DIVISION MEMORANDUM
No. 022 , s. 2017

TO : Chief Education Supervisors, SGOD and CID
     Education Program Supervisors
     Public Schools District Supervisors
     Secondary and Elementary School Heads

FROM : DEE D. SILVA, CESO V1
       Schools Division Superintendent

SUBJECT : MONITORING AND SUPERVISION ACTIVITIES OF THE
          EDUCATION PROGRAM SUPERVISORS AND PUBLIC
          SCHOOLS DISTRICT SUPERVISORS

DATE : January 16, 2017

1. This hereby informs the field of the unannounced Monitoring and Supervision Activities conducted by the Education Program Supervisors and the Public Schools District Supervisors every now and then in all elementary (3 districts) and secondary schools this Division.

2. All school heads are required to assign Officer-In-Charge should they be out from their stations for official transactions, businesses and concerns. The OIC/Department Head/s can go along with the monitoring supervisors for classroom visits or for any official purpose/s. In this instance, the monitoring supervisors do in-school/on-site coordination with the school heads/OIC/Department Heads prior to classroom visits.

3. The supervisors will visit schools, among others, for K to 12 program implementation monitoring re: curriculum supervision, provision of technical assistance to school heads and teachers on classroom instruction, on instructional leadership in their own area of specialization, monitor learning assessment outcomes in various learning disciplines, and to perform other priorities for supervision deemed required and necessary.

4. The Education Program Supervisors in the assigned area/discipline, monitor the Schools division-wide while the Public Schools District Supervisors who focus on curriculum and instruction have their own assigned schools in a particular district to avoid overlaps of concerns.

5. For information and dissemination.