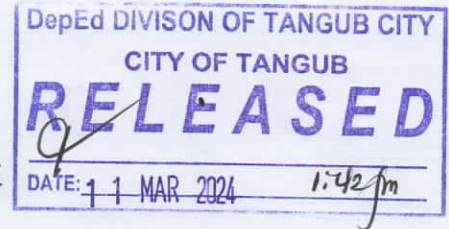




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



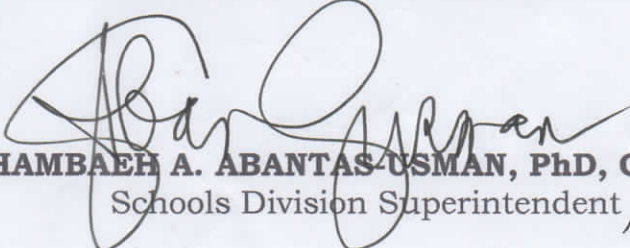
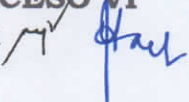
March 7, 2024

DIVISION MEMORANDUM
No. 92, s. 2024

SCHEDULE OF INSTRUCTIONAL SUPERVISION

To: Assistant Schools Division Superintendent (ASDS)
Chief Education Program Supervisors (CID & SGOD)
Education Program Supervisors
Public Schools District In-Charge (PSDICs)
All Others Concerned

1. As regards instructional supervision and monitoring of program implementation in schools, this Office directs all instructional leaders and division monitors to conduct the activity every Tuesday, Wednesday, and Thursday of the week. Monday and Friday shall be used for functional office meetings, completion of reports, and preparation of documents which are necessary in the assigned programs.
2. The conduct of the formative assessment every Monday, and the review for the National Achievement Test (NAT) on a Friday shall be taken care of by the school heads.
3. Should there be urgent concerns from the schools during Monday and or Friday, the division monitor shall use the Locator Slip to make it official, signed and approved by the Head of Office.
4. This Office directs the immediate and wide dissemination of this Memorandum.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent 

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

POLICY MONITORING
SAU/CID/radj



Address: Anecito Siete St. Mantic, Tangub City
Telephone: (088) 530 - 5988