



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

FEB 22 2022

MEMORANDUM

NEW SCHOOL ASSIGNMENTS OF PUBLIC SCHOOLS DISTRICT SUPERVISORS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals/OICs
All Others Concerned

1. In view of the retirement of two Public Schools District Supervisors (PSDSs), this office is releasing the new school assignments of the remaining PSDSs effective March 2, 2022 (see enclosure).
2. To set expectations and define their scope of work, their job description is also attached.
3. School heads are expected to extend full support to their respective PSDSs.
4. For information and guidance of all concerned.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the **Perpetual Index**
Under the following subjects

ASSIGNMENT

SUPERVISION

JBE/ DM- New School Assignments of Public Schools District Supervisors
075 / February 22, 2022



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0822029

**PROPOSED PSDS SCHOOL ASSIGNMENT
FOR SY 2021-2022**

NAME OF PSDS	NAME OF SCHOOL	SCHOOL HEAD
1. Mrs. Alyssa V. Aventurado	Muntinlupa ES	Dr. Ma. Aurora S. Bartolaba
	Tunasan ES	Ms. Jennifer S. Joson
	Poblacion ES	Dr. Raul T. Felix
	Poblacion NHS	Mr. David T. Libao
2. Mrs. Clarissa C. Avila	Muntinlupa NHS	Dr. Antonio B. Rocha
	Tunasan NHS	Dr. Ador B. Querubin
3. Dr. Ma. Theresa C. Dela Rosa	Alabang ES	Dr. Shella C. Navarro
	Bayanan ES-Main	Mr. Edizer S. Laqueo
	Bayanan ES-U1	Dr. Buena C. Dela Cruz
4. Mr. Mark Joseph C. Hernandez	Bagong Silang ES	Mrs. Eden G. Cado
	Sucat ES-Main	Dr. Jane Mae C. Valbuena
	Sucat ES-Zone 3	Dr. Jaime G. Bautista
	Sucat ES-Zone 4	Ms. Alma O. Bituin
5. Jay Boy E. Evano	Buli ES	Mr. Hilario G. Canasa
	Victoria Homes ES	Ms. Ma. Hazel B. Hernandez
	Muntinlupa Science HS	Dr. Florante C. Marmeto
	Cupang SHS	Ms. Jinky DC Santos
6. Dr. Yaledegler C. Maligaya	Lakeview Integrated School	Dr. Rosendo E. Sangalang
	Putatan ES	Mr. Felipe W. Marapo
	Soldiers' Hills ES	Ms. Noemi V. Zarate
	Cupang ES Main	Ms. Rhodora V. Mandap
7. Mr. Wilson F. Pascual	Pedro E. Diaz High School	Ms. Eden B. Binaday
	MBHS Main	Ms. Vilma S. Vilorio
	MBHS-SA	Mrs. Rochelle S. Jimenez
8. Ms. Ada Trinidad A. Tagle	Cupang ES Annex	Ms. Marie Ann R. Esmeria
	Filinvest Alabang ES	Ms. Olivia G. Elloso
	F.De Mesa ES	Mr. Reynaldo O. Comisario
	Itaas ES	Dr. Antonio C. Gagala

Submitted by:


MADELINE ANN L. DIAZ
CID Chief

Approved:


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

SIGN HERE



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Job Description of Public School District Supervisor:

To provide schools and learning centers in a district with relevant and timely service through

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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
INSTRUCTIONAL SUPERVISION	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



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TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT	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	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	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.



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
LEARNING OUTCOMES ASSESSMENT	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	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	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 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.



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