



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 610, s. 2018

July 25, 2018

**FIRST DIVISION ROLLING CONFERENCE WITH INSERTED CLASS
OBSERVATIONS**

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Division Unit/Section Heads
Elementary and Secondary School Heads

1. In reference to this Office's Project on Himamat as articulated in the Division Education Development Plan, the field is hereby reminded of the conduct of the 1st Rolling Conference with inserted Class Observations on July 31, 2018 at Isaac Abalayan Elementary School.
2. In connection with the said activity, each is expected to observe the timeline below:

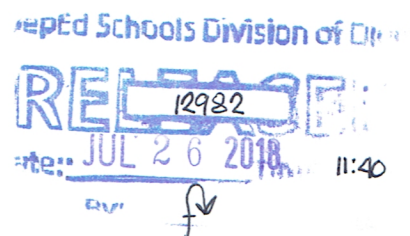
Time	Activities	
	For EPS, PSDS and School Heads	For Other MANCOM Members
7:00 – 7:30	Registration	
	Attendance to Flag Ceremony	
7:30 – 7:45	Pre-Conference for Class Observation	Observing implementation of some other DepEd thrusts, projects and programs
7:45 – 8:35	Class Observation	
8:35 – 8:45	Finalization of Observation Rating Sheet by the Observer	
8:45 – 9:15	Post-Observation Conference	
9:30 – 5:00	Conference Proper	

3. This Rolling Conference is a KKB (Kanya-kanyang Baon) activity.
4. Attached is the Program of Activities for the Rolling Conference and the Assignment Matrix for School Heads and Supervisors for Class Observation. The assigned Process Observer in each class is expected to do the Pre and Post Conferences with the Teacher, while the rest in the group shall remain as observers in the entire observation processes.
5. The travel expenses of participants shall be charged against local or Division/School MOOE subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and compliance.

for signature
WINNIE E. BATON, EdD
Officer in Charge
Office of the Schools Division Superintendent

Encls: Assignment Matrix of School Heads and Supervisors
References: Division Education Development Plan
To be indicated in the Perpetual Index under the following subjects:
SUBJECT OPERATIONS ROLLING CONFERENCE

BSD: 1st Division Rolling Conference with Inserted Class Observations
July 25, 2018





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FIRST DIVISION ROLLING CONFERENCE WITH INSERTED CLASS OBSERVATIONS

Isaac Abalayan Elementary School

July 31, 2018

Program of Activities

Time	Activities	In-Charge
7:00 – 7:30	Registration	Arlene P. Barba Rosalinda C. Adlaon
	Attendance to Flag Raising Ceremony	
7:30 – 9:15	Pre-Conference	EPS PSDS School Heads
	Class Observation	
	Finalization of Observation Rating Sheet	
	Post-Conference	
	Observing some other DepEd Thrusts, Projects and Programs	Other MANCOM Members
CONFERENCE PROPER:		
9:30 – 12:00	Invocation (Media Presentation)	Ely G. Cataluna
	SDS Time	SDS Winnie E. Batoon, EdD
	Reading and Approval of Previous Minutes	
	Updates/Issues/Other Concerns	
1:00 – 2:30	CID Programs Presentation	
	a) Quality and Relevance	Beverly S. Daugdaug, EdD
	b) Access (ALS, MADRASAH, ADM, MWSP, SPED, Multi-Grade Program, CFSS, Eco-Friendly Schools)	Program Holders
	Updates	
2:30 – 4:00	SGOD Programs Presentation	
	a) Education Mgt. & Governance	Sollie B. Oliver
	b) Access	Program Holders
	Updates	
4:00 – 5:00	Programs Presentation	Admin Section. Accounting, Budget, ICT, Legal
	Updates	

Master of Ceremony: **CHERRIE ANNE B. BOHOL**
Principal
Bagumbuhay Elem. School

Minutes Recording: **ROFELIA T. DE MESA**
Guidance Coordinator II

ICT In-Charge: **TITO M. ENDRINA, PhD**
Education Program Supervisor
English



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1ST DIVISION ROLLING CONFERENCE WITH INSERTED CLASS OBSERVATION

Isaac Abalayan Elementary School

July 31, 2018

ASSIGNMENT MATRIX OF SUPERVISORS AND SCHOOL HEADS FOR CLASS OBSERVATION

Grade	Section	Teacher - Adviser	School Head	Subject	Supervisor
Kinder	Green	Mary Grace D. Hermosilla	Rosima, Rowelem - Process Observer		Mary Glor Tabanao
			Fortun, Mary Joy		
Kinder	Blue	Ian Brylle A. Damo	Planas, Eligio - Process Observer		Rosalinda Adlaon
			Salboro, Marilyn		
I	Lapu-lapu	Sarah Jane Osal	Heramiz, Tita - Process Observer	MTB-MLE	Ferna Renira Alde
			Calipayan, Renato		
I	Tandang Sora	Shalyn B. Milloren	Sosas, Liberty - Process Observer	MTB-MLE	Arlene Barba
			Trazo, Juliato		
I	Plaridel	Lady Lou A. Razon	Almacin, Jonathan - Process Observer	MTB-MLE	Cherry Rossette E. Oliva
			Lucero, Jessica		
II	Mabini	Editha M. Pedreso	Gevera, Cesar, Jr. - Process Observer	MTB-MLE	Ely Cataluna
			Bohol, Cherrie Ann B.		
II	Aguinaldo	Leo H. Verula	Ramos, Raquel - Process Observer	MTB-MLE	Neil Bongcayao
			Villagonzalo, Angelito		
III	Gomburza	Lorelie Marabueno	Edsel, Nacua - Process Observer	English	Analiza Almazan
			Jaum, Jacqueline		
III	Jacinto	Antonia M. Tungal	Salise, Juvy - Process Observer	English	Evangeline Hernan
			Baulete, Joy R.		
III	Balagtas	Janine M. Delatina	Lucero, Nelson - Process Observer	English	Helen Casimiro
			Barsalote, Aldrin, Jr.		
IV	Bonifacio	Lilian C. Villegas	Becamon, Dann - Process Observer	Aral. Pan	Imelda Cardines
			Sy, Zandria		
			Adanza, Rogan		
IV	Palma	Ricaredo V. Gabrillo	Adam, Elecel - Process Observer	Mathematics	Patriotiso Penas
			Cartagena, Joel		
			Sayson, Felzev Lloyd		
IV	Diego Silang	Analiza Mercader	Catingub, Wilson Sr. - Process Observer	English	Ida Juezan
			Andales, Mario		
			Durano, Efren		
V	Quezon	Jocelyn D. Tenebro	Deiparine, P. Paul - Process Observer	MAPEH	Zenaida Guya
			Bueron, Elizabeth		
			Porto, Aimee Amor		
V	Luna	Sinamar J. Canonero	Jalalon, Roberto - Process Observer	Filipino	Joan Niones
			Cedeno, Raquel		
			Nacua, Inda		

V	Aquino	Eliezer C. Pimentel Jr.	Malahay, Allen Joseph - Process Observer	Mathematics	Valeriano delos Reyes
			Jumawan, Antonia		
			Degamo, Felipe, Jr.		
VI	Rizal	Josephine L. Lopez	Alabado, Celedonia - Process Observer	English	Tito Endrina
			Rellon, Jonathan		
			Manapol, Roger		
VI	Dagohoy	Grace D. Alvarado	Deiparine, Rebecca Lorelie - Process Observer	Mathematics	Luzminda Jasmin
			Pancho, Rexie		
			Real, Edberto		
VI	Quirino	Ann G. Genebraldo	Samonte, Mylene - Process Observer	EPP	Vicente Laburada
			Tizon, Allan		
			Sayson, Eugene		