



DIVISION MEMORANDUM

No. 251 S. 2019

TO: All Curriculum Implementation Division-Education Program Supervisor & Coordinators  
All Curriculum Implementation Division Public Schools District Supervisors/District In-Charges

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

SUBJECT: **CORRECTIVE ACTION REQUEST (CAR) ISSUED DURING THE ISO INTERNAL AUDIT FOR NON-CONFORMANCE (NC) – NON-FULLFILLMENT OF A REQUIREMENT (MOST LIKELY TO RESULT IN THE FAILURE OF THE MANAGEMENT TO ASSURE CONTROLLED PROCESSES OR COMPLIANT SERVICES)**

DATE: August 7, 2019

1. This has reference to the ISO Internal Audit Findings where CID was issued a Corrective Action Request (CAR) on the above-stated subject.
2. CID's Non-Conformance (NC) refers to the Instructional Supervisors' limited number of schools supervised since there's not enough evidence of Classroom Observation Tool (COT) which is an evaluation of the school's implementation of the curriculum.
3. As an offshoot of this Internal Audit Findings, all CID-EPS, PSDS/DICs and Coordinators are required to cope with their Instructional Management and Instructional Supervision targets viz-a vis the IPCR targets.
4. The policy on the two-day office and three-day school supervision shall be strictly followed. This will also apply to all PSDS/DICs. Mondays and Fridays are Office –days while Tuesdays-Thursdays are school monitoring days.
5. Division Coordinators not handling Instructional Management of Subject Areas are also tasked to monitor and evaluate their special curricular programs, projects and activities which are contributory to Learning Outcomes.
6. All accomplished Instructional Management, Instructional Supervision and special curricular programs activities shall be reported in the Monthly Journal of Accomplishments attached to the monthly DTR while all other MOVs shall be attached in the Quarterly DMEA Reports.
7. Please be guided accordingly.

cid/c.casa

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

To be indicated in the Perpetual Index  
under the following subjects

CORRECTIVE ACTION REQUEST	CIDs NON-CONFORMANCE	POLICY
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