



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

December 19, 2024

DIVISION MEMORANDUM

No. 299, s. 2024

**DIVISION INSTRUCTIONAL MONITORING SCHEME AND
ASSIGNMENT OF EDUCATION PROGRAM SUPERVISORS**

TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisor
Public Schools District Supervisors/OIC-PSDSs
Elementary and Secondary Schools Heads
All Others Concerned

1. This Memorandum outlines the schedule of Education Program Supervisors (EPS) in relation to district monitoring and reporting requirements, considering the need for continuous monitoring and support for the implementation of curriculum-related programs.
2. Education Program Supervisors (EPS) shall have no specific area of monitoring. Instead, they will be assigned to specific districts on a monthly rotation, as their expertise is needed to effectively monitor and provide support for the implementation program on curriculum improvement.
3. The EPS shall prioritize monitoring and providing support to “last mile schools” within their assigned district. These visits shall be conducted from Tuesday to Friday to ensuring that all necessary interventions to improve the curriculum are provided to strengthen curriculum implementation and extend technical assistance. Hence, they shall report to Division (SDO-CID) every Monday to attend the regular flag-raising ceremony and to sign for relevant concerns, attend any administrative tasks, and address urgent matters that require immediate attention as necessary.



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4. This scheme ensures that Education Program Supervisors and Public Schools District Supervisors can efficiently carry out fieldwork and office-based responsibilities. This innovation for monitoring also articulates the Key Result Areas in the Curriculum Implementation Division. It strengthens coordination and partnership among the school heads for a more focused instructional supervision, monitoring, evaluation, and provision of technical assistance.

5. As subject area specialists, the **Education Program Supervisors shall consolidate and interpret data/results** on how far the actual skills of the learner's vis-a-vis with the expected skills for the grade level have been achieved. This initiative is meant to address learning gaps that would help early-grade learners progress better through the implementation of evidence-based programs and interventions and in preparation for the conduct of the Program for International Student Assessment (PISA).

6. Travel expenses relative to this activity shall be charged against the division local funds/MOOE, while per diem allowances will be granted in accordance with the current guidelines, subject to usual accounting and auditing rules and regulations.

7. Widest dissemination of and compliance with this Memorandum are enjoined.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Enclosure to Division Memorandum No. ____ s, 2024
Assigned District as of January 2025

Education Program Supervisor	District Assignment
1. Sharon Vito	Donsol W
2. Gilbert Apostol	Pilar 1
3. Owen Castilla	Castilla E
4. Alvin Rosare	Casiguran
5. Jerry Firmanes	Magallanes South
6. Maricel Dineros	Juban
7. Michelle Guadamor	Bulan 3
8. Rodel Pancho	Barcelona
9. Remus Zuniga	Bulan 1
10. Johny So	ALS- 1 st Congressional District
11. Nicanor Bailon	ALS- 2 nd Congressional District
12. Marianne Arines	Prieto Diaz
13. Leonisa Enolva	Sta Magdalena
14. Johnberk Evasco	Irosin
15. Eutequio Arias II	Donsol E

