



DIVISION MEMORANDUM

No. 201 s. 2019

TO: All PSDS/DICs
All Elementary and Secondary School Heads
Division Personnel Concerned
This Division

FROM: **MARILOU B. DEDUMO, Ph.D., CESO V**
Schools Division Superintendent

SUBJECT: **INSTRUCTIONAL SUPERVISION (IS) DIRECTION SETTING WORKSHOP**

DATE: April 24, 2019

1. There will be a DIVISION INSTRUCTIONAL SUPERVISION (IS) DIRECTION SETTING WORKSHOP on May 28-30, 2019 at the following venues and dates:

May 28, 2019	-	Cluster 3 (Barobo-Lingig)	- Hinatuan Mun. Gym
May 29, 2019	-	Cluster 2 (Tago-Lianga)	- Aras-asan Gym
May 30, 2019	-	Cluster 1 (Carrascal-Cortes)	- Madrid NHS Gym

2. The convergence aims to:
 - a. revisit existing DepEd Orders and Memorandums concerning duties and functions of the School Heads
 - b. set common understanding on the implementation of the RPMS of teachers and School Heads
 - c. gather work-shop outputs
 - d. discuss matters in preparation for the opening of SY 2019-2020.
3. Lunch and snacks are chargeable against HRTD funds (for Division Personnel) and School MOOE (for School Heads). Workshop supplies and materials are chargeable against the Division MOOE subject to the usual COA rules and regulations. A registration fee of P350.00 to cover 1 lunch and 2 snacks shall be collected from each School Head.
4. Participants are all the Elementary and Secondary School Heads, EPS, SEPS, PSDS, Chiefs of Division/Sections, STRICTLY, NO PROXY ALLOWED.
5. Wide dissemination of this memorandum is desired