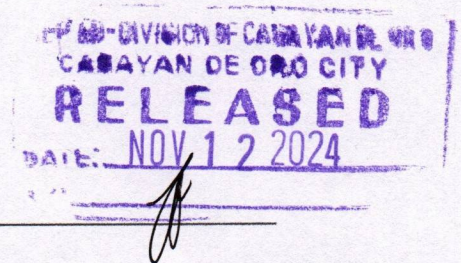




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



11 November 2024

DIVISION MEMORANDUM
No. 898 s.2024

**TRAINING PROGRAM ON INSTRUCTIONAL LEADERSHIP SKILLS
FOR MASTER TEACHERS**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
All Curriculum Implementation Division Personnel
Concerned School Governance and Operations Division Personnel
All Elementary and Secondary Master Teachers
This Division

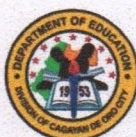
1. In line with our ongoing efforts to strengthen instructional leadership within our schools, this division will conduct a Training Program on Instructional Leadership Skills for Master Teachers on November 27-29, 2024, at Grand City Hotel, Velez Sts., Cagayan de Oro City.

2. This three-day training aims to enhance the leadership competencies of our Master Teachers, equipping them with the necessary skills to support and mentor their colleagues in implementing effective instructional practices. The key objectives of the training are to:

- a. Deepen understanding on instructional leadership principles and strategies.
- b. Improve skills in coaching and mentoring fellow teachers.
- c. Foster collaborative practices in improving classroom instruction.
- d. Design innovative learning resources that are responsive to the specific needs of learners to enhance relevance and engagement.
- e. Enable Master Teachers to understand and fulfill their PPST Career Stage 3 responsibilities through effective collaboration and professional community building.

3. All Master Teachers are required to attend this training. Schools are requested to ensure that the participants are relieved of their regular duties for the duration of the training program.

4. Participants are advised to bring a laptop and an extension wire for the workshop activities.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

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Website: <https://depdcdo.net/>

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5. All trainers and participants are required to wear business casual attire during the training sessions.
6. See Attachment 1 training matrix.
7. In adherence to Equal Opportunity Principle (EOP) inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
8. For guidance and compliance.

ROY ANGELO E. GAZON
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

TRAININGS
MASTER TEACHERS

BASIC EDUCATION
INSTRUCTIONAL LEADERSHIP

JMA / CID
0001/November 11, 2024



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

**TRAINING PROGRAM ON INSTRUCTIONAL LEADERSHIP SKILLS
FOR MASTER TEACHERS**

November 27-29, 2024

Venue: Grand City Hotel, Velez Sts., Cagayan de Oro City

Training Matrix

TIME	MODULE/ACTIVITY	CONTENT/TOPIC	OBJECTIVES
Day 1 – November 27, 2024 (Wednesday)			
Training Managers: Dr. Marife A. Ramos/Dr. January Valenzona/Dr. Jerly Eluna			
7:30-8:30 AM	Registration & Distribution of Training Kit		
8:30-9:00 AM	Opening Program		
9:00-9:45 AM	Pre-Test		
9:45-10:00 AM	Health Break		
10:00 AM to 12:00 AM (10:45-11:00)	Workshop 1 A Model Master Teacher (CSC Qualification, Duties & Responsibilities; and PPST)	I. Alignment of the CSC Duties and Responsibilities of Master Teachers with the PPST II. Work Ethics and Personality Development	1. Understand the alignment of the CSC Duties and Responsibilities with the PPST. 2. Enhance self-presentation skills by adopting professional attire, communication, and behavior that reflect confidence and leadership. 3. Develop interpersonal and communication skills to effectively convey authority, respect, and professionalism in various work environments.



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			professionalism in various work environments.
12:00-1:00 PM	Lunch Break		
1:00 to 4:30	Workshop 2 Instructional Supervision: The Clinical Supervision Approach	III. 5-Stages of Clinical Supervision	Capacitate the master teachers in: 1. Understanding the key concepts of clinical supervision. 2. Discuss the 5-Stages of Clinical Supervision. 3. Workshop in Clinical Supervision
4:30-5:00	Post Evaluation		
Day 2 –November 28, 2024 (Thursday) Training Managers: Dr. Margie Andrade/Angelito Felisilda/Dr. Sylvio Carciller			
8:00-8:30 AM	Management of Learning		
8:30 to 12:00	Workshop 3 Highly Proficient Teachers: Collaborative Mentorship and Professional Growth	IV. Mentoring and Coaching Skills Development A. Listening and Questioning Techniques: Exercises on open-ended questions and active listening to encourage reflection and self-directed improvement. B. Constructive Feedback: Role-playing scenarios to practice giving and receiving feedback in a supportive manner.	1. Identify effective coaching and mentoring strategies to support colleagues’ professional growth. 2. Use coaching techniques to help colleagues set and achieve professional goals. 3. Implement collaborative practices that enhance learning and teaching strategies.



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		C. Goal Setting: Facilitating goal-setting sessions that are achievable and aligned with professional standards. D. Presentation of Division Best Research Paper in Human Resource.	4. Create a culture of continuous improvement through shared learning experiences.
12:00-1:00 PM	Lunch Break		
1:00-5:00 PM	Workshop 4 HOTS SOLO Taxonomy	V. Enhancing Higher Order Thinking Skills through the SOLO Taxonomy. A. Introduction to Higher Order Thinking Skills (HOTS) and SOLO Taxonomy B. Designing HOTS-Aligned Questions and Activities	1. Understand the Structure of Observed Learning Outcomes (SOLO) Taxonomy to promote higher-order thinking skills (HOTS) in instructional planning and assessment. 2. Design and apply the HOTS-SOLO Taxonomy in teaching.
Day 3 –November 29, 2024 (Friday) Training Managers: Mr. John Mingo/Dr. Helen Lucman/Dr. Janry Colonia			
8:00-8:30 AM	Management of Learning		
8:30-12:00	Workshop 5 Development and Maximizing Utilization of Learning Resource Materials	VI. Development of Contextualized Learning Resources VII. Learning Resources as Innovation	1. Enable Master Teachers to design and adapt learning resources that are responsive to the specific needs of learners to enhance relevance and engagement.



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			thinking, and problem-solving to enhance learning outcomes.
12:00-1:00 PM	Lunch Break		
1:00-3:30 PM	Workshop 6 Professional Collaboration and Community Engagement	A. Understanding Career Stage 3 Responsibilities in Community and Professional Collaboration. B. Building Collaborative Professional Relationships C. Community and Stakeholder Engagement	1. Enable Master Teachers to understand and fulfill their PPST Career Stage 3 responsibilities through effective collaboration, professional community building, and active community engagement. 2. Organize the secondary and elementary master teachers to build professional networks and cohesive teams among teachers.
3:30-4:00 PM	Training Reflection & Post Test		
4:00-5:00PM	Induction of Officers & Closing Program		

Prepared by:

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OIC Chief, CTD

Recommending Approval:

AUDIE S. BORRES
Assistant Schools Division Superintendent

Approved:

Roy Angelo E. Gazo
ROY ANGELO E. GAZO
Schools Division Superintendent