DIVISION MEMORANDUM
No. 356, s. 2017

TO: Beverly S. Daugdau, EdD- CID Chief
    Emmanuel P. Hugo- SGOD Chief
    Evangeline A. Herman- Education Program Supervisor, Div. SBM Coordinator
    Public Schools District Supervisors
    All Public Elementary School Principals/Head Teachers/SICs
    All Public Secondary School Principals
    OICs of Secondary Annexes and Extension Classes
    Principal of Digos City Senior High School Stand Alone

FROM: FELICIANO A. TAMONDONG JR., EdD, CESO VI (Officer-in-Charge, Office of the Schools Division Superintendent)

SUBJECT: Reiteration of and Addendum to Division Advisory No. 070, s. 2017 re Assignment of Public Schools District Supervisors (PSDS) as Checkers of the Enhanced School Improvement Plan (E-SIP), Annual Implementation Plan (AIP), Annual Procurement Plan (APP), and Project Procurement Management Plan (PPMP)

DATE: May 29, 2017

1. This is to reiterate the stipulations of Division Advisory 070 s. 2017 dated May 22, 2017 entitled Assignment of Public Schools District Supervisors (PSDS) as Checkers of the Enhanced School Improvement Plan (E-SIP), Annual Implementation Plan (AIP), Annual Procurement Plan (APP), and Project Procurement Management Plan (PPMP). This particular task of the PSDS is effected as a result of the review of the roles and functions of Public Schools District Supervisors (PSDS) during the conduct of the One-Day Workshop Conference of Digos City Public Schools District Supervisors last May 9, 2017 at Arnaldo’s Hotel, Digos City. It was found out and decided by the Curriculum Implementation Division (CID) Personnel that the checking and monitoring of the Enhanced School Improvement Plan (E-SIP), Annual Implementation Plan (AIP), Annual Procurement Plan (APP), and Project Procurement Management Plan (PPMP) forms part of the functions of the District Supervisors.

2. The checking of the above-cited documents is to be overseen by the Education Program Supervisor of the School Governance and Operations Division (SGOD) in charge of the Division School-Based Management (SBM).

3. Verification as to the inclusion in the Annual Procurement Plan (APP) of the items in the Schools’ Request for Cash Advance as well as the review of liquidation documents shall likewise be the responsibility of the assigned PSDS Checkers. The PSDS Checkers shall affix their initials/signatures at the lower right portion of the name of the Schools Division Superintendent to indicate that the liquidation documents are already reviewed.

4. Hereto attached is the list of schools and their respective checkers.

5. For guidance and immediate compliance.
DISTRICT/SCHOOL

A. DIGOS OCCIDENTAL DISTRICT
1. Digos City Central ES
2. Casildo Nonol ES
3. Lungag ES
4. Matti National High School
5. Mahayahay ES
6. Ranao ES
7. Remedios Saplala ES
8. Arcaslor Maniapao ES
9. Colorado ES
10. Domingo Abawag ES
11. Dulangan ES
12. Jolencio Alberca ES
13. Pedro V. Basalan ES
14. Balabag ES
15. Damias ES
16. DiCNHS- Balabag High School Annex
17. Federico Alferez ES
18. Goma National High School
19. Ruparan ES
20. Ruparan National High School

B. DIGOS ORIENTAL DISTRICT
1. Bagumbuhay ES
2. Don Mariano Marcos ES
3. Isaac Alalayan ES
4. Kibanhan ES
5. San Miguel ES
6. Ramon Magsaysay Central ES
7. Aplaya ES
8. Badian ES
9. Cogon ES
10. Pedro Garcia ES
11. Dawis ES
12. Dawis National High School
13. DiCNHS- Aplaya High School Extension Classes
14. Igit ES
15. DiCNHS-Igit High School Annex

C. MT. APO DISTRICT
1. Apolandia ES
2. Kapatakan National High School
3. Maraver ES
4. Necensio Isidro ES
5. Rizal Central ES
6. Binaton ES
7. G. Reusora Central ES
8. Mati ES
9. Soong ES
10. DiCNHS- Soong High School Annex

D. Digos City National High School

E. Digos City Senior High School Stand Alone

PSDS CHECKER

Mrs. Zenaida G. Guya
Mrs. Helen A. Casimiro
Mrs. Rosalinda C. Adlaon
Mr. Patriotiso O. Peñas
Mrs. Cherry Rossette E. Oliva
Mrs. Ferna Renira T. Alde
Mr. Ely G. Cataluña, EdD
Miss Arlene P. Barba
Mrs. Ida I. Juezan
Mrs. Ida I. Juezan