



SEP 15 2009

DepED MEMORANDUM
No. **393**, s. 2009

NATIONAL WORKSHOP ON THE DEVELOPMENT OF STANDARDS, TOOLS
AND PROCEDURES FOR THE INSTRUCTIONAL
SUPERVISION HANDBOOK

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. Pursuant to DepED Order No. 32, s. 2009 entitled "National Adoption and Implementation of the National Competency-Based Teacher Standards (NCBTS) – Teacher Strengths and Needs Assessment (TSNA) and Individual Plan for Professional Development (IPPD) for Teachers and Integration of Its System Operations in the Overall Program for Continuing Teacher Capacity Building" the Teacher Education Development (TED) – Technical Working Group (TWG) shall conduct a National Workshop on the Development of the Standards, Tools and Procedures for Instructional Supervision Handbook.

2. The workshop aims to:

- a. review the Terms of References (TORs)/Roles and Responsibilities of the School Heads, Public Schools District Supervisors, Education Supervisors I and II, as provided by Republic Act No. 9155 and other legal documents;
- b. identify standards for instructional supervision and support of teachers along their professional development;
- c. develop the process/procedure in instructional supervision and support to the professional development of teachers for the enhancement of learning; and
- d. develop tools necessary for instructional supervision and support in the professional development of teachers to enhance learning.

3. A preliminary workshop shall be conducted before convening the regions by cluster. Below are the details of the workshop:

Activity	Dates	No. of Participants	Venue
Preliminary Workshop	Sept. 22-23, 2009	30	Marikina Hotel Marikina City
Cluster I (Luzon Cluster)	Sept. 29-30, 2009	110	DAP Tagaytay City
Cluster II II-A (Visayas Cluster) II-B (Mindanao Cluster)	Oct. 13-14, 2009	45 75	Ecotech Center Lahug, Cebu City

4. Participants to the preliminary workshop are the following:

- 1 – President
National Association of Public Secondary School Heads, Inc. (NAPSSHI)
- 1 – President
Philippine Elementary School Principals Association (PESPA)
- 1 – President
Public Schools District Supervisors Association (PSDSA)
- 1 – President, *Education Supervisors II (ES II) Association*
- 1 – President, *Education Supervisors I (ES I) Association*
- 3 – Representatives from the ES II
(one best each from Luzon, Visayas and Mindanao)
- 3 – Representatives from the ES I
(one best each from Luzon, Visayas and Mindanao)
- 3 – Representatives from the Master Teachers (MTs)
(one best each from Luzon, Visayas and Mindanao)
- 3 – Representatives from the Teachers
(one best each from Luzon, Visayas and Mindanao)
- 1 – TED-TWG, Chair, Co-Chair and Members
- 1 – Resource Person
- 1 – Technical Adviser

5. Participants to the regional clusters (Clusters I, II-A and II-B) are the following:

- 2 – Regional Education Supervisors II
- 2 – Division Education Supervisors I
- 2 – Public Schools District Supervisors
- 1 – Secondary School Principal
- 1 – Elementary School Principal
- 1 – Department Chair
- 1 – Master Teacher (Secondary)
- 1 – Master Teacher (Elementary)


Other Participants:

- President, National Association of Education Supervisors I and II
- President, PESPA
- President, NAPSSHI
- President, National Association of PSDS

6. All expenses relative to board and lodging of the participants, Teacher Education Council-Department of Education (TEC-DepED) resource speakers, training staff, including transportation, supplies, materials, and other incidental expenses shall be charged against BESRA-HRTD funds subject to the usual accounting and auditing rules and regulations.

7. For further details, please contact Dr. Beatriz G. Torno, Executive Director II or Ms. Marian R. Anclote, TEC Secretariat at tel. no.: (02) 638-6170 and telefax no.: (02) 638-6172.

8. Immediate and wide dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary
Officer-in-Charge

Reference:

DepED Order: (No. 32, s. 2009)

Allotment: 1—(D.O. 50-97)

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

~~/~~MANUALS
~~/~~SOCIETY or ASSOCIATIONS
~~/~~TEACHERS
~~/~~WORKSHOPS

Sheila, MPPD-TS, DM Nat'l. Workshop on the Dev't. Standards
September 2, 2009