



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 660

To : Asst. Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisor
School Heads
School Learning Area Coordinators
School Coordinators on Program Implementation
All Others Concerned

Subject : **QUARTERLY SCHEDULE OF MEETING FOR SCHOOL
LEARNING AREA COORDINATORS AND SEMESTRAL
SCHEDULE OF MEETING FOR SCHOOL PROGRAM
IMPLEMENTATION COORDINATORS**

Date : December 19, 2025

The Curriculum Implementation Division (CID) is committed to provide quality and equitable basic education for all enrolled learners in DepEd Digos City, ensuring that its Annual Implementation Plan, as part of the Division Education Development Plan (DEDP), becomes responsive to the needs of the field.

Along with the said goal, per supervision and evaluation results, the necessity to conduct quarterly meetings among school learning area coordinators and semestral meetings among school coordinators on program implementation forms part in achieving the said CID commitment.

The said meeting is aimed at providing school coordinators an avenue:

- a) for technical assistance purposes on areas for school improvement, be it in terms of program implementation, of proficiency level, of curriculum implementation focusing on teaching strategies, assessment, lesson planning, learning resources, classroom management, etc.;
- b) to constantly track school performance for appropriate actions; and
- c) for the conduct of mid-year and year-end program implementation review.



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

To ensure that there is no overlapping of meeting schedules, each learning area, as well as each program, is given a specific regular meeting slot as follows:

- a) Schedule of quarterly meeting for each learning area

Month: February, May, September, November

Day	1st Week	2nd Week	3rd Week	4th Week	Other Remarks
Thursday	English	Science	MAPEH	AralPan	Including Senior High School Learning Areas assigned to each Education Program Supervisor
		Kindergarten			
Friday	Math	Filipino	EPP/TLE/TVL	EsP	

- b) Schedule of semestral meeting for each program in the CID

b.1 March - Year-end Program Implementation Review (PIR) and Target Setting

b.2 October - Mid-year Program Implementation Review (PIR) and TA Provision

Day	1st Week	2nd Week	3rd Week	Other Remarks
Wednesday	SPA, SPS, SPFL	Literacy, IPED	ADM, Project EAGLE	ALS - Meet weekly thru "Weekly Usapan"
Thursday	STE, SPTVE, MEP	Numeracy, DLP	Guidance Program	
Friday	SNED, MGEP, Khan	JDVP, Campus Journ	LAC, Private Schools	

For any urgent or special meeting to conduct, another memorandum shall be served, through the focal person, for the purpose.

Learning area and program holders are expected to have created a "Group Chat" for their respective team of school coordinators for finality of meeting time and venue, and for other relevant concerns.

Travel/Meal expenses of division personnel and teacher-participants shall be charged to division and school MOOE or other local funds respectively subject to the usual accounting and auditing rules and regulations.

The teacher-participants shall adhere to the policy on "No Disruption of Classes" as per DepEd Order No. 9, s. 2005 entitled "Institutionalizing Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith". School heads are expected to make necessary arrangements ensuring that classes handled by involved teachers will be taken care of by other teachers.

For information, guidance and compliance.

DepEd Schools Division Office - Digos City

RECORDS

MELANIE F. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DATE: DEC 22 2025 TIME: 2:17 PM

BY: _____



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