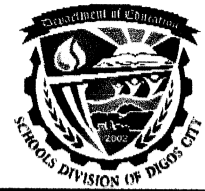




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



November 23, 2017

DIVISION MEMORANDUM
No. 1088, series of 2017

Designation Order
Public Schools District Supervisor Focal Person and Multigrade Division
Coordinator

TO : **ELY G. CATALUÑA**
Public Schools District Supervisor
Curriculum Implementation Division

In the exigency of the service, you are hereby designated as the **Division Multigrade Coordinator** in addition to your inherent function as **Public Schools District Supervisor** of Mt. Apo District of the Schools Division of Digos City. With this, you shall have the following duties and responsibilities:

As Public Schools District Supervisor

Instructional Supervision

1. Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices.
2. Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.
3. Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education

Technical Assistance in School Management

1. Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing,
2. Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback
3. Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.
4. Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.

Curriculum Development, Enrichment, and Localization

1. Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.

Monitoring and Evaluation

1. Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools.
2. Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance
3. Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation.

Learning Outcomes Assessment

1. Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports

Research

1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.

Technical Assistance

1. Assesses the situation and analyzes the needs of assigned schools in the district to identify the appropriate and relevant actions and interventions
2. Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.
3. Coach the school head (through the PSDS) in implementing interventions related to curriculum implementation t and instructional delivery.
4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management 's consideration.

As Mt. Apo District Focal Person

1. Disseminates information, DepED issuances and other communications to all school heads and teachers.
2. Plan out and implements district programs, projects and activities
3. Receives, consolidates and submits reports to the Division Office.
4. Represent the district to the Local School Board to the City of Digos.

As Division Multigrade Coordinator

1. Coordinate with the school administrators and teachers for effective and efficient implementation of Multigrade Program.
2. Conduct regular monitoring and to provide technical assistance to the schools with Multigrade Classes to ensure that planned activities indicated in the school's Annual Implementation Plan (AIP) are implemented accordingly.
3. Attends all trainings, seminars, workshops and other in service activities called for the Central Office, Regional Office and Division Office.

4. Prepares and submits periodic relative reports required by the Central, Regional, and Division Offices.

All memoranda and previous related issuances inconsistent herewith are deemed repealed accordingly.

This designation shall take effect immediately.



WINNIE E. BATOON, Ed.D.

Officer In-charge

Office of the Schools Division Superintendent

Encls:

References: DepEd Order, RPMS

To be indicated in the Perpetual Index under the following subjects:

POP: Designation Order - PSDS, Mt. Apo District Focal Person, Multigrade Division Coordinator
11/22/2017

DepEd Schools Division Office

RELEASED

Date: DEC 27 2017 Time: 4:29 PM

By: 