



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

Office of the Schools Division Superintendent

23 April 2025

DIVISION MEMORANDUM

No. 241, s. 2025

**GUIDELINES IN THE CONDUCT OF SCHOOL MONITORING, AND CLINICAL
SUPERVISION AND PROVISION OF TECHNICAL ASSISTANCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Principals-In-Charge of the District
All Others Concerned

1. Pursuant to Republic Act No. 10533, otherwise known as the Enhanced Basic Education Act of 2013, and in line with the provisions of DepEd Order No. 29, s. 2022, which establishes the Basic Education Monitoring and Evaluation Framework (BEMEF), all DepEd operating units are mandated to regularly conduct monitoring activities and process evaluations.
2. In this connection, the Curriculum Implementation Division of the Schools Division of Dapitan City issues the guidelines in the conduct of school monitoring, and clinical supervision and provision of technical assistance effective immediately.
3. The following are the objectives:
 - a. Ensure the effective implementation of the K to 12 Basic Education Curriculum by regularly monitoring and evaluating the delivery, relevance, and impact of programs, projects, and interventions in schools.
 - b. Promote evidence-based decision-making and continuous improvement by systematically collecting, analyzing, and utilizing data to inform planning, policy formulation, and resource allocation.



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





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

- c. Strengthen accountability and alignment with national education standards by institutionalizing transparent monitoring and evaluation practices that address learner needs and enhance teaching and learning outcomes.
4. The following schedule shall be observed by all Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS), and Principals-In-Charge of Districts:
- 4.1 Monitoring Schedule
- Mondays, Wednesdays, and Fridays – All EPS, PSDS, and Principals-In-Charge are required to conduct school monitoring, provide technical assistance, and engage in classroom observations based on their assigned areas.
 - Tuesdays and Thursdays – All EPS and PSDS shall report to the Division Office to prepare and submit weekly and monthly accomplishment reports, along with any other required documentation related to their assigned duties and deliverables. These reports shall be submitted directly to the Chief Education Supervisor of the Curriculum Implementation Division (CID).
- 4.2 Assignment Focus
- Education Program Supervisors shall prioritize the conduct activities and provision of technical assistance in secondary schools and central schools, particularly in supporting teachers and school heads in curriculum implementation and instructional improvement.
 - Public Schools District Supervisors and Principal In-charge of the District shall prioritize schools in need of intensive technical assistance, especially those showing performance gaps or requiring support in instructional delivery and school management.
- 4.3 Team-Based Implementation
- All monitoring and supervision activities shall be conducted as a team to foster collaborative learning and shared responsibility.

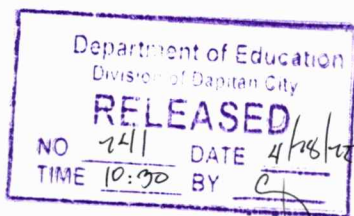




Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

- Personnel are advised to bring their own provisions, including meals and transportation needs, during field visits and monitoring schedules.
- 4.4 Education Program Supervisors, Public Schools District Supervisors, and Principals-in-Charge of the Districts are required to submit the following documents to the Chief Education Supervisor of the Curriculum Implementation Division:
1. Instructional Supervisory Plans/ Technical Assistance Plan (one week before the succeeding month)
 2. Instructional Supervisory Reports (end of the month)
 3. Five (5) ZAMPENTAM reports
 4. Ten (10) Technical Assistance reports, including PMCFs, per month.
5. All concerned personnel are expected to comply strictly with this schedule and its corresponding responsibilities. Monitoring and reporting compliance shall be tracked and evaluated by the Curriculum Implementation Division for quality assurance and alignment with national and division goals.
6. This Memorandum takes immediate effect upon issuance and remains enforceable until otherwise amended or revoked.
7. Wide dissemination of and strict compliance with this Memorandum is hereby directed.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity

