



Republic of the Philippine  
Department of Education



**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name/Position/Designation</b>	1. DR. NILITA L. RAGAY, OIC-ASDS/CID Chief 2. DR. ANNA LEE A. AMORES, EPS-English 3. DR. EMELYN D. BOLONGAITA, PSDS-Tayasan District 1 4. DR. SUSANA S. AUSTERO, Principal-Zamboanguita CES 5. MS. ROSA LEAH E. DAGOY, Principal, Valencia CES 6. MS. ELVIRA C. DIONES, Principal, Sibulan CES
<b>Permanent Station</b>	SDO of Negros Oriental
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the Launching and Mirroring Best Practices of the Pilot Implementation of RO7 Manual of Instructional Supervision (MIS)
<b>Host of Activity</b>	DepEd, Region VII
<b>Inclusive Dates</b>	June 28-30, 2023
<b>Destination</b>	DepEd Ecotech Center, Lahug, Cebu City
<b>Fund Source</b>	Regional Funds, Division/School MOOE

*I hereby attest that the information in this form and in the supporting documents attached here to are true and correct.*

**NILITA L. RAGAY EdD**

Name and Signature of Requesting Employee

**June 2, 2023**

Date

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.*

\_\_\_\_\_  
Name and Signature of Recommending Authority

\_\_\_\_\_  
Date

**APPROVED**

By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**

Name and Signature of Approving Authority

**June 1, 2023**

Date



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

MAY 30 2023

REGIONAL MEMORANDUM

No. **0344**, s. 2023

**LAUNCHING AND MIRRORING BEST PRACTICES OF THE PILOT IMPLEMENTATION  
OF RO7 MANUAL OF INSTRUCTIONAL SUPERVISION (MIS)**

To: Schools Division Superintendents

1. To provide further support for in-person teaching, this Office, through the Curriculum and Learning Management Division, intensifies effort in strengthening the instructional capacity of the schools. Subsequently, the RO7 Manual of Instructional Supervision (RO7-MIS) was pilot tested and such gained notable feedbacks on improving the instructional supervisory skills of school leaders, instructional delivery, and eventually, learners' performance. Hence, mirroring the best practices of the pilot schools in the 20 schools division offices as well as relevant inputs shall highlight the grand launching of the RO7-MIS which shall be conducted on June 28-30, 2023 at DepEd Ecotech Center, Lahug, Cebu City.

2. Each Schools Division Office are requested to present a 5-7minute video presentation showcasing best practices and strategies in the pilot implementation of the RO7-MIS, including the efficiency with which the different components of the manual are being implemented; the timely and appropriate adjustments and interventions made; and how the MIS helped in steadily improving the key players and school instructions. Also, this Office humbly requests a 1-minute video presentation containing a message of support from the Schools Division Superintendent on the implementation of the RO7-MIS. A copy of the said video presentations shall be submitted through this link:

<https://tinyurl.com/y4u78x8r>

3. In addition, the following divisions are requested to prepare and submit a video documentation of the cycles of supervision (Pre-observation Conference, Actual Observation and Post-observation Conference).

- |                            |                            |
|----------------------------|----------------------------|
| a. Cebu City Division      | c. Bogo City Division      |
| b. Dumaguete City Division | d. Bohol Province Division |

4. Participants to the activity are the following:

- SDS/ASDS (**during the launching**)
- CID Chief
- 1 Education Program Supervisor
- 1 Public Schools District Supervisor
- 3 school heads of the pilot schools



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph

5. Board and lodging and other incidental expenses incurred during the conduct of the activity shall be charged against Regional funds while travel expenses of the participants shall be charged to school/division MOOE or other sources of funds, subject to the usual government accounting and auditing rules and regulations.

6. Immediate dissemination of, and compliance with this Memorandum are directed.

  
**SALUSTIANO T. JIMENEZ EdD, JD, CESO V**

Director IV  
Regional Director

STJ/FYA/CLMD/MJCD/ggb

Enclosure No. 1

**LAUNCHING AND MIRRORING BEST PRACTICES OF THE PILOT IMPLEMENTATION  
OF RO7 MANUAL OF INSTRUCTIONAL SUPERVISION (MIS)**

**June 28-30, 2023**

**Activity Matrix**

TIME	DAY 1	DAY 2	DAY 3
8:00-8:30	<b>Travel Time</b>	<b>Morning Preliminaries</b>	<b>Morning Preliminaries</b>
8:30-9:30		Presentation of Best Practices/Success Stories on the Pilot Implementation of RO7 Manual of Instructional Supervision of SDOs  <b>Dr. Bryant Acar</b> EPS-CLMD	MIS Frequently Asked Questions <b>Dr. Juvelyn Otero</b> EPS-CLMD  Open Forum <b>Dr. Eduardo Omana</b> EPS-CLMD
9:30-10:00			Grand Launching <ul style="list-style-type: none"> <li>• Welcome Message</li> <li>• Messages of Support (SDSs)</li> <li>• Launching of the RO7-MIS</li> <li>• RDs Message</li> <li>• Light Number</li> <li>• Ways Forward</li> <li>• Words of Gratitude</li> </ul> Hosted by: <b>Dr. Eduard Omana</b>
10:00-10:30			
10:30-11:00			
11:00-11:30			
10:00-12:00	<b>Registration</b>		
12:00-1:00	<b>LUNCH</b>		
1:00-2:00	<b>Opening Program</b> <b>Dr. Judith Abellaneda</b> Emcee		<b>HOME SWEET HOME</b>
2:00-2:45	<b>Plenary Talk 1:</b> Assessment in Education: Meaning, Importance, and Purpose <b>Dr. Merden Bryant</b> Chief ES, RO7-FTAD		
2:45- 3:30	<b>Plenary Talk 2:</b> The Importance of Lesson Planning to Effective Curriculum Delivery <b>Dr. Emiliano Elnar, Jr.</b> Chief ES, RO7-QAD		
3:30-4:15	<b>Plenary Talk 3:</b> Instructional Supervision: Catalyst for Quality Improvement in Schools <b>Mr. Misael Borgonia</b> Chief ES, RO7-HRDD		
4:15-5:00	<b>Plenary Talk 4:</b> Monitoring and Evaluation: What Is It, Why Do We Need It, and How Does It Work? <b>Dr. Maria Jesusa Despojo</b> Chief ES, CLMD	Orientation-Walkthrough of the Enhanced RO7-MIS <b>Gilda G Bancog</b> MIS-Focal Person  Video Presentation on the Cycles of Instructional Supervision  <b>Mr. Cesar Restauero</b> EPS-CLMD	

**OPENING PROGRAM - June 28, 2023 (1:00pm)**

- National Anthem** - c/o **Dr. Juvelyn Otero**  
EPS-CLMD
- Opening Prayer** - **Dr. Melona Lumantao**  
EPS-CLMD
- Welcome Message** - **Dr. Maria Jesusa Despojo**  
Chief ES-CLMD
- Acknowledgement of Participants** - **Dr. Quirico Sumampong**  
EPS-CLMD
- Introduction of Plenary Speakers** - **Dr. Elaine Perfecio**  
EPS-CLMD
- Inspirational Message** - **Dr. Salustiano Jimenez**  
Regional Director
- Atty. Fiel Almendra**  
Asst. Regional Director
- Activity Mechanics/Norms** - **Dr. Roland Villegas**  
EPS-CLMD
- Plenary Talk 1: -  
Plenary Talk 2: -  
Plenary Talk 3: -  
Plenary Talk 4: -
- Lady of the Day:  
**Dr. Judith Abellaneda**  
EPS\_CLMD