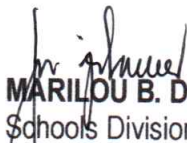




Division Memorandum  
No. 344, s. 2019

TO: All Education Program Supervisor (EPS) & Coordinators

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

SUBJECT: **INSTRUCTIONAL MANAGEMENT ACTIVITY – MONITORING OF DISTRICT SCHOOLS**

DATE: August 6, 2019

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1. As a corrective action to our failure to meet the required number of Instructional Supervision, you are to monitor District Schools and perform instructional management task on August 8-9, 2019.
  2. Please find your assignment in the attached Memo. No, 345 s. 2019.
  3. Travel expenses and per diems-are chargeable against Division Local funds subject to the usual accounting and auditing rules and regulations.
  4. Submit report immediately to the IMS Manager for consolidation and feedback/findings for the Chief and Management's action.
  5. For your compliance.

*cid/casa*

References: \_\_\_\_\_

To be indicated in the Perpetual Index  
under the following subjects

INSTRUCTIONAL MANAGEMENT  
ACTIVITY

MONITORING

DIVISION MEMORANDUM