



**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City) By: \_\_\_\_\_

Department of Education  
National Capital Region  
RECORDS AND PUBLICATION UNIT  
**RELEASED**

Date: 13 APR 2018 Time: 4  
April 13, 2018


**MEMORANDUM**  
No. 55 , s. 2018

**CAPACITY BUILDING ON DIFFERENTIATED SUPERVISION AND  
DEVELOPMENT OF MONITORING AND EVALUATION TOOL  
FOR EPP/ TLE/ TVL**

**To: Schools Division Superintendents**

1. The Department of Education National Capital Region through Curriculum and Learning Management Division (CLMD) will conduct the Capacity Building on Differentiated Supervision and Development of Monitoring and Evaluation Tool for Edukasyong Pantahanan at Pangkabuhayan (EPP), Technology and Livelihood Education (TLE) and Technical-Vocational-Livelihood (TVL) on April 27 – 30, 2018 at Eurotel Hotel, Baguio City.
2. The above activity aims to:
  - a orient Division EPP/TLE/TVL Education Program Supervisors on differentiated supervision.
  - b. prepare division plan of action on differentiated supervision.
  - c. formulate monitoring and evaluation tool (contextualize competencies, curriculum contextualization, contextualize learning resource and assessment) for EPP/TLE/TVL.
3. Attached are the list of participants, training matrix, facilitators, training and management staff.
4. All participants are requested to observe the following:
  - a. Registration is 10:00 a.m. to 12:00 p.m. of day 1. First meal is lunch of the first day and last meal is afternoon snacks of the last day.
  - b. Bring own laptop, extension cord, cellular phone/ tablets, pocket wifi (if available)
  - c. Bring division reports on programs/ projects/ activities, teacher's observation checklist, division TLE/TVL monitoring and evaluation tools, list of head teachers and teachers.

5. The funds for the activity shall be charged to ROP Funds/ GAA CY 2018, board and lodging of participants, facilitators, management staff, resource speakers, training materials and administrative cost of training including travel expenses of speakers and management staff and token for speakers, while travel expenses of participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
6. Participants, Facilitators and Management Staff shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers". On the other hand, non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
7. For strict compliance.

  
**WILFREDO E. CABRAL**  
Officer-In-Charge  
Office of the Regional Director

Incl.: as stated

Allotment: 1

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


**PROGRAMS & PROJECTS  
EDUCATION PROGRAM SUPERVISORS  
SCHOOLS  
EDUKASYONG PANTAHANAN AT PANGKABUHAYAN (EPP)  
TECHNOLOGY AND LIVELIHOOD EDUCATION (TLE)  
TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL)**

REGIONAL CAPACITY BUILDING ON DIFFERENTIATED SUPERVISION AND DEVELOPMENT OF  
MONITORING AND EVALUATION TOOL (GUIDELINES AND REPORTS) FOR EPP/ TLE/ TVL

April 27 – 30, 2018  
Eurotel Hotel, Baguio City

**List of Participants**

<b>DIVISION TLE/ TVL SUPERVISORS</b>	<b>SCHOOLS DIVISION OFFICE</b>
1. MRS. ROSA HERMANO	CALOOCAN
2. DR. MARITES GUZMAN	LAS PIÑAS
3. DR. CELEDONIA TENEZA	MAKATI
4. MRS. LILY GALANGAN	MALABON
5. MR. EDEN PARAS	MANDALUYONG
6. DR. DANTE BERMAS	MANILA
7. MR. JOSEPH SANTOS	MARIKINA
8. MS. VALENTINA BALLESTEROS	MUNTINLUPA
9. DR. GRACE NIEVES	NAVOTAS
10.DR. ANTONIO LACAYAN	PARAÑAQUE
11.MS. ALICIA DELA PENA	PASAY
12.DR. LIBRADA AGON	PASIG
13 MS. HELEN FLORA	QUEZON CITY
14.MS. AMELITA PANELO	SAN JUAN
15.MS. NIDA REFORMA	TAPAT
16.MS. REMEDIOS SANTOS	VALENZUELA

  
**WILFREDO E. CABRAL**  
Officer-In-Charge  
Office of the Regional Director

TRAINING MATRIX

REGIONAL CAPACITY BUILDING ON DIFFERENTIATED SUPERVISION AND DEVELOPMENT OF MONITORING AND EVALUATION TOOL (GUIDELINES AND REPORTS) FOR EPP/ TLE/ TVL

April 27 – 30, 2018  
Eurotel Hotel, Baguio City

TIME	DAY 1 April 27	DAY 2 April 28	DAY 3 April 29	DAY 4 April 30
7:45 – 8:00	MOL CALOOCAN, MALABON, NAVOTAS, VALENZUELA	MOL QC, MARIKINA, SAN JUAN, PASIG	MOL MANILA, MAKATI, MANDALUYONG, PASAY	MOL PARANAQUE, TAGUIG/PATEROS, LAS PINAS, MUNTINLUPA
8:00 – 8:30	Arrival and Registration	Differentiated Supervision <b>Mrs. Sheryll T. Gayola</b> OIC- SDS, SDO-Marikina	Development of Monitoring and Evaluation Tool <b>Mrs. Hilda C. Valencia</b> PSDS, SDO- Malabon	Presentation of Outputs
8:30 – 9:00				
9:00 – 9:30				
9:30 – 10:00				
10:00 – 10:30				
10:30 – 11:00				
11:00 – 11:30	Opening Program and Orientation			Strategic Directions <b>Mr. James A. Roldan</b> EPS
11:30 – 12:00				
12:00 – 1:00	LUNCH			
1:00 – 1:30	Preparation & Presentation of Division Programs/ Projects and Activities <b>Mr. Jeffrey De Guzman</b> PSDS, SDO- Quezon City	Types of Differentiated Supervision <b>Dr. Melody P. Cruz</b> OIC ASDS, SDO-Pasay	Productivity Tools for Enhancing Effective Workflow Practices, Communication, Collaboration and Storage <b>Mr. Andres P. Bonifacio</b> ICT Expert	TLE/ TVL/ EPP Association <b>Dr. Grace R. Nieves</b> EPS, SDO- Navotas
1:30 – 2:30				
2:30 – 3:30				
3:30 – 4:00				
4:00 – 4:30				
4:30 – 5:00				Closing Ceremony
5:00 – 5:30	Reflection	Reflection	Reflection	Reflection