



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



August 24, 2018

DIVISION MEMORANDUM

No. 775, s. 2018

2nd 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 2nd Rolling Conference with inserted Class Observations on August 28, 2018 at Digos City National High School.

2. In connection with the said activity, each is expected to observe the timeline below:

TIME	ACTIVITIES (for EPS, PSDS and SCHOOL HEADS)
7:00 – 7:30	Registration
7:30 – 12:00	Conference Proper
12:00 – 12:40	Lunch
12:40 – 1:10	Pre – Conference for Class Observation
1:10 – 3:10	Actual Class Observation/ Finalization of Observation Rating Sheet
	Post Conference (Principal – Teacher)
	Post – Evaluation Conference (Principal – Supervisor)
3:30 – 5:00	Continuation of the Conference Proper

3. This Rolling Conference is a KKB (Kanya – Kanayang 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 with the teacher, while the rest in the group shall remain as observers in the entire observation processes.

5. All principals, ESP and PSDS are reminded to bring with them the copy of their COT – RPMS Rubrics, pages 213 – 221 of the PPST – RPMS Manual. They will be used as basis in the rating of teachers.

6. Travel expenses of the participants are chargeable against local funds/ MOOE/ school funds subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is desired.

Winnie E. Batoon
WINNIE E. BATON, Ed. D.
Officer In - Charge
Office of the Schools Division Superintendent

References: Assignment Matrix of School Heads and Supervisor
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: Operations Rolling Conference

NDB: 2nd Division Rolling Conference with Inserted Class Observations

24 August 2018

Schools Division of Digos City

RELEASED 15942

30 AUG 2018 2:38



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



2nd DIVISION ROLLING CONFERENCE WITH INSERTED CLASS OBSERVATIONS

Digos City National High School
 August 28, 2018

ASSIGNMENT MATRIX OF SUPERVISORS AND SCHOOL HEADS FOR CLASS OBSERVATION

GRADE	ROOM/ TIME	TEACHER	SCHOOL HEAD	SUBJECT	SUPERVISOR
Grade 10	Room 23 1:20 – 2:10	Honeylene D. Cabano	Nacua, Inda – Process Observer	English	Tito Endrina
			Planas, Eligio		
			Ramos, Raquel		
Grade 9	Room 76 1:10 – 2:10	Myper Faith Endar	Trazo, Julieto - Process Observer	English	Rosalinda Adlaon
			Flores, Maria Basilia		
			Rosima, Rowelem		
Grade	Room - 2NB11 1:10 – 2:10	Jave Endar	Salboro, Merilyn - Process Observer	Filipino	Joan Niones
			Ignacia Trondillo		
			Catigub, Wilson Sr.		
Grade	Room 38 1:10 – 2:10	Rosalita Moniño	Lucero Jessica - Process Observer	Filipino	Mary Glor Tabanao
			Salise Juvy -		
			Sy, Zandia		
Grade 10	Room 59 1:10 – 2:10	Sheila T. Bravo	Barsalote, Aldrin Jr. - Process Observer	Social Science	Arlene P. Barba
			Aperocho, Rosario		
			Deparine, P. Paul		
Grade 10	Room 44 2:10 – 3:10	Arden B. Gambong	Porto, Aimee Amor - Process Observer	Social Science	Helen Casimiro
			Jalalon, Roberto		
			Cartagena, Joel		
Grade 10	Room NBG5 2:10 – 3:10	John H. Olaer	Durano, Efren - Process Observer	Social Science	Imelda Cardines
			Almacin, Jonathan		
Grade	Room 1:00 – 2:00	Gracita Caylan	Bueron, Elizabeth - Process Observer	Values	Ida I. Juezan
			Heramiz, Tita		
Grade	Room 2:00 – 3:00	Lisa May Agan	Tizon, Allan - Process Observer	Values	Ronielyn Nieves
			Samonte, Mylene		
			Rendon, Alex		
Grade 7	Room 12 1:10 – 2:10	Reziel Gutierrez	Sayson, Eugene - Process Observer	MAPEH	Zenaida G. Guya
			Entero, Roldan		
			Fortun, Mary Joy		
Grade 9	Room 76 1:10 – 2:10	Jestoni Ampoon	Real, Edberto - Process Observer	MAPEH	Ferna Renira T. Alde
			Sosas, Liberty		
			Villagonzalo, Angelito		
Grade 9	Room 20 1:10 – 2:10	Angelyn Gultiano	Pancho, Rexie - Process Observer	Science	Beverly S. Daugdaug, Ed.D.
			Becamon, Dann		
			Calipayan, Renato		
Grade 10	Room 38 1:10 – 2:10	Ranjeh Cadungog	Manapol, Roger - Process Observer	Science	Cherry Rossette E. Oliva
			Bohol, Cherrie Ann B.		
			Nacua, Edsel		
Grade 9	Room 33 1:10 – 2:10	Phyllisaide Biogan	Adanza, Rogan - Process Observer	Science	Evangeline Hernan
			Jumawan, Antonia		
			Janely Pantinople		
Grade 10	Room 18 12:10 – 1:10	Virgilio Poncardas	Andales, Mario - Process Observer	Math	Valeriano Delos Reyes
			Alabado, Celedonia		
			Adam, Elecel		
Grade 10	Room 24 1:10 – 2:10	Danny Cadungog	Degamo, Felipe - Process Observer	Math	Analiza Almazan
			Malahay, Allen Joseph		
			Laborada, Renediena		
Grade 7	Room 72 1:10 – 2:10	Nelson Diamante	Cedeño, Raquel – Process Observee	Math	Patriotiso O. Peñas
			Deiparine, Rebecca Lorelie		
			Sy, Zandra		
Grade 10	STVEP 2:10 – 3:10	Diosa May Torrefiel	Bauliete, Joy R. - Process Observer	TLE	Vicente C. Laborada
			Lucero, Nelson		
Grade 10	STVEP 2:10 – 3:10	Ninito Lañas	Rellon, Jonathan - Process Observer	TLE	Ely G. Cataluña
			Salanga, Gemma		
Grade 10	STVEP 1:10 – 2:10	May Ann Dequia	Sayson, Felzev L. - Process Observer	TLE	Neil D. Bongcayao
			Jaum, Jacqueline		
			Gevera, Cesar Jr.		



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



SECOND DIVISION ROLLING COFERENCE WITH INSERTED CLASS OBSERVATION

Digos City National High School
 Audio Visual Room
 August 28, 2018

TIME	ACTIVITIES	IN-CHARGE
7:00 – 7:30	Registration	Arlene P. Barba Public Schools District Supervisor
CONFERENCE PROPER		
7:30 – 7:50	Opening Program: • Invocation (Media Presentation) • Pambansang Awit • Digos City Hymn • Roll Call	Ida I Juezan Public Schools District Supervisor
7:50 – 9:30	SDS Time: • Reading and Approval of Previous Minutes • Updates/ Issues/ Other Concerns	Winnie E. Batoon, Ed.D Officer In-charge Office of the Schools Division Superintendent
9:30 – 10:30	ASDS Time: • Benchmarking Activity - Travel Itinerary (Beverly S. Daugdaug, Ed.D). - Checklist (Sollie B. Oliver) - Billeting Quarter (Evangeline Hernan) - Transportation (Vicente Laborada) - Token • World Teachers’ Day • Etc.	Melanie P. Estacio, Ph.D. Officer In-charge Office of the Assistant Schools Division Superintendent
10:30 – 12:00	CID Concerns	Beverly S. Daugdaug, Ed.D.
	SGOD Concerns	Sollie B. Oliver
	Updates/ Other Concerns	Admin Section/ Accounting, Budget, ICT, Legal
12:00 – 12: 40	LUNCH TIME	
12:40 – 1:10	Pre - Conference for Class Observation	Education Program Supervisors Public Schools District Supervisors School Heads Teachers
1:10 – 4:00	- Actual Class Observation	
	- Finalization of Observation/Rating Sheet	
	- Post Conference (Principal – Teacher)	
	- Post Evaluation Conference (Principal-Supervisor)	
Continuation of the Conference		
4:00 – 5:00	SGOD Concerns	Sollie B. Oliver
	Updates/ Other Concerns	Admin Section/ Accounting, Budget, ICT, Legal

Master of Ceremony: MERILYN SALBORO
 Principal – II
 Ramon Magsaysay CES

Minutes Recording:
 JUVY COMAINGKING
 Librarian