



Department of Education
Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

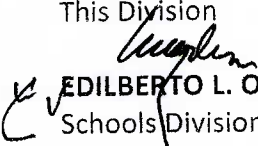
Corner Don Carlos and Guingona Sts., City of Malaybalay
Telefax # 088-813-2894 or 221-4597, E-mail add: dpdmlyblycity@yahoo.com
Website: <http://depedmalaybalay.page4.me>




DIVISION MEMORANDUM

No. HO, s. 2012

TO: Education Program Supervisors/Division Coordinators-Designates
Public Schools District Supervisors and Coordinating Principal
Elementary/Secondary School Heads
This Division

FROM:  **EDILBERTO L. OPLENARIA**
Schools Division Superintendent

DATE:  October 29, 2012

SUBJECT: **Conduct of Division wide monthly Monitoring of Schools by Education Program Supervisors and Division Coordinators-Designates**

1. In pursuance to the mandate embodied in Governance in Basic Education Act of 2001 (RA 9155), Implementing Rules and Regulation, Rule IV, Sec. 4.2.5 which provides "Ensuring compliance of quality standard for basic education program and for the purpose strengthening the role of division supervisors as subject area specialists.", all EPS are hereby directed to conduct school monitoring.
2. Education Program Supervisors (EPS) and Division Coordinators-Designates are hereby advised to prepare Monitoring Plan for this purpose.
3. All School Heads both elementary and secondary are requested to prepare necessary documents to be presented to the monitoring team during their visit, such as:
 - a. Reading status/levels of Pupils and students
 - b. Frequency of Class Observation by School Head
4. Random interview to teachers and pupils/students will be part of the monitoring activity. EPS and Division Coordinators are required to submit narrative report thereafter.
5. For information and guidance to all concerned.