



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
NO. 69, s. 2025

**PARTICIPATION IN FOCUS GROUP DISCUSSION
ON INSTRUCTIONAL SUPERVISION IN SDO VIGAN CITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID)
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Department of Education's commitment to improving instructional supervision, as stipulated in DepEd Order No. 10, s. 2024 (Guidelines on the Preparation and Delivery of Daily Lessons, Conduct of Instructional Supervision, and Management of Learning Resources) and DepEd Order No. 25, s. 2020 (Philippine Professional Standards for Supervisors), this office will conduct a Focus Group Discussion (FGD) to review and enhance the process flow and templates for the Monthly Instructional Supervision Plans and Reports. The FGD will be on February 26, 2025 from 8:30 to 11:45 a.m. (for select school heads) and 1:30 to 4:35 p.m. (for select Asst. Principals, Dept. Heads, Subject Group Heads and Master Teachers) at the SDO Conference Hall.

2. The FGD aims to:

- gather feedback on the current supervision process flow and templates;
- identify areas for improvement to ensure alignment with DepEd standards; and
- foster a collaborative approach in refining supervision tools for more effective instructional leadership.

3. Enclosed is the list of FGD participants. They are requested to bring relevant supervision documents, including their Monthly Instructional Supervision Plans and Reports for reference.

4. This Memorandum shall serve as the official locator slip of the participants.

5. School heads are advised to implement administrative strategies and contingency measures to ensure uninterrupted class schedules for the identified master teachers.

6. Immediate and wide dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: As indicated

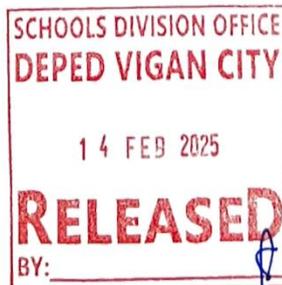
Reference:

DepEd Order No. 10, s. 2024
DepEd Order No. 25, s. 2020

To be indicated in the following Perpetual Index
Under the following subjects:

SUPERVISION

REPORTS



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LIST OF PARTICIPANTS

| Name | Position | School |
|-----------------------------|-----------------|---------------|
| 1. Anita R. Presto | SP III | VNHSE |
| 2. Ana A. Castor | SP III | NES |
| 3. Royston F. Quidolit | HT III | CapES |
| 4. Salvador S. Avisa | ASP II | ISNHS-SHS |
| 5. Marites P. Iniba | MT II/SGH | VNHSE-SHS |
| 6. Ma. Theresa O. Redondo | HT VI | ISNHS-JHS |
| 7. Sheryl L. Pata | MT II | SPBES |
| 8. Joy Jean Marie L. Rapada | MT II | ISNHS-JHS |
| 9. Julius P. Pajarillo | MT I | ISNHS-JHS |
| 10. Edgar L. Pescador | EPS | CID |
| 11. Solito S. Cortel | EPS | CID |
| 12. Nelson A. Robiñol | EPS | CID |