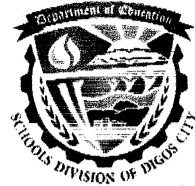




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



November 23, 2017

DIVISION MEMORANDUM

No. 1091, series of 2017

**DESIGNATION ORDER**

**Public Schools District Supervisor, Division Teacher Induction Program (TIP) Coordinator, Division Continuous Improvement (CI) Team Leader, School-Based Management (SBM) Task Force Member and Division Screening Committee Member**

TO : **IDA I. JUEZAN**  
Public Schools District Supervisor  
Curriculum Implementation Division

In the exigency of the service, you are hereby designated as the **Division Teacher Induction Program (TIP) Coordinator, Division Continuous Improvement (CI) Team Leader and School-Based Management (SBM) Task Force Member and Division Screening Committee Member** in addition to your inherent function as **Public Schools District Supervisor** of Digos City National High School and Digos City Senior High School Stand Alone, 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 for provision of feedback to the 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 school funds to determine if schools adhere to the policies and standards using pre-designed M & E and transparency tools.
2. Monitor SBM Levels of practice through validation of the school's 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 the set standards as regards permit to operate, renewal of operation, permit for recognition, GASTPE implementation, and accreditation.

**Learning Outcomes Assessment**

1. Gather result of assessment, 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, development needs and issues, provide appropriate interventions and submit findings and recommendations to the management for possible policy formulation.

**Technical Assistance**

1. Assess the situation and analyze the needs of assigned schools to identify the appropriate and relevant actions and interventions.
2. Coordinate with the EPS concerned to arrive at a technical assistance plan for each school and department.
3. Coach the school head in implementing interventions related to curriculum implementation and delivery of instruction.
4. Prepare and submit periodic reports on the progress of the technical assistance being provided to the schools.
5. Prepare and submit reports on the results of technical assistance and corresponding policy recommendations for appropriate action of the management.

**As Division Continuous Improvement (CI) Team Leader**

1. Take the lead in the rollout of both the Division Continuous Improvement (CI) Project and Continuous Improvement (CI) Program.
2. Lead the team in monitoring the implementation of the Division Continuous Improvement (CI) Project to promote culture of excellence in service delivery particularly on school MOOE liquidation process.
3. Provide technical assistance to the schools/division Continuous Improvement (CI) teams vis-à-vis implementation of Continuous Improvement (CI) Program.

**As Division Teacher Induction Program (TIP) Coordinator**

1. Facilitate the crafting of the Division Teacher Induction Plan together with the Human Resource Development Section Personnel.
2. Oversee the implementation of the Teacher Induction Plan.
3. Develop a calendar and timeline of Induction events, meetings and activities.
4. Coordinate with the Human Resource Division (HRD) for the budget and procedures in support of the activities that are integral to the Induction Plan.
5. Coordinate with the HRD Personnel in compiling complete records including reports and training proposals.
6. Communicate continuously and work closely with Schools Division Office (SDO).

**As the Division School-Based Management (SBM) Task Force Member**


1. Act as the support staff for SBM in the division in relation to SBM implementation.
2. Assist the Division SBM Coordinator in:
  - gathering accurate and reliable data and in analyzing and interpreting the same;
  - submitting regular quarterly reports on the status of SBM implementation to the Regional SBM Coordinator; and
  - initiating collaborative meetings with schools and other stakeholders to maintain effective partnerships.
3. Coordinate with the Division SBM Coordinator in assisting the SDS/ASDS in:
  - formulating and implementing the Division Work Plan for technical assistance to the schools;
  - disseminating central, regional, and division initiatives for school improvement;
  - supervising SBM roll-out to ensure compliance to the guidelines and standards;
  - maintaining data-based system on the schools' level of SBM implementation along the four principles;
  - monitoring the progress of SBM levels of practice and in giving technical assistance to the schools for schools' continuing improvement; and
4. Coordinate and support the national and regional coordinated and initiated programs, activities, projects, and special events.

**As Division Screening Committee Member (Junior High School)**

1. Attend pre and post screening committee meetings.
2. Evaluate pertinent papers of applicants based on the existing DepEd hiring guidelines.
3. Communicate the schedule of demonstration teaching, on-site interview and skills demonstration to applicants to ensure attendance.
4. Take part in the on-site interview of applicants on the dates set by the committee.

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, TIP Manual

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

IIJ: Designation Order – PSDS, Division TIP Coordinator/CI/SBM Task Force Member/  
Division Screening Committee Member  
11/23/2017

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