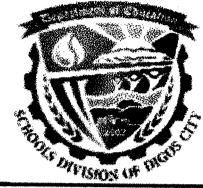




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



November 23, 2017

DIVISION MEMORANDUM  
No. 1082, series of 2017

**Designation Order**  
**Public Schools District Supervisor and**  
**Division Muslim Education and ALIVE Coordinator**

TO : **CHERRY ROSSETTE E. OLIVA**  
Public Schools District Supervisor  
Curriculum Implementation Division

In the exigency of the service, you are hereby designated as the **Division Muslim Education and ALIVE Coordinator** in addition to your inherent function as **Public Schools District Supervisor** of Digos Oriental 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. Assesses the situation and analyzes 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. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools.
5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.

**As Division Muslim Education and ALIVE Coordinator**

1. Coordinate with the school administrators for effective and efficient implementation of Arabic Language and Islamic Values Education (ALIVE) Curriculum.
2. Conduct regular monitoring and to provide technical assistance to the schools with ALIVE Classes to ensure that planned activities indicated in the school's Annual Implementation Plan (AIP) are implemented accordingly.
3. Evaluate the list of qualified applicants (Asatidz) through Contract of Service and recommends to the Schools Division Superintendent for approval.
4. Consolidate needed Division ALIVE 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