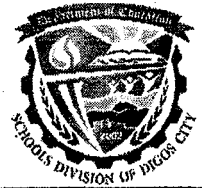




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 411, s. 2016

August 2, 2016

**REITERATING THE DUTIES AND FUNCTIONS OF PUBLIC SCHOOLS
DISTRICT SUPERVISOR (PSDS) AND EDUCATION PROGRAM
SUPERVISORS (EPS)**

To: Public Schools District Supervisors (PSDS)
Education Program Supervisors (EPS)
All Elementary and Secondary School Heads
All Others Concerned

1. Republic Act 9155 entitled Governance of Basic Education Act of 2001, Chapter 1 - Governance of Basic Education, Section 7 - Powers, Duties, and Functions, item D - School District Level states that the Schools District Supervisor shall be responsible for:
 - a. Providing professional and instructional advice and support to the school heads and teachers/facilitators of schools and learning centers in the district or cluster thereof;
 - b. Curricula supervision; and
 - c. Performing such other functions as may be assigned by proper authorities.
2. This Office has previously issued an unnumbered memorandum dated June 2, 2015 entitled Additional Designations and Assignments with an attachment detailing the job description of Education Program Supervisors (EPS) and Public Schools District Supervisors (PSDS) based on DepEd's Rationalization Program.

Public Schools District Supervisors (PSDS) shall have the following duties and functions:

- a. Instructional supervision
- b. Technical Assistance in School Management
- c. Monitoring and Evaluation
- d. Curriculum Development, Enrichment, and Localization
- e. Learning Outcomes Assessment
- f. Research
- g. Technical Assistance

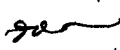
While Education Program Supervisors (EPS) shall have the following duties and functions:

- a. Management of Curriculum Implementation
- b. Curriculum Development, Enrichment, and Localization
- c. Learning Delivery
- d. Learning Resources
- e. Learning Outcomes Assessment
- f. Special Curricular Programs and Support Activities
- g. Research
- h. Technical Assistance

3. It is hereby reiterated that Public Schools District Supervisors (PSDS) and Education Program Supervisors continue with their duties and functions as stipulated in their job description and in Republic Act 9155.

DepEd Schools Division Office of Digos
RELEASED
Date: AUG 04 2016 TIME: 12:00
By: [Signature]

4. Attached is a copy of the duties and functions of Public Schools District Supervisors (PSDS) and Education Program Supervisors (EPS) based on DepEd's Rationalization Program.
5. For your guidance and strict compliance.


DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

CC: All Elementary and Secondary School Heads
Attachment: Duties and Functions of the PSDS & EPS
References: RA 9155 Governance of Basic Education Act of 2001
Unnumbered Division Memorandum s. 2015 re: Additional Designations and Assignments
Job Description Manual for the Schools Division Office - CID

To be indicated in the Perpetual Index under the following subjects:
DUTIES AND FUNCTIONS PSDS & EPS

xsf: reiterating the duties and functions of psds and eps
3 August, 2016

DUTIES AND FUNCTIONS OF PSDS AND EPS

POSITION: PUBLIC SCHOOLS DISTRICT SUPERVISOR (PSDS)

Job Purpose:

To provide schools and learning centers in a district with relevant and timely service through

- the conduct of instructional supervision
- provision of technical assistance in school management and curriculum implementation
- establishing a conducive physical environment for learners and school workers
- sustaining strong and harmonious partnerships and collaboration among stakeholders

Duties and Functions

1. Instructional Supervision

- Improved instructional leadership practices among school heads.
- Improved teaching-learning delivery
- Identified needs of SHs and teachers
- 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.
- 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.
- 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

2. Technical Assistance in School Management

- School Improvement Plan developed and adjusted
- M & E Reports on School Improvement Plan (SIP) Implementation by all schools
- Coaching and Guidance on the implementation of AIP/PAPs/Project Proposals
- Accomplishment reports of implemented AIP/PAPs/ Supervisory and TA Plan
- All newly hired teachers oriented on their roles and responsibilities in the schools/division
- 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.
- Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback
- Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.
- Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.
- 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.

3. Monitoring and Evaluation

- Report on utilization of Municipal SEF , MOOE and other school funds
- Report on SBM level of implementation of schools in the district
- Reports on M&E results of private schools per district on compliance to standards as regards:
 - Permit to operate
 - Renewal of operation
 - Permit for
 - Recognition
 - GASTPE implementation, Accreditation
- Updated Documentation of school accomplishments with stakeholders' cooperation
- 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.
- 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
- 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

4. Curriculum Development, Enrichment, and Localization

- Monitoring reports on the implementation of the localized curriculum in the district or schools and their effect on learning and the learning process and/or school effectiveness
- Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.

5. Learning Outcomes Assessment

- Assessment Results Analysis Report per District and per School
- Policy recommendations
- Gather result of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcome based on findings from studies and reports.

6. Research

- Results of Action-Researches made on Curriculum implementation per district and per school
- Best Practices
- Recommendations for Policy Formulation
- 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.

7. Technical Assistance

- TA plan and reports
- Policy recommendations based on TA Reports
- Assesses the situation and analyzes the needs of assigned schools divisions in the district to identify the appropriate and relevant actions and interventions
- Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.

- Coach the school head (through the PSDS) in implementing interventions related to curriculum implementation and instructional delivery.
- Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools
- Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

POSITION: EDUCATION PROGRAM SUPERVISOR (EPS)

Job Purpose:

- To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality.
- To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance.
- (When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)

Duties and Functions

1. Management of Curriculum Implementation

- M&E data and recommendations towards enhancing the implementation and delivery of the basic education curriculum.
- Mechanisms, processes and tools for monitoring curriculum implementation and articulation (including vertical and horizontal integration)
- Progress Monitoring Report of Division Curriculum Implementation and Management per Subject area.
- Evaluation Results of Division Curriculum implementation.
- Evaluation of Division Instructional Supervision Plan Implementation
- Advocacy programs on the education curriculum
- Concept Papers and Project designs and proposals
- Conduct periodic monitoring and evaluation and submit recommendations towards enhancing the management and delivery of the basic education curriculum.
- Develop together with School M&E the mechanisms, processes and tools for monitoring, curriculum implementation and articulation (including vertical and horizontal integration) in the schools division to gauge adherence to standards while implementing innovations.
- Submit (together with School M&E) Progress Monitoring Report of Schools Division Curriculum Implementation and Management per Subject area.
- Submit (together with School M&E) Evaluation Results of Division Curriculum implementation and submit policy recommendations towards improvement.
- Conduct evaluation of Schools Division Instructional Supervision Plan Implementation and submit policy recommendations towards process improvement.
- Develop and implement advocacy programs and materials on the basic education curriculum to enhance appreciation and support from stakeholders.
- Develop and submit Concept Papers and Project designs and proposals for curriculum enhancement and innovation.

2. Curriculum Development, Enrichment, and Localization

- Training designs and modules to localize, indigenize, contextualize competencies in the curriculum per subject area
- Processes and tools for managing and monitoring the localized and indigenized curriculum

- Reports on findings on curriculum innovations and localization
- Research on Curriculum Localization
- Develop training designs, modules and materials to localize, indigenize, and contextualize competencies in the curriculum per subject area for use of the schools division.
- Develop (with School M&E) processes and tools for monitoring the localized and indigenized curriculum implementation to get feedback on effectiveness.
- Submits reports and findings on curriculum innovations and localization by schools division for appropriate management action.
- Conduct research on Curriculum Localization to widen the pool of knowledge and application to the region.

3. Learning Delivery

- Evaluation and recommendations on Localized Curriculum Delivery or Instructional strategies innovated by schools divisions
- Publications on effective practices on learning delivery/ instructional innovations
- Conducts evaluation and submits recommendations on localized curriculum Delivery or Instructional strategies innovated by Schools Division and schools.
- Recommends publication of effective practices on learning delivery/ instructional innovations implemented by the Schools Divisions and schools for learning and adoption.

4. Learning Resource

- General and localized learning materials
- Quality Assurance on general and local learning materials
- Lead or work as a team member to develop general and local learning resource materials in the assigned subject area to increase variety of learning resource to support the basic education curriculum
- Lead or work as a team member to evaluate and or quality assure general and local learning materials to uphold standards of quality learning materials.

5. Learning Outcomes Assessment

- Assessment per subject and least learned area
- Policy recommendations
- Gather result of assessment reports per least learned skills and analyze performance gaps to pinpoint causes and possible interventions to close the gap.
- Draft policy recommendations related to improving learning outcome based on findings from studies and reports.

6. Special Curricular Programs and Support Activities

- Monitoring and Evaluation Reports on Curricular Support Activities Conducted
- Policy Recommendations
- Conducts monitoring of curricular support activities and submits evaluation reports for appropriate management action.
- Drafts policy recommendations on curricular support activities for regional adoption.

7. Research

- Results of Research-based Studies per subject or learning area
- Recommendations for Policy Formulation
- Conduct action research on curriculum implementation, needs and issues, appropriate interventions on assigned learning area, as well as best practices in content delivery and submit findings and recommendations for management action and policy formulation.

8. Technical Assistance

- TA plan and reports

- Policy recommendations based on TA Reports
- Assesses the situation and analyzes the needs of assigned schools divisions to identify the appropriate and relevant actions and interventions
- Coordinate with the PSDS to arrive at a technical assistance plan for each district.
- Coach the school (through the PSDS) in implementing interventions related to curriculum implementation and instructional delivery.
- Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools
- Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration