



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

October 9, 2025

DIVISION MEMORANDUM
No. **609**, 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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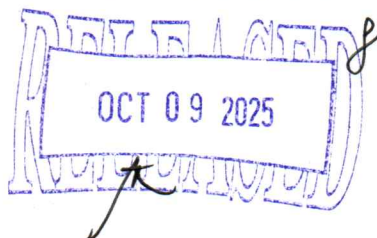
day. Food, hotel accommodation and travel expenses of participants shall be charged against the division Maintenance and Other Operating Expenses (MOOE) subject to the usual accounting rules and regulations.

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 *cmh*

CID-CHF

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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 <i>SDS, Olongapo City</i>
3:00-5:30	Instructional Supervisory Tools Using Collaborative/Interactive Tools Data Management and Visualization	Jet Rens R. Ferrer <i>OIC-EPS, ICT</i>
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 <i>Division Information & Technology Officer</i>
10:00-11:00	Safe Spaces Act (RA 11313)	Jonathan Christian P. Mallari
11:00-12:00	Digital Literacy Action Planning	Celia R. Lacanlale PhD <i>CID Chief</i>
12:00-1:00	Home Sweet Home	



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October 9, 2025

JOHN PAUL B. PALLASIGUI
Information & Technology Officer
DepEd, SDO Pampanga

SIR:

Warm greetings of love, peace and joy!

We are pleased to invite you as a **resource speaker** for our upcoming training titled **“Empowering Instructional Leadership: Enhancing Supervisory Competence through Digital Literacy,”** which aims to build the capacity of DepEd supervisors in leveraging digital tools to strengthen instructional supervision.

The training will be held on **October 23-24, 2025** at **Seorabeol, Grand Leisure Hotel, Subic, Zambales** and we believe your expertise and insights will greatly contribute to the success of this initiative. Please share input on Cybersecurity and Data Privacy on October 24, 2025 at 8:00-9:30 A.M. and provide valuable perspectives that will empower our supervisors and staff to understand RA 10173, DepEd policies on data privacy and apply safe practices in handling digital data.

We hope you will accept this invitation and share your time and knowledge with us. Should you require further details or assistance, please feel free to contact us through the email address celia.lacanlale00!@deped.gov.ph or at cellphone number 09190040154.

Thank you very much, and we look forward to your positive response.

Respectfully yours,

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

cmv



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October 9, 2025

JONATHAN CHRISTIAN P. MALLARI

Legal Assistant I
DepEd, SDO Pampanga

SIR:

Warm greetings of love, peace and joy!

We are pleased to invite you as a **resource speaker** for our upcoming training titled **“Empowering Instructional Leadership: Enhancing Supervisory Competence through Digital Literacy,”** which aims to build the capacity of DepEd supervisors in leveraging digital tools to strengthen instructional supervision.

The training will be held on **October 23-24, 2025**, at **Seorabeol, Grand Leisure Hotel, Subic, Zambales** and we believe your expertise and insights will greatly contribute to the success of this initiative. Please share input on Safe Spaces Act (RA 11313) on October 24, 2025 at 10:00-11:00 A.M. which aims to foster a safe, inclusive, and respectful environment in our organization by recognizing and preventing behaviors that constitute gender-based harassment.

We hope you will accept this invitation and share your time and knowledge with us. Should you require further details or assistance, please feel free to contact us through the email address celia.lacanlale001@deped.gov.ph or at cellphone number 09190040154.

Thank you very much, and we look forward to your positive response.

Respectfully yours,


ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent
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October 9, 2025

JET RENZ R. FERRER

OIC- Education Program Supervisor, ICT
DepEd, Olongapo City

Thru: IMELDA P. MACASPAC PhD

Schools Division Superintendent

SIR:

Greetings of love, peace and joy!

DepEd SDO Pampanga shall be conducting training titled **“Empowering Instructional Leadership: Enhancing Supervisory Competence through Digital Literacy,”** which aims to build the capacity of DepEd supervisors in leveraging digital tools to strengthen instructional supervision.

We are pleased to invite you as a **resource speaker** on the possible topics:

1. Foundations of Digital Citizenship
2. Instructional Supervisory Tools Using Collaborative/Interactive Tools
3. Data Management and Visualization

The training will be held on **October 23, 2025** at **Seorabeol, Grand Leisure Hotel, Subic, Zambales** and we believe your expertise and insights will greatly contribute to the success of this initiative. Your session at **2:30-5:00 P.M.** will provide valuable perspectives that will empower our supervisors to lead with innovation and confidence in the digital age. Please share also your stories of transforming SDO Olongapo City through digitalization initiatives which can be rich avenues for benchmarking.

We hope you will accept this invitation and share your time and knowledge with us. Should you require further details or assistance, please feel free to contact us on 09190040154.

Thank you very much, and we look forward to your positive response.

Respectfully yours,

ROMEO M. ALIP PhD, CESO V

Schools Division Superintendent

cmu



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