



Republic of the Philippines  
**Department of Education**  
REGION I



NOV 24 2023

**REGIONAL MEMORANDUM**

No. 1272, s. 2023

**SUPERVISORY SKILLS IN PROVIDING TECHNICAL ASSISTANCE**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the National Educators Academy of the Philippines – Region I (NEAP-R I), will conduct a training on **Supervisory Skills in Providing Technical Assistance** at the National Educators Academy of the Philippines Region I (NEAP-R I), San Vicente, City of San Fernando, La Union on **December 5-7, 2023**
2. This activity aims to enrich leadership and collaboration skills of Education Program Supervisors and Public Schools District Supervisors by strengthening shared accountability in providing technical assistance.
3. The activity shall be participated by Education Program Supervisors and Public Schools District Supervisors. Below is the required number of participants per Schools Division Offices (SDOs).

Schools Division Office	Number of Participants
Alaminos City	2
Batac City	2
Candon City	2
Dagupan City	3
Ilocos Norte	5
Ilocos Sur	5
La Union	5
Laoag City	2
Pangasinan I	5
Pangasinan II	5
San Carlos City	3
San Fernando City	2
Urduyeta City	3
Vigan City	2

4. The SDOs, through the Human Resource Development Section, shall submit the list of participants duly endorsed by the Schools Division Superintendents on or before **November 30, 2023** via email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph). Template is enclosed. (See Enclosure 1).



Flores St., Catbangen, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I | [region1@deped.gov.ph](mailto:region1@deped.gov.ph) | [www.depedro1.com](http://www.depedro1.com)

5. Participants are requested to pre-register online through this link: <https://tinyurl.com/SupervisorySkills> on or before **December 1, 2023**.
6. Participants are likewise requested to bring their laptops, extension cord and pocket Wi-Fi to be used during the activity.
7. Participants are requested to arrive at the venue on Day 0. The first meal to be served is breakfast of Day 1 while the last meal is dinner of Day 3.
8. Expenses related to this activity such as board and lodging, contingency, supplies and materials, and other miscellaneous expenses to be incurred, shall be charged against the FY 2022 HRD Funds. Travel expenses and per diem of participants shall be charged to SDO/School MOOE or local funds subject to usual accounting, budgeting, and auditing rules and regulations.
9. For more information and other concerns, please contact the **NEAP RI** through telephone number 072 - 682 - 2324 local 122 or through email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).
10. Immediate dissemination of this Memorandum is desired.

  
**TOLENTINO G. AQUINO**  
Director IV 

Encl.: Endorsement of the Participants  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

TRAINING PROGRAMS

HRDD/ rrm/RM\_SupervisorySkills  
November 20, 2023

**Enclosure No. 1 to Regional Memorandum No. \_\_\_\_\_, s. 2023**

**Endorsement of the Participants  
SUPERVISORY SKILLS IN PROVIDING TECHNICAL ASSISTANCE**

November \_\_\_\_, 2023

**TOLENTINO G. AQUINO**  
Director IV  
Department of Education Regional Office I  
Flores St., Catbangen, City of San Fernando, La Union

Dear **Director TOLENTINO**:

This is to respectfully submit the names of the participants to the training program on **Supervisory Skills in Providing Technical Assistance** from this Schools Division.

Name	School	Position	Email Address	Contact No.
1				
2				
3				
4				
5				

Thank you very much.

Respectfully yours,

<Schools Division Superintendent>  
Schools Division Superintendent  
Schools Division Office of xxx