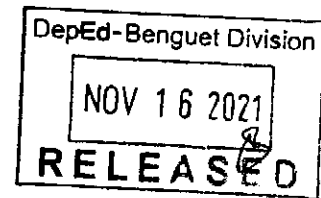




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



November 15, 2021

DIVISION MEMORANDUM

No. 404s.2021

ROLES OF SCHOOL HEADS IN THEIR CLUSTER SCHOOLS

**TO: Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
All Public Elementary and Secondary Schools
All Others Concerned**

1. To clarify the functions of the School Heads, the roles of the Cluster Heads are as follows:
 - a. Conduct Instructional Supervision,
 - b. Implement the Results-based Performance Management System (RPMS) Cycle,
 - c. Mentor / coach Teacher-In-Charge (TICs) on School Based Management (SBM) Implementation, and
 - d. Sign Form 48 and the Individual Daily Log Accomplishment Report (IDLARs) of TICs.
2. Immediate dissemination of and compliance with this Memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent

OSDS/GBB/cfm/smlc

