



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

January 27, 2023

Division Memorandum
No. 069, 2023

**ADDITIONAL ASSIGNMENTS/RESPONSIBILITIES OF THE
PUBLIC SCHOOLS DISTRICT SUPERVISORS**

To: Assistant Schools Division Superintendents
Chiefs Education Supervisors, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Unit Heads / Department Heads
School Heads / Assistant School Principals
All others concerned


In addition to the prime duty of Public Schools District Supervisors (PSDS) as Instructional Supervisors; in the exigency of the service; and consistent with the provisions of RA 9155 particularly Chapter 1 Section 7 D (3), all PSDS are hereby tasked and directed to:

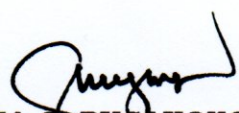
1. Check and review the class/teachers' programs and see to it that loads are evenly distributed among the teachers and to assure that all Master Teachers are assigned with advisory classes and full-load regular teaching load;
2. Recommend local designation and other co-curricular/extra-curricular assignments/coordinatorships of teaching and non-teaching personnel;
3. Monitor the implementation of the objects of expenditures of the School MOOE with respect to the school's approved Annual Procurement Plan (APP), SEF Special Education Fund, Utilization of GAD Fund, SC/PWD Fund, Donations/Solicitations, Canteen Fund, and other funds; and assure that Transparency Boards are accordingly updated;
4. Check and monitor on the attendance of teachers and countersign the DTR Daily Time Records of School Heads;
5. 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;

6. 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;
7. 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;
8. Provide technical assistance in the formulation of school plans (e.g. SIP, AIP and learning area plans, etc.) 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 a basis for budgeting and resourcing;
9. Monitor and evaluate the school's implementation of their plans and submit reports to the Schools Division Management Team to provide feedback;
10. Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives;
11. Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities;
12. 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;
13. Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permitting to operate renewal of operation, permit for recognition, GASTPE implementation, and accreditation;
14. Gather results 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;
15. Provide Technical Assistance to School Heads and Teacher in the conduct of action researches on curriculum implementation, needs, and issues, appropriate interventions for the assigned district as well as best practices and submit findings and recommendations for management action and policy formulation;
16. Assess the situation and analyze the needs of schools 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;
17. Coach the school head in implementing interventions related to curriculum implementation, instructional delivery and school governance and operations;
18. Prepare weekly supervisory plans and reports and all other required reports and submit monthly reports on the progress of the technical assistance being provided to the schools;
19. Oversee the implementation of the School-Based Feeding Program, coordinate the activities of the Health, Nutrition and Medical Team of the SDO and DRRM with respect to its services in the different schools of the district;
20. Check, review and validate the MOVs Means of Verification to support school heads' ratings, conduct Mid-Year Review of the OPCR of school heads and be present during their evaluation and rating process with their Official Raters and Approving Authorities;

21. Act as member of Division Committee to evaluate and screen Income Generating Projects (IGP); Community-Based Projects; Teacher-Made Modules, Innovative Projects, Strategic Intervention Materials/Instructional Devices and Materials and Worksheets (Proposals and Final Papers); and Articles written by teachers before its publication; and
22. Report to the Office of the Chief CID for twice a week – every Monday and one (1) day for the preparation of plans and checking of submitted reports of school heads or assist the CID Chief in the monitoring of different schools that needs technical assistance.

The above-listed duties and tasks however are non-permanent in nature and subject to recall or modification with respect to existing laws, DepEd Orders/Memos, Bulletin, Issuances and Letters or when necessity dictates as well as when the undersigned deems it fit.

APPROVED FOR TRANSMISSION:

ALVIN R. PURISIMA
ADMINISTRATIVE OFFICER V


LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent