



TANGGAPAN NG KALIHIM
(Office of the Secretary)

September 14 1999

DECS MEMORANDUM

No 396, s 1999

**TEACHER INSTRUCTIONAL SUPPORT SYSTEM (TISS) PROGRAM
FOR REGIONAL, DIVISION AND DISTRICT SUPERVISORS**

To Bureau Directors
Regional Directors
Schools Division Superintendents

1 To improve efficiency of classroom instructions through a system of coordinated and integrated instructional support and assistance provided by the personnel charged with instructional supervisory functions the Department of Education, Culture and Sports through the National Educators Academy of the Philippines and the Staff Development Division HRDS, will implement the **Teacher Instructional Support System (TISS) Program for Regional, Division and District Supervisors**

2 The program specifically intends to review and refocus the thrust of instructional supervision in the department and to strengthen the impact of the supervisory processes by (a) clarifying specific functions and differentiating activities vis-a vis the responsibilities of the education supervisors at their levels and (b) developing further the skills and competencies required to discharge such functions

3 A nationwide survey has been conducted by NEAP-SDD to determine the current practices and thrusts of instructional supervision and leadership in the field levels Concomitantly, the survey reviewed the roles and functions of supervisors and identified their needs for further training and development

4 The following major activities have been scheduled for the implementation of the TISS program

- a **The TISS Consultative Conference on October 4 5, 1999** at the *Richville Mansions, EDSA Crossing, Mandaluyong City* The conference will provide the forum for verifying and validating the results of the survey It will allow further discussion on the survey analysis as well as accommodate more comments and inputs for the formulation of the draft curriculum of the program

- b The TISS Training Module Development Workshop on October 25-29, 1999 at Gilbertos II Baguio City** This writing workshop will develop session guides, modules and other materials for the nationwide training of education supervisors
- c The TISS Training and Development Program for Supervisors - Batch 1 on November 15 19, 1999 at NEAP Teachers Camp Baguio City** This initial run will formally launch the program. The succeeding batches shall be scheduled for year 2000 onwards

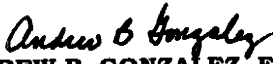
5 The participants to the consultative conference and module development workshop are the identified representatives of the central office bureaus and field offices, training experts and staff of NEAP/SDD listed in Inclosures #1 and #2. Facilitators/Trainers, Training Staff and Resource Persons are listed in Inclosure # 3

6 For **Batch 1 of the TISS Training and Development Program for Supervisors**, the regional offices are requested to send the following three participants

- 1 Regional English Supervisor
- 1 Division English Supervisor
- 1 District Supervisor

7 Board and lodging, travel expenses and professional fees of resource persons, regional representatives, writers and training experts and NEAP/SDD-HRDS staff, supplies and materials and other TISS-program-related expenses including the board and lodging of the TISS Training and Development Program Batch I participants shall be charged against HRDS Training and Development Funds (A I a 1 c 1) while travel expenses of Batch I participants shall be charged against local funds. All expenses related to this program are subject to the usual accounting and auditing rules and regulations.

8 The immediate dissemination of this memorandum is desired.


ANDREW B GONZALEZ, FSC
Secretary

Incl As stated
Reference None
Alloment 1 (D O 50 97)
To be indicated in the Perpetual Index
under the following subjects

TRAINING PROGRAMS

WORKSHOPS

TEACHER INSTRUCTIONAL SUPPORT SYSTEM (TISS) PROGRAM

Consultative Conference

Richville Mansion, EDSA Crossing, Mandaluyong City

October 4-5, 1999

List of TISS Consultative Conference Participants

A Resource Persons/Consultants

- | | | |
|---|--------------------------|------|
| 1 | USEC Nilo L. Rosas | |
| 2 | ASEC Fe A. Hidalgo | |
| 3 | Dr. Alberto P. Mendoza | BSE |
| 4 | Dr. Lidinila Luis-Santos | BEE |
| 5 | Dr. Nelia Benito | BNFE |

B Participants/Regional Representatives

- | | | |
|----|-------------------------------|------------|
| 1 | Dir. Juan R. Banquicio, Jr. | NEAP |
| 2 | Ms. Alice Panares | NEAP |
| 3 | Ms. Shirley Ison | NEAP |
| 4 | Ms. Pearl Intia | NEAP |
| 5 | Ms. Zaida Talosig Azcueta | SDD/HRD |
| 6 | Ms. Nerissa Lansangan Losaria | SDD/HRD |
| 7 | Dr. Chona Castanos | SDD/BEE |
| 8 | Dr. Lolita Andrada | SDD/BSE |
| 9 | Dr. Paraluman Giron | NCR |
| 10 | Dr. Rolando Magno | NCR |
| 11 | Dr. Lorenzo Rufin | NCR |
| 12 | Dr. Estelita Reyes | NCR |
| 13 | Dr. Pablo Marasigan | NCR |
| 14 | Dr. Lydia Surot | Region I |
| 15 | Dr. Aurora Domingo | Region I |
| 16 | Dr. Gregorio Agana | Region II |
| 17 | Dr. Mario Ramirez | Region II |
| 18 | Dr. Perla T. Cornel | Region II |
| 19 | Dr. Luzminda Pelayo | Region III |
| 20 | Dr. Flordeliza Magday | Region III |
| 21 | Dr. Elita Flor Umali | Region III |
| 22 | Dr. Esther Lozada | Region IV |
| 23 | Dr. Romualda Dayan | Region IV |
| 24 | Dr. Azucena P. Romulo | Region IV |
| 25 | Dr. Emolyn Corteza | Region VI |
| 26 | Mario Estrella | SDD/HRD |
| 27 | Ariel Dagar | NEAP |
| 28 | Joseph Noel A. Titar | NEAP |
| 29 | Leodigaria Javate | SDD/HRD |
| 30 | Ma. Fe Moncada | SDD/HRD |
| 31 | Susan de la Merced | SDD/HRD |

**TEACHER INSTRUCTIONAL SUPPORT SYSTEM (TISS)
MODULE DEVELOPMENT WORKSHOP**

Gilbertos II, Baguio City
October 25-29, 1999

A Module Writers/Consultants

1	Dr Juan R Banquicio, Jr	NEAP
2	Ms Shirley Ison	NEAP
3	Ms Pearl Intia	NEAP
4	Ms Zaida Talosig Azcueta	SDD/HRD
5	Ms Nerissa Lansangan Losaria	SDD/HRD
6	Dr Paraluman R Giron	NCR
7	Dr Rolando L Magno	NCR
8	Dr Lorenzo S Rufin	NCR
9	Dr Gregorio Agana	Region II
10	Dr Luzminda Pelayo	Region III
11	Dr Orfelina Tuy	Region V
12	Dr Emolyn Corteza	Region VI
13	Dr Luisa Yu	Region VIII
14	Dr Nona Estilo	Region X
15	Dr Laura Cespon	Region XI

B Secretariat/Staff

1	Mario Estrella (encoder/designer)	NEAP/SDD
2	Ariel Dagar (encoder/designer)	NEAP/SDD
3	Cecille Azcueta (encoder)	NEAP/SDD
4	Cynthia Sabando (encoder)	NEAP/SDD
5	Joseph Noel A Titar (resource facilitator)	NEAP/SDD
6	Ma Elena Deacosta (resource facilitator)	NEAP/SDD
7	Leodigaria Javate (resource facilitator/special disbursing officer)	NEAP/SDD

**TEACHER INSTRUCTIONAL SUPPORT SYSTEM (TISS) PROGRAM
FOR REGIONAL, DIVISION AND DISTRICT SUPERVISORS**

Batch I

NEAP, Teachers Camp, Baguio City
November 15 19, 1999

A Trainers/Facilitators

1	Dir Juan R Banquicio, Jr	NEAP
2	Ms Shirley Ison	NEAP
3	Ms Pearl Intia	NEAP
4	Ms Zaida Talosig Azcueta	SDD/HRD
5	Ms Nerissa Lansangan Losaria	SDD/HRD
6	Dr Paraluman R Giron	NCR
7	Dr Rolando L Magno	NCR
8	Dr Lorenzo S Rufin	NCR
9	Dr Gregorio Agana	Region II
10	Dr Luzminda Pelayo	Region III
11	Dr Orfelina Tuy	Region V
12	Dr Emolyn Corteza	Region VI
13	Dr Luisa Yu	Region VIII
14	Dr Nona Estilo	Region X
15	Dr Laura Cespon	Region XI

B Five (5) Resource Persons (to be identified)

C Secretariat/Staff

1	Mario Estrella	NEAP/SDD
2	Ariel Dagar	NEAP/SDD
3	Cecille Azcueta	NEAP/SDD
4	Cynthia Sabando	NEAP/SDD
5	Joseph Noel A Titar	NEAP/SDD
6	Ma Fe Moncada	NEAP/SDD
7	Leodigaria Javate	NEAP/SDD
8	Fenerosa Maur	Accounting Division