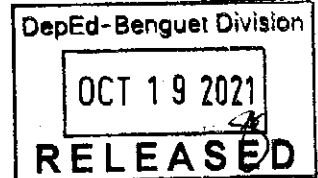




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



October 18, 2021

DIVISION MEMORANDUM

No. 408s.2021

**REITERATING THE ROLE OF PUBLIC SCHOOLS DISTRICT SUPERVISORS
AND COORDINATING PRINCIPALS**

**TO: OSDS Division
Curriculum Implementation Division
Schools Governance Division
Public Schools District Supervisors
School Heads
All Others Concerned**

1. Pursuant to DepED Order No. 025, s. 2020 or the National Adoption and Implementation of the Philippine Professional Standards for Supervisors, this Office reiterates the significant roles of Public Schools District Supervisors in their stations especially in the light of the current pandemic.
2. This reiteration comes with the Office's decision to require only a monthly physical presence of the PSDSs and Coordinating Principals at the Division Office. Hence, effective October 25, PSDSs and CPs shall report to their District Offices.
3. Moreover, physical presence at the DO shall only be every first Wednesday of the month relative to their participation to the Division Executive Committee Meeting. In special cases however, where their presence is urgently needed, the PSDSs and CPs are requested to comply.
4. Generally stated in DO 025, the primary role of supervisors is to create an enabling and supportive environment for effective learning by empowering school principals so that they could in turn create innovative and caring school climates where teachers productively execute their roles in supporting learners to reach their full potential.
5. In addition, DO 025 also reminds all Supervisors to continuously refine their competencies using well-defined strands and indicators collectively articulated in four Domains, stated as: Domain 1: Supporting curriculum management and implementation; Domain 2: Strengthening shared accountability; Domain 3: Fostering a culture of continuous improvement; and Domain 4: Developing self and others.



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6. Anchored on the foregoing CO directive, this guideline highlights specific expectations from the PSDSs and CPs of the 14 Districts while they may not be regularly reporting to the DO. Hence, the PSDSs and CPs shall:
 - a. Ensure that they are in their districts to lead the Flag Raising Ceremony every Monday or that they participate in the Municipal FRC as required, in order to sustain a strong collaboration with their Municipal counterparts.
 - b. Efficiently monitor schools and community learning centers within their jurisdiction to assess specific and actual needs.
 - c. Provide technical assistance as appropriate depending on the needs of schools and community learning centers.
 - d. Ensure that schools and CLCs are properly informed of relevant issuances or communication from the DepED CO, RO, and SDO.
 - e. Guarantee accurate, comprehensive, and timely reporting of needed data, reports, and documents to the SDO. Reports may be submitted online through email at benquet@deped.gov.ph
 - f. Reflect actual activities in workweek plans and weekly accomplishment reports to be submitted weekly to the SDO through the Office of the Schools Division Superintendent through the same E-mail address stated in paragraph 6.e.
7. In connection, Division EPSs assigned as Guardians of specific Districts shall supervise and monitor compliance of the PSDSs and CPs with task expectations and provide technical assistance as needed. Please devise a monitoring tool in this regard.
8. In view of this arrangement, it is requested that the current District Heads' Office be transferred to the former canteen area. Hence, the Division LRMS and AMS are required to facilitate delivery of the modules stored at the canteen area to immediately accommodate said District Heads' Office.
9. Immediate dissemination of and compliance with this Memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent