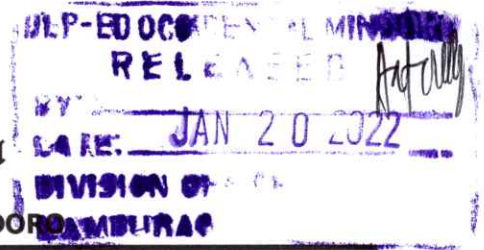




Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

January 17, 2022

DIVISION MEMORANDUM
No. 000024 s. 2022

**PUBLIC SCHOOLS DISTRICT SUPERVISORS' ASSIGNMENT ORDER
AND JOB DESCRIPTION**

TO : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. With the enactment of RA 9155 or the Governance of Basic Education Act of 2001 and the issuance of its Implementing Rules and Regulations, the functions of the Public Schools District Supervisors (PSDS) have been spelled out. There are also issues related to their administrative relationship with school heads. Moreover, the DepED Rationalization Program calls for ensuring the optimal utilization of all personnel in the education organization and focusing their roles towards the attainment of improved educational outcomes.

2. Per Job Summary stated in the DepED Rationalization Program and per agreement in a meeting held last January 6, 2022 at the Office of the Schools Division Superintendent, Public Schools District Supervisors shall provide elementary schools and learning centers in a district with relevant and timely service through

- the conduct of instructional supervision
- provision of technical assistance in school management and curriculum implementation
- establishing a conducive physical environment for learners and school workers
- sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education.

While Education Program Supervisors shall provide elementary and secondary schools the following:

- technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality
- technical assistance to the schools in curriculum implementation, instructional supervision and learning materials development and quality assurance

3. In this regard, this Office announces the assignment of Public Schools District Supervisors, to wit,:

NAME	DISTRICT ASSIGNMENT
Dr. Emmanuel B. Flores	Abra de Ilog and Paluan Districts
Ms. Evelyn C. Barrientos	Looc and Lubang Districts
Dr. Rosalie T. Reginio	Sta. Cruz District Mamburao District- Overseer
Dr. Marilyn S. Pille	Sablayan North and South Districts
Ms. Ma. Nona T. Feliciano	Calintaan District
Dr. Cecil V. Jose	Rizal District
Ms. Menia P. Gamboa	San Jose East and West Districts
Mr. Joel B. Bercasio	San Jose North District
Mr. Manuel T. Padilla	San Jose South District
Dr. Ferdinand J. Gotoy	Magsaysay District

4. Item 3.c. of DepED Order No. 24, s. 2005 states that, ***"Districts where the schools are within 30 minutes travel to the division office shall not be assigned a district supervisor."*** Since schools in Mamburao District are within 30 minutes travel to the division office, whoever will be assigned at Mamburao District shall act as an overseer of the said district and shall report to the Curriculum Implementation Division, this Office.

5. Key Result Areas, Duties and Responsibilities of Public Schools District Supervisors are found in Enclosure No. 1 to this memorandum.

6. This Public Schools District Supervisors' Assignment Order shall take effect immediately.

7. For information and strict compliance.



LYNN G. MENDOZA
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Div. Superintendent


CID



☒ Brgy. Payompon, Mamburao, Occidental Mindoro

☎ 0906-550-1840/0929-630-1538

▪ occidental.mindoro@deped.gov.ph

		JOB DESCRIPTION		JD No. _____	Revision Code: 00
Department of Education		Public School District Supervisor		Salary Grade	22
Position Title				Governance Level	School Division Office
Parentetical Title				Unit/Division	Curriculum Implementation Division
Office/Bureau/Service				Effectivity Date	
Reports to					
Positions Supervised					
JOB SUMMARY					
<p>To provide schools and learning centers in a district with relevant and timely service through</p> <ul style="list-style-type: none"> • the conduct of instructional supervision • provision of technical assistance in school management and curriculum implementation • establishing a conducive physical environment for learners and school workers • sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education. 					
QUALIFICATION STANDARDS					
A. CSC Prescribed Qualifications					
Education	Masters degree in education or its equivalent				
Experience	2 years as Elementary School Principal III 4 years as Elementary School Principal II				
Eligibility	PBET (recommend by Usec Bacani and approved June 19, 1996 by CSC Director Acebedo)				
Trainings	16 hours of relevant training				
B. Preferred Qualifications					
Education					
Experience					
Eligibility					
Trainings					

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
INSTRUCTIONAL SUPERVISION	<ol style="list-style-type: none"> 1. Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices. 2. Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery. 3. Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education
TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT	<ol style="list-style-type: none"> 1. Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing, 2. Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback 3. Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives. 4. Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities. 5. Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.
MONITORING AND EVALUATION	<ol style="list-style-type: none"> 1. Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M & E and transparency tools. 2. Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance. 3. Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation
CURRICULUM DEVELOPMENT, ENRICHMENT, and LOCALIZATION	<ol style="list-style-type: none"> 1. Conduct monitoring and evaluation of the school's implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.

KEY RESULT AREAS/	DUTIES AND RESPONSIBILITIES
LEARNING OUTCOMES ASSESSMENT	<ol style="list-style-type: none"> 1. Gather result of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap. 2. Draft policy recommendations related to improving learning outcome based on findings from studies and reports.
RESEARCH	<ol style="list-style-type: none"> 1. Conduct action research on curriculum implementation, needs and issues, appropriate interventions for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.
TECHNICAL ASSISTANCE	<ol style="list-style-type: none"> 1. Assesses the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions 2. Coordinate with the EPS concerned to arrive at a technical assistance plan for each district.. 3. Coach the school head in implementing interventions related to curriculum implementation t and instructional delivery. 4. Prepares and submits periodic reports on the progress of the technical assistance being provided to the schools 5. Prepares and submits reports on the results of technical assistance and corresponding policy recommendations for management's consideration.