



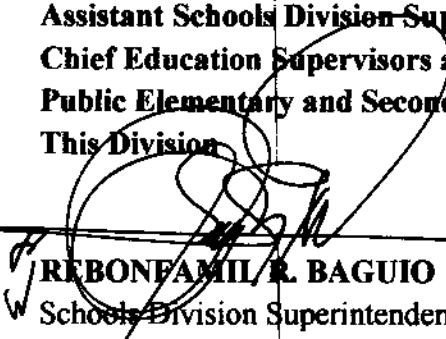
Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



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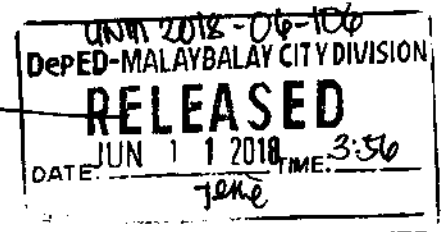
MEMORANDUM

TO : Assistant Schools Division Superintendent
Chief Education Supervisors and Staff, CID and SGOD
Public Elementary and Secondary School Heads
This Division

FROM :  **REBONGAMIL R. 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. 1 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.

