



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 4, 2020

DIVISION MEMORANDUM

No. 222, s. 2020

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary, Integrated and Secondary School Heads
All Others Concerned

**DIVISION COMPETENCY ENHANCEMENT PROGRAM FOR SCHOOL LEADERS ON
GOOGLE APPLICATIONS AND INSTRUCTIONAL SUPERVISION**

1. The Schools Division Office (SDO) – Science City of Muñoz through the Curriculum Implementation Division (CID) and Information Communications Technology Unit (ICTU) shall conduct a Division Competency Enhancement Program for School Leaders on Google Applications and Instructional Supervision on **December 10 & 11 for Batch 1 and December 14 and 16 for Batch 2** at Muñoz National High School Main – JHS.
2. This activity aims to:
 - a. enhance school leaders' 21st century skills and supervisory skills, values and attitudes;
 - b. demonstrate the use of the different google applications in instructional supervision and management; and
 - c. capacitate school leaders in using google drive, google sheets, google docs and google slides.
3. Participants to this activity are the School Heads, Assistant Principals and Head Teachers/Department Heads.
4. All participants are advised to bring laptop, extension cord and mobile internet and to strictly observe standard health protocols such as but not limited to the wearing of face mask & face shield and maintaining social distancing during the training.
5. Attached to this Memorandum is Enclosure 1: Matrix of Activities



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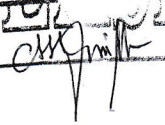


Certificate No. 50500731 QM15

6. Immediate and wide dissemination of this Memorandum is hereby enjoined.



DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

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