



Republic of the Philippines

Department of Education

REGION IX, ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

3 July 2025

DIVISION MEMORANDUM

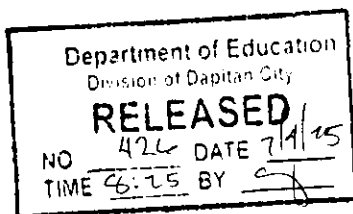
No. 426 s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 241, S. 2025**

**(Re: Guidelines in the Conduct of School Monitoring, and Clinical Supervision and Provision of Technical Assistance)**

**TO:** Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance & Operations Division  
Education Program Supervisors  
Public Schools District Supervisors/Principals Incharge of the District  
Public Elementary and Secondary Schools Heads  
All Others Concerned

1. This addendum is issued to provide clarification on the assignment focus of Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS) and Principals Incharge of the District (PICD) in the conduct of school monitoring and clinical supervision and provision of technical assistance.
2. Paragraph 4.2 of the original memorandum is hereby amended to read: *"The Education Program Supervisors (EPS) shall focus on the conduct of activities and provision of technical assistance in all Elementary and Secondary schools particularly in supporting teachers and school heads in curriculum implementation and instructional improvement. Public schools District Supervisors and Principals Incharge of the District shall prioritize schools within the assigned schools district in need of intensive technical assistance, especially those showing performance gaps or requiring support in instructional delivery and school management"*.
3. All other provision of the original Memorandum shall remain in effect unless otherwise modified in this addendum.
4. This addendum shall take effect immediately upon its issuance.
5. For any queries, please contact the Chief, Office of the Curriculum Implementation Division, Schools Division Office of Dapitan City, Dawo, Dapitan City.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.



**JAY S. MONTEALPO, EdD, JD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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