



November 23, 2017

DIVISION MEMORANDUM

No. 1092, series of 2017

DESIGNATION ORDER

**Public Schools District Supervisor and
Division Special Education Coordinator**

TO : **ROSALINDA C. ADLAON**
Public Schools District Supervisor
Curriculum Implementation Division

In the exigency of the service, you are hereby designated as the **Division Special Education Coordinator** in addition to your inherent functions as **Public Schools District Supervisor** of Digos Occidental 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. Assess the situation and analyze 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 and instructional delivery.
4. Prepare and submits periodic reports on the progress of the technical assistance being provided to the schools.
5. Prepare and submits reports on the results of technical assistance and corresponding policy recommendations for management 's consideration.

As Division Special Education Coordinator

1. Coordinate with the school administrators for effective and efficient implementation of Special Education.
2. Conduct regular monitoring and to provide technical assistance to the SPED Center and to schools with Special Education Classes to ensure that planned activities indicated in the school's Annual Implementation Plan (AIP) are implemented accordingly.
3. Participate actively in the Division/Regional Fun Day activities.
4. Consolidate needed Division SPED data required by the Regional Office

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

DepEd Schools Division of Digos

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