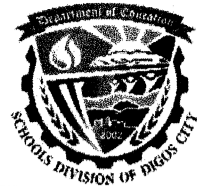




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 1093, s. 2017

November 23, 2017

DESIGNATIONS AND ASSIGNMENTS

To: CHIEFS OF DIVISIONS
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS

1. Pursuant to the implementation of the Rationalization Program, the following are the new designations and assignments of the Chiefs of Divisions, Education Program Supervisors, and Public Schools District Supervisors.

| Name | Position | Designations/Assignments |
|---------------------------|--------------|---|
| Daugdaug, Beverly S. | Chief ES-CID | SHS TF Chair, DEDP Member, T1 Elementary Hiring & Selection Committee Member, BEI, DEDP Member |
| Tabanao, Mary Glor D. | EPS (CID) | Kindergarten Coordinator, BAC Member |
| Delos Reyes, Valeriano Y. | EPS (CID) | Math , MTAP, Gulayan sa Paaralan, BAC Member, Eco-Friendly Coordinator, BEI |
| Nieves, Ronielyn P. | EPS (CID) | Values Education , Gender and Development, BEI, T1 ES Hiring & Selection Committee Member |
| Jasmin, Luzminda B. | EPS (CID) | Science , YES-O, SSES, STE, Senior High School Coordinator, SHS TF Member, BEI |
| Presto, Eppie Grace E. | EPS (CID) | MAPEH , SPA, SPS, Sports, T1 JHS Hiring & Selection Committee Member |
| Niones, Joan M. | EPS (CID) | Filipino , Campus Journalism, K to 12 Program, Senior High School Task Force-Secretariat, BEI, T1 ES Hiring & Selection Committee Member |

Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

DepED: memorandum title
17 December 2017

| | | |
|---------------------------|---------------------------------|---|
| Cardines, Imelda T. | EPS (CID) | Araling Panlipunan , Peace Education, ADM, MWSP, Population Education, BAC, BEI |
| Laburada, Vicente, Jr. C. | EPS (CID) | Alternative Learning System , BAC-Vice Chairman, BEI, TechVoc - Secondary |
| Almazan, Analiza C. | EPS (CID) | LRMDS , Reading, BAC Secretariat Chair, ELLN, Project EAGLE |
| Guya, Zenaida G. | PSDS-Digos Occidental | Digos Occidental Focal PSDS, 4Ps, Election Registration Board Representative |
| Adlaon, Rosalinda C. | PSDS-Digos Occidental | SpEd Program |
| Casimiro, Helen A. | PSDS-Digos Occidental | Private Schools Coordinator, CI |
| Penas, Patriotiso O. | PSDS-Digos Oriental | Digos Oriental Focal PSDS, Division IPed Focal Person, Concurrent Principal-DMMES |
| Oliva, Cherry Rosette E. | PSDS-Digos Oriental | ALIVE |
| Alde, Ferna Reniera T. | PSDS-Digos Oriental | MTB-MLE, CI |
| Cataluna, Ely G. | PSDS-Mt. Apo District | Mt. Apo District Focal PSDS, Multi-Grade |
| Barba, Arlene P. | PSDS-Mt. Apo District | PNRC, GSP Coordinator |
| Juezan, Ida I. | PSDS | CI, TIP, LAC, SPFL, BEI, T1 JHS Hiring & Selection Committee Member, SBM TF |
| Bongcayao, Neil D. | PSDS | TechVoc-Elementary, Canteen Management in Schools, BSP Coordinator, Senior High School Task Force |
| Timon, Elvie E. | Education Program Specialist 11 | Alternative Learning System |
| Ponce, Antonia P. | Education Program Specialist 11 | Alternative Learning System |
| Robinos, Mylene C. | Project Development Officer 11 | BAC Secretariat-Member, LRMDS |
| Comaingking, Juvy A. | Librarian | BAC Secretariat-Member |
| Altamera, Juvy | Administrative Aide V1 | Clerical tasks (CID) |

2. The specific function of the Curriculum Implementation Division is to provide professional and instructional advice and support to the school heads and teachers /facilitators of schools and learning centers in the district or cluster and to provide technical assistance in **curriculum implementation** in coordination with the Instructional Management Team.

3. In its entirety, the following are the functions of the Curriculum and Implementation Division:

A. Provide technical assistance to schools in terms of instructional delivery, curriculum framework, curriculum guide, teachers guide, and learners' materials.

B. Instructional Supervision

C. Work collaboratively with SGOD in terms of Capability Building/Trainings, IPPD and Training Needs Assessment of Teachers and Principals.

• **For Curriculum Interventions**

1. Conduct curriculum feedback-giving to identified teachers and principals.
2. Conduct action researches relevant to curriculum implementation.
3. Promote curriculum learning opportunities using various delivery mediums (Video Conferencing, Webinars, Webcasts, etc.
4. Assist Principals/Heads in modeling curriculum inclusive and other effective practices as well as in creating advocacy materials.
5. Provide practical strategy sessions for regular classroom teachers.
6. Evaluating and revising curriculum programs through ongoing feedback.
7. Integration of technology into curriculum.
8. Linking assessment through learning coaches and instructional specialist.
9. Provide a differentiation of instructional strategies and understanding wrap around services.
10. Coordinating demonstration classes with learning management system support.
11. Build instructional leadership capacity within the division through a variety of professional development opportunities.

4. Attach for your reference, is a copy of the enumeration of the duties and responsibilities of the Education Program Supervisors and of the Public Schools District Supervisors, taken from the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education.

5. With reference to the various mandates, guidelines, policies and issuances of the PAPS and to ensure smooth and effective implementation of all Programs, Projects, Activities and Special Events (PAPS) that one individually manages/handle, you are similarly tasked to:

- **Oversee PAPS implementation in support of SDO senior management**
- **Utilize Program Support Fund (PSF), if any, of the SDO.**
- **Provide timely feedback and report to SDO senior management (through the Division Chief ES) especially on matters requiring management decision and intervention of the PAPS handled/managed**
- **Coordinate with and provide timely feedback to the SDO (through the Division Chief ES) on policy, program and operational concerns on the PAPS handled/managed**
- **Facilitate at the school and at the district levels respectively, discussions to set SDO directions and plans for the program handled/managed**
- **Convene meetings, consultations and other related activities in relation to program directions and plans at the division, district and school level**
- **Coordinate the provision of technical assistance within the SDO, district, school, and learning centers**

- Coordinate with the appropriate offices/units and persons within and outside DepEd at the district and school level as needed in the implementation of PAPS handled/managed
 - Coordinate with offices and other school/district coordinators/program coordinators within the SDO to ensure that program concerns are addressed in operations and implementation of the PAPS handled/managed
 - Initiate specific activities based on national policy and program directions in coordination with the appropriate offices and programs in the SDO
 - Represent the SDO and other EPSs and PSDSs, in gatherings, meetings, and other forums involving various stakeholders in support to the PAPS handled/managed
 - Facilitate the resolution any program issues and concerns referred by various offices at the school, at the district, and at the division level
 - Provide technical assistance to partners, civil society support groups/NGOs, private learning institutions in the resolution of issues and concerns of the PAPS handled/managed at the school, district and at the division level/s
 - Prepare the necessary reports and ensure their timely submission
 - Maintain a well-organized archive of PAPS documents handled/managed
 - Ensure proper orientation on program processes and turnover of documents in the event that a new division coordinator/focal person is designated
 - Perform other ad hoc functions and related tasks as enshrined in the Department Order, DepEd Memorandum and other legal issuances that support the effective implementation of the program, activities, projects, and other special events managed/handled.
6. This Designation Order shall take effect immediately upon its issuance until revoked or rescinded with a just cause or reason.
7. Immediate dissemination of and strict compliance with this Order is desired.

W. E. Batoon

WINNIE E. BATOON, EdD
 Officer –In- Charge
 Office of the Schools Division Superintendent

DepEd Schools Division of Div.

RELEASED 13706

date: DEC 27 2017 time: 5:20 PM

BY: *[Signature]*