

## Republic of the Philippines Department of Education Region X – Northern Mindanao VISION OF MALAYBALAY CIT



UNIT 2018 - 06-100

## DIVISION OF MALAYBALAY CITY

Purok 6, Casisang, Malaybalay City

Telefax # 088-314-0094, E-mail add: depedmlyblycity@yahoo.com

## MEMORANDUM

TO

Assistant Schools Division Superintendent

Chief Education Supervisors and Staff, CID and SGOD

Public Elementary and Secondary School Heads

This Division

FROM

REBONFAMILA BAGUIO

Schools Division Superintendent

DATE

June/11, 2018

SUBJECT

Conduct of Instructional Supervision and/or Monitoring of Office

mandated Programs, Activities and Projects (PAPs)

Implementation in schools

- 1. Pursuant to the enclosed DepED Order No. 26, s. 2016 entitled Revised Qualification Standards (QS) for the Position of Public Schools District Supervisor and its enclosure Civil Service Commission (CSC) Resolution No. 1600324, promulgated on March 29, 2015, Re: Amendment; Public Schools District Supervisor Position, and the Implementing Rules and Regulations of Republic Act No. 9155 otherwise known as "Governance of Basic Education Act of 2001", you are hereby directed to conduct regular Instructional Supervision and/or monitoring of Division initiated and Office mandated Programs, Activities and Projects (PAPs) implementation in schools.
- 2. In line with this, it is advised that you have to prepare a monthly schedule of the schools to be visited (refer to Enclosure no. I for the format) and submit the same to the office a week before its implementation. The approved schedule will then serve as your **travel order** for the said month. The same document will be submitted to the Office of the Curriculum Implementation Division (CID) Chief after its implementation bearing the signature of the respective School Principal concern as his/her confirmation and certification of your appearance in the school.
- 3. Enclosure nos. 2 and 3 will be used in the preparation of the monthly Instructional Supervision Report and monthly PAPs Monitoring Report respectively to be submitted a day after the last official day of the month.
- 4. Immediate dissemination and prompt compliance of this Memorandum is directed.

NOT TO BE POSTED IN THE WEBSITE Enclosure No. 1

Monthly Schedule on the conduct of Instructional Supervision and regular monitoring of division initiated and Office mandated programs, activities and projects (PAPs) implementation in schools.

Date	School/District	Signature of School Principa	
		· · · · · · · · · · · · · · · · · · ·	
	<del></del>		
	I		
-			
<del></del>			
	<u>:</u>		
	-		
<b>_</b>	1		

Prepared by:	
<u> </u>	PSDS/EPS

APPROVED:

RALPH T. QUIROG

Chief, Curriculum Implementation Division

## Enclosure No. 2. Monthly Instructional Supervision Report Form

Date	School	Name of School Head Observed	Strengths	Development Needs/Areas	Technical Assistance Given	Signature
	<del> </del>					<u> </u>
			, , , , , , , , , , , , , , , , , , ,			

Policy Improvement Rec	commenda	tion/s:			
		·			
			<del></del>	 <u> </u>	
		<u> </u>		 	
		<del></del>		 	
	4				
<u> </u>					
Prepared by:					
•					
P	SDS/EPS				

Enclosure No. 3. Monthly PAPs Monitoring Report.

PSDS/EPS

Date	School PAPs Monitored		Focus Area	Issues and Concerns	Technical Assistance/ Recommendations Given to the school	Signature
			·			
		-				
						<u> </u>
		-			·-··	
					<u> </u>	
				•		
			<u>-</u>	•		
			-	<u> </u>	<u> </u>	. <u></u>
				ļ <del></del>	<u> </u>	
enera	l Recomm	endation/s f	or the Office	to act on:		
			<u></u>	<u> </u>		
				<del>                                     </del>		
				·		
repare	1.1					