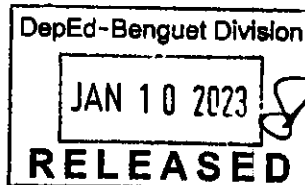




Republika ng Pilipinas
Kagawaran ng Edukasyon
Sangay ng mga Paaralan ng Benguet



10 January 2022

Division Memorandum
No. 09, s. 2023

To: Public Schools District Supervisors
School Heads of both Public Elementary and Secondary Schools
All Others Concerned

Submission of Monthly Instructional Supervisory Plan and Conduct of District LAC on MISP

1. Pursuant to DepEd's pursuit to quality education and to guide school heads in the performance of their roles as stated in DO 24, s. 2020 titled National Adoption and Implementation of the Philippine Professional Standards for School Heads, this office through the Curriculum Implementation Division requires that the submission of the Monthly Instructional Supervisory Plan for the ensuing month is ten days prior to the end of each month beginning this January 2023.
2. The earlier submission would facilitate the review of the plan prior to the approval by the approving authority.
3. Moreover, on the basis of observations noted during the review of MISPs submitted, there are different interpretations on how to accomplish the plan thus a district LAC to be facilitated by the Education Program Supervisor and the District Supervisor/ Coordinating principal concerned shall be conducted any day from January 13-23, 2023 to address the concern.
4. Participants to the District LAC are School Heads of both elementary and secondary schools.
5. Immediate and wide dissemination of this memorandum is desired.

fn:

GLORIA B. BUYA-AO

Schools Division Superintendent

CID/rag/fip/mc/dg

RIZALYN A. GUZNIAN, Ed.D.
Curriculum Implementation Division
Chief



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

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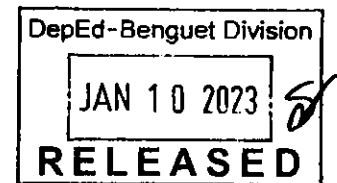


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

January 10, 2023

OFFICE MEMO 02 s. 2023

TO: **RIZALYN A. GUZNIAN, EdD**
Chief Education Supervisor, CID



DESIGNATION AS OFFICER-IN-CHARGE OF THE SCHOOLS DIVISION OFFICE OF BENGUET

1. In view of the absence of the undersigned and the Assistant Schools Division Superintendent, you are hereby designated as **Officer-in-Charge** of the Schools Division of Benguet for January 10, 2023.
As such, you shall discharge the following on top of your regular functions, to wit:
 - a. Coordinate activities in the Schools Division Office of Benguet and represent me when necessary.
 - b. Sign for and on behalf of the Schools Division Superintendent, including money matters except Appointments/Reassignments/Transfers.
 - c. See to it that the upkeep of the Office is well maintained and that all rules and regulations be always observed by all personnel and staff.
2. Please be guided accordingly.


GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/GBB/RSC



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
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