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



July 12, 2018

DIVISION MEMORANDUM
No. 571, s. 2018

**SCHEDULE FOR HIMAMAT- CLASS OBSERVATIONS
AND ROLLING CONFERENCES**

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Division Office Unit/Section Heads
Elementary and Secondary School Heads

1. In reference to our Division Education Development Plan (DEDP) and in consideration to the implementation of PROJECT HIMAMAT, the conduct of both HIMAMAT- CLASS OBSERVATIONS and ROLLING CONFERENCES shall be done on dates specified below:

HIMAMAT- CLASS OBSERVATIONS		ROLLING CONFERENCES (with inserted class observations)	
<i>Month</i>	<i>Day</i>	<i>Month</i>	<i>Day</i>
July	24	July	31
August	23	August	28
September	20	September	25
October	11	October	30
November	15	November	27
December	13	December	18
January	17	January	22
February	19	February	28
March	7	March	12

2. The schools to be visited for the conduct of the aforementioned activities are to be identified/announced in a Division Staff Meeting at least one week before the scheduled dates.
3. The participants during Himamat-Class Observations are the SDS, ASDS, CID and SGOD Chiefs, EPSs, PSDSs, selected School Heads, and personnel of the school concerned. On the other hand, the participants for the Rolling Conference are the Management Committee (ManCom) members (SDS, ASDS, Chiefs, EPSs, PSDSs, Division Office Unit/Section Heads, and School Heads).
4. The assignment of concerned personnel for Himamat-Class Observations is expected to be prepared, in consultation with the CID Chief, by the PSDS in-charge.
5. The Matrix of Activity for the Rolling Conference, as well as the assignment of concerned personnel for its inserted Class Observation, has to be prepared by the PSDS in-charge.
6. Before the conduct of the actual ManCom during the Rolling Conference, the School Heads and the PSDSs and EPSs are expected to be in the classrooms for class observations while the non-teaching personnel are expected to monitor the implementation of some other programs/look into some other concerns, e.g Gulayan sa Paaralan, School Canteen, Transparency Board, Waste Segregation and Disposal, School Building Status, Cleanliness and Beautification, SBM Corner, etc.

7. It is emphasized that it is a KKB (Kanya-kanyang Baon) activity and that one's attendance to both Himamat-Class Observations and Rolling Conference shall be given utmost priority.
8. Travel expenses of visiting School Heads and Division Personnel shall be charged against Division/School MOOE subject to the usual accounting and auditing rules and regulations.
9. For information, guidance and strict compliance.

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7/12/18
WINNIE E. BATOON, EdD
Officer in Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos

RELEASE
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Date: 13 JUL 2018 Time: 11:38

By: *fv*

Encls: none

References: Division Education Development Plan

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

SUBJECT CURRICULUM and OPERATIONS

HIMAMAT

BSD: Schedule for Himamat-Class Observations and Rolling Conference
July 12, 2018