



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**10 JUNE 2021**

Division MEMORANDUM  
 No. 263, s. 2021

**Division Policy Guidelines Anchored on M & E Findings and MANCOM Agreements**

To: All Education Program Supervisors/Coordinators  
 All Public Schools District Supervisors/In Charge  
 All School Heads  
 This Division

1. The M&E activities conducted regularly identify the strengths and the development areas in the Curriculum and School Operations. It is a continuing process which seeks to identify effective and efficient ways of BE-LCP implementation.
2. The following are some of the Concerns, Issues, Gaps and Problems (CIGPs) discussed during the Division MANCOM Conference on May 18, 2021, The proposed resolutions were taken into agreements and will form part of the policies to be instituted by this Division.

CIGPs	DIVISION POLICY
<p><b>1.SHS Program</b> lacks specialized teachers to handle specialized subjects. They also lack tools to be used during the Work Immersion and Parent's Consent.</p>	<p>In schools where these inconsistencies are existing, School Heads shall recommend to Top Management the need for specialized teachers, include in the school budget the procurement of the needed WI tools, the payment for insurance of learners on Work Immersion and the strict requirement of the Parent's Consent.</p> <p>Top Management should exhaust efforts to hire TVL-specialized teachers in line with the offerings.</p> <p>All schools must endeavor to have <b>"IN-SCHOOL SCHEME FOR WORK IMMERSION"</b>,</p>



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	<p>since it is cost-effective and the teachers will be able to track the daily application of the desired learning competencies rather than going to outside industry establishments which entails additional budget for fare, board &amp; lodging and time-on-task is not maximized. However, after this pandemic off site immersion should be considered to give learners an opportunity to experience a real workplace.</p>
<p><b>2.HRGP is still a work in progress.</b></p> <p>Teachers are still learning and adjusting on the new implementing guidelines. Across all Grade levels, this program must be implemented.</p>	<p>In schools where there are inconsistencies in the implementation of HRGP, School Heads must check that HRGP checklist must be attached in the Report Card of the learners. As per guidelines, the entries must be discussed with the parents or guardian during the distribution of cards.</p>
<p><b>3. Teachers need to be guided more on their conduct of appropriate interventions based on the ILIMPs of their learners.</b></p>	<ul style="list-style-type: none"> <li>• Teachers have to analyze the assessment results which will be the basis for interventions.</li> <li>• Teacher's tracking of learner's progress documents must be checked by School Heads regularly</li> <li>• The Division Testing Coordinator is establishing a system in gathering Quality Learners Proficiency Level and all other data relative to assessment of learning, so District and schools must also establish their Quarterly system of gathering learning results data for readiness in the SMEA, DISMEA, DMEA, RMEA and even to DepEd CO.</li> </ul>



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<p><b>4.School Heads and Public Schools District Supervisors have no files of DepEd issuances, Orders, Implementing Guidelines, etc.</b></p>	<ul style="list-style-type: none"> <li>• Compile DepEd issuances on BE-LCP implementation, Interim Guidelines on Assessment and School Calendar of Activities must be a “must-have” for all District Offices, Principals’ Office and even teachers.</li> </ul>
<p><b>5.The way the objectives are stated in the IS Plan seems like activities. The TA Plan does not reflect the KPIs of access, quality and governance needing interventions. The LAC Plan which is also a form of Technical Assistance is not able to respond to a need.</b></p>	<p>PSDSs are the signatories in these documents. They must check the congruency of the objectives and activities of the IS Plan to the KRA of school heads. TA Plan should indicate the KPIs to align with CDTAP, DMEA &amp; RMEA. LAC Plan should be based on the standards under DO 35, 2016</p>
<p><b>6.Observation Notes of School Heads during CO are not properly written and properly stated.</b></p>	<ul style="list-style-type: none"> <li>• PSDS shall guide and monitor school heads in accomplishing properly these documents especially that these are to be communicated to the teachers during the post-conference.</li> </ul>
<p><b>7.On the Template for Technical Assistance on Instructional Supervision.</b></p>	<p>The Performance Monitoring and Coaching Form (PMCF) is the unified and official template for provision of TA by EPS, PSDS and School Heads.</p> <p>This template must be accomplished by all EPS, PSDS and school heads when Monitoring and Evaluation activities are conducted. It must be duly signed by both the TA giver and the TA recipient.</p>
<p><b>8.Failure to accomplish and submit the Transparency Monitoring Template</b></p>	<p>This Transparency Monitoring Template shall be used by the School Heads upon accomplishment of MOOE liquidation and shall be monitored by the PSDS’s and bookkeepers. Compliance to this shall be reported every quarter.</p>



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<p><b>9. Twenty -five out of 35 districts reported that majority of their school heads failed to communicate their MOOE expenditures to the internal and external stakeholders.</b></p>	<ul style="list-style-type: none"> <li>Ensuring and communicating regularly to internal and external stakeholders that the school MOOE and other funds are judiciously spent shall be included in the IPCRF of the school heads.</li> </ul>
<p><b>Admin Concerns</b>  <b>10. There are teachers who do not log-in and log-out in the Logbook.</b> School Heads are also not checking the Logbook every day.</p>	<ul style="list-style-type: none"> <li>In schools where these inconsistencies exist, School Heads should model punctuality and if possible the first to arrive in the school. He/she should close the Logbook by reflecting a red line with his/her signature at 8:00 a.m. Those under the red line are considered late, while those who cannot sign are absent.</li> </ul>
<p><b>11. Directory of Officials posted are no longer relevant.</b></p>	<ul style="list-style-type: none"> <li>Updating of names of officials shall be done as soon as there are changes of officials. This shall be monitored too and districts with 100% compliance will be given incentives.</li> </ul>

- The Chiefs of the CID and SGOD shall monitor the implementation of these agreements and report the same to the top management.
- For compliance.

**JOSITA B. CARMEN, CESO V**  
 Schools Division Superintendent

Encl.: As stated  
 Reference: None

To be indicated in the Perpetual Index  
 under the following subjects:

RECOMMENDATIONS                      AGREEMENTS                      MANCOM  
 CONFERENCE

CAC//DM-RECOMMENDATIONS DERIVED FROM M&E FINDINGS AND MADE INTO  
 AGREEMENTS DURING THE  
 MANCOM CONFERENCE  
263 /JUNE 2, 2021



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