



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City


Office of the Schools Division
Superintendent

MAR 25 2025

MEMORANDUM
No. 149, s, 2025

CAPACITY TRAINING WORKSHOP FOR SUPERVISORS ON TECHNICAL ASSISTANCE ON FOUNDATIONAL SKILLS ENHANCEMENT AND ADM OPERATIONALIZATION

- To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OIC
All Others Concerned
1. Relative to DepEd Order No. 025, s. 2020, titled: "**National Adoption and Implementation of the Philippine Professional Standards for Supervisors**," that outlines the standards and guidelines for supervisors to ensure effective supervision and leadership in schools.
 2. This Office announces the conduct of Capacity Training Workshop for Supervisors on Technical Assistance on Foundational Skills Enhancement and ADM Operationalization from **March 28-29, 2025**, from **8:00 am to 5:00 pm** at **FARM KO, Dolores Quezon**.
 3. The training workshop aims to enhance the skills and competencies of supervisors to ensure effective educational leadership and to ensure that supervisors are well-equipped to support teachers and students effectively.
 4. Participants are advised to bring their own laptop and extension cord. See the attached enclosures for the details of activity.
 - a. Training Matrix
 - b. List of Participats
 5. For strict compliance of all concerned.


VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charg
Office of the Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 025, s. 2020
To be indicated in the Perpetual Index
Under the following subjects:
Training

MTCD/Memo – **CAPACITY TRAINING WORKSHOP FOR SUPERVISORS ON TECHNICAL ASSISTANCE ON FOUNDATIONAL SKILLS ENHANCEMENT AND ADM OPERATIONALIZATION**
NUM-2025-149



Student Center for Life Skills Bldg., Centennial Ave.,
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TRAINING MATRIX

Indicative Time	Activity/Topic	Resource Person/Facilitator	Expected Output
Day 1 – March 28, 2025			
7:30 – 8:00	Short Opening Program		
8:00 – 10:00	Philippine Professional Standards for Supervisors (PPSS)	Dr. Filmore Caballero Online	
10:00 – 10:30	AM Break		
10:30 – 12:00	Jury Duty in Formal Investigation Committee (1)	Atty. Erness Faith Regacho	Minutes of FIC
12:00 – 1:00	Lunch Break		
1:00 – 3:00	PPSS and RPMS	Dr. Florante C. Marmeto	Individual Development Plan CID Development Plan
3:00 – 3:30	PM Break		
3:30 – 5:00	RPMS Phase 2 Developmental Conversation (1)	Dr. Florante C. Marmeto	Performance Monitoring and Coaching Form (PMCF)
Day 2 – March 29, 2025			
7:30 – 8:00	Short Opening Program		
8:00 – 12:00	RPMS Phase 2	Dr. Florante C. Marmeto	Performance Monitoring and



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	Developmental Conversation (2)		Coaching Form (PMCF)
12:00 – 1:00	Lunch Break		
1:00 – 3:00	Supervisor's Role in ADM Operationalization	Ms . Mariel Eugene H. Luna	ADM Monitoring Form
3:00 – 3:30	PM Snacks		
3:30 – 5:00	Closing Program		

CAPACITY TRAINING WORKSHOP FOR SUPERVISORS ON TECHNICAL ASSISTANCE ON FOUNDATIONAL SKILLS ENHANCEMENT AND ADM OPERATIONALIZATION

LIST OF PARTICIPANTS

Venue: **FARM KO, Dolores Quezon**
March 28-29, 2025,
8:00 am to 5:00 pm

	NAME	DESIGNATION
1	DR. VIOLETA M. GONZALES	SDS
2	DR. LILIA RICERO	ASDS
3	DR. FLORANTE C. MARMETO	CID CHIEF
4	MS. MA. REGAELE OLARTE	SGOD CHIEF
5	DR. FILMORE CABALLERO	CID CHIEF
6	ATTY. FAITH REGACHO	LEGAL UNIT
7	DR. EVANGELINE M. AMAN	PSDS
8	MS. CLARISA C. AVILA	PSDS
9	DR. MA. THERESA C. DELA ROSA	PSDS
10	DR. JAYBOY E. EVANO	PSDS
11	DR. ERIC F. FUNGO	PSDS
12	DR. YALEDEGLARE DC. MALIGAYA	PSDS
13	DR. MA. MYRA E. NAMIT	PSDS
14	DR. ADA TRINIDAD A. TAGLE	PSDS
15	DR. MARISSA M. ANDANZA	EPS ALS/KINDER
16	DR. JOHN ALBERT B. COLLE	EPS FILIPINO
17	MR. EDISON C. ENERLAS	EPS MAPEH
18	DR. LEONAI DA L. GUTIERREZ	EPS EPP/TLE
19	MS. MARIEL EUGENE L. LUNA	EPS AP
20	DR. ARMIDA S. OBLINADA	EPS SCIENCE
21	DR. LILIOSA B. PALCE	EPS ESP/SNED
22	MR. LAMBERT G. QUESADA	EPS MATH
23	DR. MA. CARMEN D. SOLAYAO	EPS ENGLISH
24	DR. GINA U. URQUIA	EPS LR



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