




Republic of the Philippines
Department of Education
Region XI
Division of Digos City
Digos City



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 VI
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.

DepEd Schools Division of Digo
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