



Republic of the Philippines  
Department of Education  
Region V(Bicol)

**DIVISION OF CATANDUANES**  
Virac, Catanduanes

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DepEd-Division of Catanduanes

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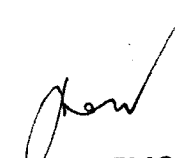
**DIVISION MEMORANDUM**

No. 172 s. 2015

**RETOOLING ON INSTRUCTIONAL SUPERVISION AND OTHER RELATED  
INSTRUCTIONAL FUNCTIONS**

To : SDO Chiefs  
Education Program Supervisors-1  
Public Schools District Supervisors  
Elementary and Secondary School Heads

1. In consonance to RA 9155, a one-day retooling on instructional supervision and other related instructional functions of supervisors and school heads will be conducted at the Schools Division Office Conference Hall in two (2) batches on November 19 and 20, 2015.
2. The seminar-workshop primarily aims to enhance the supervisors' and school heads' supervisory and instructional skills.
3. The participants to this activity are the Division and District Supervisors, elementary and secondary school heads.  
  
Batch I - Zones 1 and 4  
Batch II - Zones 2 and 3
4. All participants are requested to bring their IPCRF, also a sample IPCRF for teachers.
5. There will be no registration fee. Expenses relative to the conduct of this activity shall be charged against the Division HRTD while travel expenses shall be charged against school MOOE/ local fund subject to the usual accounting and auditing rules and regulations.
6. For information and guidance.

  
NYMPHAD. GUEMO  
Asst. Schools Division Superintendent  
Officer in- Charge