasuhid, Sandra S.	MT II	West	GNHS
84.	Hiolem, Isaac G.	MT I	West	GNHS
85.	Piñero, Ma. Beverly A	MT I	West	GNHS
86.	Maligro, Rowena N.	MT I	West	GNHS
87.	Gaces, Agnes F.	MT I	West	GNHS
88.	Santiago, Alma R.	MT II	South	PUNTA NHS



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89.	Esmade, Monina L.	MT II	South	PUNTA NHS
90.	Ozaraga, Joyce S.	MT II	South	PUNTA NHS
91.	Cabalida, Anna Rose A.	MT I	South	PUNTA NHS
92.	Drilon, Oscar S.	MT II	South	PUNTA NHS
93.	Solomon, Jessica J.	MT I	South	PUNTA NHS
94.	Granada, Jonil L.	MT II	South	COGON NHS
95.	Adriatico, Mercedita I.	MT I	North	SICAYAB NHS
96.	Cavan, Josephine M.	MT I	North	SICAYAB NHS
97.	Manamtam, Vanya Q.	MT I	North	SICAYAB NHS
98.	Miag-ao, Tita B.	MT I	North	SICAYAB NHS
99.	Monteza, Victoria I.	MT I	North	SICAYAB NHS
100.	Villafuerte, Jo-ann O.	MT I	South	AQUMATSHS
101.	Gabonada, Danilo D	MT I	South	AQUMATSHS
102.	Patangan, Rosel P	MT II	South	AQUMATSHS
103.	Yap, Emerlyn R	MT I	South	AQUMATSHS
104.	Zamoras, Evelyn G	MT I	South	AQUMATSHS
105.	Cabalida, Eunar Jane Y.	MT I	South	AQUMATSHS
106.	Tubil, Grace R.	MT II	South	AQUMATSHS
107.	Josephine M. Cuenca	HT VI	East	ZNNHS
108.	Maria Therese Veneranda G. Semprun	HT VI	East	ZNNHS
109.	Merlina T. Tomales	HT V	East	ZNNHS
110.	Chona M. Miranda	HT IV	East	ZNNHS
111.	Lucita V. Cadavedo	HT II	East	ZNNHS
112.	Josephine Gail P. Bustillo	HT II	East	ZNNHS
113.	Leo A. Taman	HT I	East	ZNNHS
114.	Vicente S. Gallemitt Jr.	HT VI	East	ZNNHS TURNO
115.	Cuizon, Israeli M.	HT III	East	ZNNHS TURNO
116.	Cortez, Luz D	HT III	East	ZNNHS TURNO
117.	Busico, Riza M.	HT IV	East	ZNNHS TURNO
118.	Arcillas, Befeily S.	HT II	West	GALAS NHS
119.	Noli, Aileen B	HT II	South	PUNTA NHS
120.	Hiolem, Cristina R	HT II	South	PUNTA NHS
121.	Gargarita, Lane L.	HT II	South	PUNTA NHS
122.	Murro, Marie Jane D.	HT I	North	SICAYAB NHS
123.	Paghacian, Shirly M.	HT I	North	SICAYAB NHS
124.	Gemina, Jimmy T.	HT II	East	LINABO ES
125.	Rodney C. Velasco	HT III	South	SINAMAN IS
126.	Jackie Lyn Z. Dalman	HT I	West	TUBOD IS
127.	Ma. Jennifer G. Benong	HT II	North	DPDS
128.	Mercado, Nellie S	HT III	South	SAN JOSE ES
129.	Ricardo A. Dagpin	HT II	South	CAYASAN IS
130.	Judith G. Nieves	HT II	South	PAMANSALAN ES
131.	Lydia T. Etrone	HT III	South	VIRGINIA ES
132.	Rustom P. Camahalan	HT II	South	LINAY ES
133.	Granifer A. Jauculan	HT III	South	GUINSANGAAN ES
134.	Rebutazo, Remryan R.	HT I	North	SPED CENTER
135.	Rebutazo, Sherel Q.	HT I	East	UDIS



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136.	Cimafranca Lizette C.	HT I	East	UDIS
PROGRAM MANAGEMENT TEAM				
1.	Amelinda D. Montero, DM	CID Chief		SDO-CID
2.	Bernie P. Laranjo, Ed.D	PSDS		SDO-CID
3.	Adrian G. Refugio	PSDS		SDO-CID
4.	Luisiano S. Murro Jr.	SEPS		SDO-SGOD
5.	Marie C. Refugio	EPS II		SDO-SGOD
6.	Julie Ann Myla P. Ricafort	Nurse II		Galas NHS



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Enclosure 2

**RETOOLING OF MASTER TEACHERS AND HEAD TEACHERS ON CLASSROOM
OBSERVATION PRACTICES**

Time	Activities	Responsible Person/Speaker
7:30-8:30	Arrival and Registration	Marie C. Refugio EPS II-HRTD
8:30-9:30	Preliminaries	
	Philippine National Anthem	AVP
	Opening Prayer	AVP
	Opening Remarks	Dr. Amelinda D. Montero <i>CID Chief</i>
	Message	Dr. Ma. Liza R. Tabilon, CESO V <i>Schools Division Superintendent</i>
	Background and Rationale of the Training	Dr. Adrian G. Refugio <i>Public Schools District Supervisor- East A</i>
9:00-10:00	Session 1: Elevating Instructional Supervision using STARI Observation Techniques	Dr. Bernie P. Laranjo <i>Public Schools District Supervisor- West B</i>
10:00-10:15	Health Break	
10:15-12:00	Continuation of Session 1	
12:00-1:00	LUNCH BREAK	
1:00-2:20	Session 2: Transformational Mentoring and Coaching Strategies for Master Teacher and Head Teacher Development	Dr. Amelinda D. Montero <i>CID Chief</i>
2:20-3:00	Continuation of Session 2	
3:00-4:30	Session 3: Integrated Mentoring Plan and Performance Monitoring Systems for Master Teachers and Head Teachers	Dr. Adrian G. Refugio <i>Public Schools District Supervisor- East A</i>
4:30-5:00	CLOSING PROGRAM	

