



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

September 26, 2025

DIVISION MEMORANDUM
No. 570, s. 2025

**EMPOWERING INSTRUCTIONAL LEADERSHIP: ENHANCING SUPERVISORY
COMPETENCE THROUGH DIGITAL LITERACY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
CID Education Program Specialists
LRMDS & Office Staff
All Others Concerned

1. Anchored on the flagship program of the division, on Widening Access to Improved Education Quality through Upgraded Curriculum and Modernized Assessment focused on integrating digital learning, this Office announces the conduct of CID training titled **"Empowering Instructional Leadership: Enhancing Supervisory Competence through Digital Literacy,"** on October 23-24, 2025 at a venue to be announced later.
2. This training aims to build the capacity of DepEd supervisors and members in leveraging digital tools to strengthen instructional supervision and work processes. Specifically, the following are the objectives of the said training:
 - a. define digital literacy in the educational context;
 - b. explain the role of digital skills in supervisory work;
 - c. utilize tools in documenting feedback and instructional coaching digitally;
 - d. analyze school performance data using spreadsheets;
 - e. create simple dashboards to track progress;
 - f. recognize institutional duties in relation to RA 10173 and RA 11313; and
 - g. apply safe practice in handling digital data.
3. The participants in this activity are the ASDS, CID Chief, EPSs, PSDSs, Education Program Specialists, LRMDS PDO, Librarian and office staff.
4. Participants are advised to be at the division office on or before 9:00 A.M for departure going to the venue. Food provisions shall start at lunch on the first



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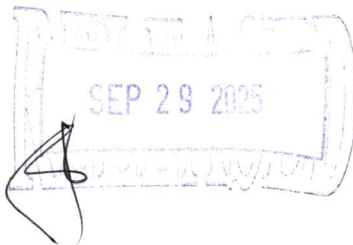
day. Food, hotel accommodation and travel expenses of participants shall be charged against the division Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting rules and regulations.

5. This memorandum serves as the travel authority of the participants.
6. Wide dissemination of this Memorandum to all concerned is earnestly desired.

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum , s. 2025

MATRIX OF ACTIVITY

Day 1		
Time	Activity	In-Charge
9:00-10:30	Travel time	Supply Officer
10:30-12:00	Preliminaries/Short Opening Program Rationale of the Activity Meeting and Practice by sub-sections/Settling down	North Sector East Sector West Sector South Sector CID Lower House
12:00-1:00	Health Break	
1:00-2:30	Digital Literacy in the Workplace	Imelda P. Macaspac, PhD SDS, Olongapo City
3:00-5:30	Instructional Supervisory Tools Using Collaborative/Interactive Tools Data Management and Visualization	Jet Rens R. Ferrer OIC-EPS, ICT
5:30-6:30	Rest time	
6:30-7:30	Dinner	
8:00-10:00	Socialization	
Day 2		
7:00-8:00	Breakfast	
8:00-10:00	Cybersecurity and Data Privacy	John Paul B. Pallasigui Division Information & Technology Officer
10:00-11:00	Safe Spaces Act (RA 11313)	Jonathan Christian P. Mallari Legal Assistant I
11:00-12:00	Digital Literacy Action Planning	Celia R. Lacanlale PhD CID Chief
12:00-1:00	Home Sweet Home	