



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 23 2026

MEMORANDUM

DESIGNATION OF PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS) AS LEADERSHIP PARTNERS TO EDUCATION PROGRAM SUPERVISORS (EPS) AND FUNCTIONAL DELINEATION PROTOCOLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors and Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To accelerate the achievement of learning outcomes and ensure the efficient implementation of various educational programs, this Office establishes a **Partners in Leadership** framework. This strategy pairs the content expertise of Education Program Supervisors (EPS) with the administrative oversight of Public Schools District Supervisors (PSDS). This partnership is designed to ensure that curriculum standards are not only set but are effectively operationalized at the school level.

2. The following pairings are hereby designated. The Partner PSDS shall assist the EPS in the localized implementation of learning area programs and "add-on" advocacies.

Learning Area/Add-On Focus	Education Program Supervisor (EPS)	Partner Public Schools District Supervisor (PSDS)
English	Dr. Mam Carmen D. Solayao	Dr. Meniano D. Eborá
Mathematics	Ms. Emalyn M. Ballonado	Dr. Jhemson C. Elis
Science	Dr. Arminda S. Oblinada	Ms. Clarisa C. Avila
Filipino	Dr. John Albert B. Colle	Dr. Ma. Myra E. Namit
AP	Ms. Mariel Eugene H. Luna	Dr. Eric F. Fungo
MAPEH	Mr. Edison C. Enerlas	Dr. Evangeline M. Aman
TLE	Dr. Leonaida L. Gutierrez	Dr. Jaime G. Bautista
Values Education/SNED	Dr. Liliosa B. Palce	Dr. Ada Trinidad A. Tagle - SNED
ALS	Dr. Marissa M. Andanza	Dr. Meniano D. Eborá
Kindergarten		Dr. Ma. Theresa C. Dela Rosa
MADRASAH		Dr. Yaledeglair C. Maligaya

Handwritten initials

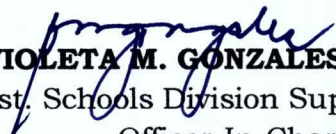


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3. To prevent overlapping of duties and ensure organizational clarity, both parties shall adhere to the following functional boundaries:

Area of Responsibility	Education Program Supervisor	Public Schools District Supervisor
Primary Domain	Curriculum and Instruction	Governance and Operations
Mandate	Quality assurance of subject-area standards and pedagogical delivery	Quality assurance of school operation and administrative compliance
Supervisory Focus	Focuses on Teachers – lesson plans, teaching strategies, learner assessment	Focuses on School Heads – school management, SIP/AIP, fiscal accountability
Technical Assistance	Provides TA on subject-specific interventions and instructional innovations	Provides TA on school leadership, community links and resource mobilization
Program Implementation	Designs the “What” and “How” of the learning area curriculum	Manages the “When” and “Who” regarding division-wide scheduling and logistic

4. The following are operational protocols for strict adherence:
- **Collaborative Planning:** The EPS and Partner PSDS must conduct monthly consultative meetings to align subject-area goals with the division’s situational needs.
 - **Unified Feedback:** During school monitoring, the EPS shall address classroom instruction concerns, while the PSDS shall address the school environment and resource gaps that hinder such instruction.
 - **Communication Flow:** All subject-specific memoranda issued by the EPS must be coordinated with the Partner PSDS to ensure division-level feasibility.
5. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES, CESOVI
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl: none
 References: as stated
 To be indicated in the Perpetual Index
 under the following subjects
 PPSS SCHOOLS

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