



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

**Tanggapan ng Kalihim**  
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DepED Memorandum  
No. 284, s. 2004

JUL 06 2004

**TRAINING WORKSHOP ON THE ART AND PRACTICE OF SUPERVISION:  
THE SUPERVISOR AS CONSULTANT FOR INSTRUCTIONAL INTERVENTIONS**

To: Regional Directors  
Schools Division/City Superintendents

1. In response to the need of Education Supervisors to continuously upgrade their craft in the art of supervising teachers and assisting them in addressing learning gaps, the Bureau of Secondary Education (BSE) of this Department shall conduct a 4-cluster *Training Workshop on the Art and Practice of Supervision: The Supervisor as Consultant for Instructional Interventions*.

2. The schedule of the training is as follows:

Cluster	Region	Venue	Registration Fee	Date
I	I, II, III and CAR	Teachers Camp, Baguio City	PhP 5,000.00	July 19-23, 2004
II	IX, X, XI, XII, CARAGA & ARMM	Grand Astoria Hotel, Zamboanga City	PhP 5,000.00	August 23-27, 2004
III	VI, VII, & VIII	Cebu Business Hotel, Cebu City	PhP 5,000.00	September 20-24, 2004
IV	IV-A & B, NCR, & V	Teachers Camp, Baguio City	PhP 5,000.00	October 25-29, 2004

3. The training workshop aims to enhance the following competencies of supervisors as instructional consultants: a) guide teachers in constructing assessment instruments, and in analyzing and using assessment results as basis for identifying learning needs; b) assist teachers in designing instructional interventions to address learning gaps; and c) conduct progress monitoring as basis for designing capacity-building initiatives for teachers.

4. Participants to the workshop are the Secondary Education (SED) Chiefs and Assistant Chiefs, and the Regional and Division Education Supervisors (ES I and II). They are requested to bring the Regional/Division tests in their respective learning areas. Enclosed is the Confirmation Form, which should be submitted one (1) week before the training.

5. For confirmation of attendance and further information, contact Ms. Rosa Ligaya C. Domingo, BSE-SDD at telefax number 632-7586.

6. Registration fee and traveling expenses of participants shall be charged against local funds while traveling expenses of the training staff, and other incidental expenses shall be charged against BSE funds, subject to the usual accounting and auditing rules and regulations.

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



**EDILBERTO C. DE JESUS**

Secretary

Encl.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS  
TRAINING PROGRAMS  
WORKSHOPS

**TRAINING WORKSHOP ON THE ART AND PRACTICE OF SUPERVISION**

**Confirmation Form**

	<b>NAME OF SUPERVISOR</b>	<b>GENDER</b>	<b>OFFICE/DIVISION</b>	<b>AREA OF SPECIALIZATION</b>	<b>CONTACT NUMBER</b>
1					
2					
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**Registration Fee: P5,000.00**

To be submitted at least one week prior to the workshop.  
Telefax No. (02)632-7586, attn: Ms. Rosa Ligaya C. Domingo