



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



June 10, 2026

DIVISION MEMORANDUM

No. 243, s. 2026

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

**ORIENTATION OF SCHOOL HEADS ON LESSON PLANNING AND LEARNING DESIGN,
CLASSROOM ASSESSMENT AND RECOGNITION FOR K TO 12 BASIC EDUCATION
PROGRAM, AND INSTRUCTIONAL SUPERVISION**

1. To continuously strengthen the instructional leadership capability of school leaders and ensure the quality delivery of the K to 12 Basic Education Program, this Office, will conduct the **Orientation of School Heads on Lesson Planning and Learning Design, Classroom Assessment and Recognition for K to 12 Basic Education Program, and Instructional Supervision** on June 18, 2026 at Gabriella Hall, Old SDO Site.
2. This activity aims to;
 - a. align school heads' understanding of current DepEd policies on lesson planning and learning design under the updated curriculum frameworks;
 - b. comply to standards on classroom assessment strategies and the mechanism for recognizing learner achievements; and
 - c. enhance the instructional supervision skills of school heads to effectively provide TA, and support teachers in improving classroom instructions.
3. The participants in this activity are all Public Elementary and Secondary School Heads (Principals, Head Teachers, and Teachers-in-Charge) of SDO Escalante City. Attendance is **compulsory**.
4. Travel expenses, food, and other incidental expenses relative to the conduct of this activity shall be charged against the Division HRD Funds / School MOOE / Local Funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of and strict compliance with this Memorandum are desired.

PETER GALIMBA

Officer-in-Charge

Office of the Schools Division Superintendent

Reference: DO Nos. 15 & 16, s. 2026
Enclosures: Program Matrix
Allotment : Division Order No. 1, 2019

Capilitan/OSDS/6/10/26





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Enclosure No. 1 to Schools Division Memorandum No. 233, s. 2026

PROGRAM MATRIX: ONE-DAY ORIENTATION FOR SCHOOL HEADS

Venue: Gabriella Hall

Date: June 18, 2026

Time	Activity / Topic	Resource Speaker / Facilitator
7:30 AM - 8:00 AM	Registration & Attendance	Secretariat / Training Committee
8:00 AM - 8:30 AM	Opening Preliminaries <ul style="list-style-type: none">• National Anthem• Prayer• DepEd Quality Policy Statement• Escalante Hymn• DepEd NIR Hymn• Welcome Remarks• Message• Statement of Purpose	Marites C. Capilitan, PhD OIC-Asst. School Division Superintendent Peter J. Galimba OIC- School Division Superintendent Dr. Ivy Joy A. Torres Chief Education Supervisor - CID
8:30 AM - 10:00 AM	Session 1: DO 016, s. 2026 – Guidelines on Lesson Planning and Learning Design	Dr. Ivy Joy A. Torres Chief Education Supervisor - CID
10:00 AM - 10:15 AM	<i>Health Break / Morning Snack</i>	
10:15 AM-11:00 AM	Cont. Session I	



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11:10 AM - 12:00 PM

**Session 2: DO 015, s.
2026 – Revised
Guidelines on Classroom
Assessment, Grading
System, and Awards and
Recognition for the K to
12 Basic Education
Program**

Dr. Prilyn S. Albarico
Education Program Supervisor
(EPS) / Division Coordinator

- Formative vs. Summative assessments

12:00 PM - 1:00 PM

Lunch Break

1:00 PM- 2:30 PM

- Fair and standardized learner recognition policies

Dr. Mae Joy Tan
Education Program Supervisor
(EPS) / Division Coordinator

2:30 PM - 4:00 PM

**Session 3: Instructional
Supervision Framework
(IS)**

Marites C. Capilitan, PhD
OIC-Asst. School Division
Superintendent

4:00 PM - 4:30 PM

Open Forum / Q&A

- Clearinghouse of division-wide implementations

Dr. Ivy Joy A. Torres
Chief Education Supervisor -
CID / Panel of Speakers

4:30 PM - 5:00 PM

Closing Program

- Impression from a School Head
- Challenge / Ways Forward
- Distribution of Certificates

Selected Participant

Peter J. Galimba
OIC- School Division
Superintendent

Secretariat