



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

3 July 2025


DIVISION MEMORANDUM
OSDS – 2025- 428

**REPORTING STATION OF PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS)
AND PRINCIPALS INCHARGE OF THE DISTRICT (PICD)**

TO:

Public Schools District Supervisors
Principals Incharge of the District
All Others Concerned

1. To ensure the full implementation of the K to 12 Program, Inclusive Program, Special Curricular Program and other SDO Program, this office announces the reporting station of the Public Schools District Supervisors and Principals Incharge of the District (PICD) effective July 7, 2025.
2. PSDSs are assigned to report to the Division Office everyday, (*Monday to Friday*), specifically to the Office of the Curriculum Implementation Division as part of their duties. They are responsible for managing, coordinating and monitoring activities within their assigned schools district and submitting reports to the Division Office.
3. The frequency of reporting of PICDs to the Division Office is every Monday and Friday. Every Tuesday, Wednesday and Thursday, they are assigned to report to the Central School of their assigned district.
4. Division Memorandum No. 241, s. 2025 titled "Guidelines in the Conduct of School Monitoring, and Clinical Supervision and Provision of Technical Assistance" shall serve as guide of the PSDSs and PICDs in the conduct of school monitoring and supervision.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


JAY S. MONTEALTO, EDD, JD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

