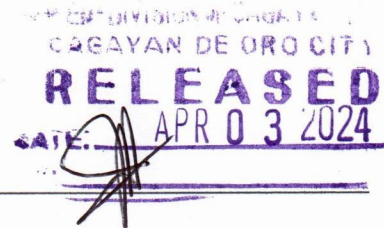




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

02 APRIL 2024

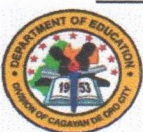
DIVISION MEMORANDUM
No. 240 2024

INTENSIVE MONITORING FOR THE 4TH QUARTER

To: Assistant Schools Division Superintendent
CTD Chief
Public Schools District Supervisors
Education Program Supervisors
Program Holders
This Division

1. As we prepare for the last quarter of SY 2023-2024, it is imperative that we intensify our monitoring efforts to ensure the successful culmination of our educational programs and initiatives. Hence, the following areas shall be focused:

- a. **Instructional Supervision.** Prioritize conduct of instructional supervision during this critical period. Provide constructive feedback to teachers, and collaborate with school administrators to enhance the quality of instruction and learning experiences for students during classroom observations.
- b. **National Achievement Test (NAT) for Grade 6 and ELLNA for Grade 3:** Ensure proper test administration, monitoring, and identify areas for improvement.
- c. **Initial Inspection of Year-End Reports:** Check the accuracy and completeness of the learners' school forms; update status of BEIS and NSBI reports for submission a week before the end of school year (May 31, 2024); compliance to Learner Information System (LIS) requirements with consistent total number of learners to actual attendance; submission of request forms for transferees to the Division Planning Office via email address planning.depedcdo@depd.gov.ph
- d. **Preparation for Year-End Rites:** Public Schools District Supervisors shall oversee the preparation of year-end rites across all schools within their district. This includes ensuring that graduation and moving-up ceremonies are compliant with Department of Education guidelines.
- e. **Post Reading and Numeracy Assessments:** Ascertain compliance to the guidelines on the conduct of post-reading and numeracy assessments. These assessments will provide insights into students' literacy and numeracy skills, allowing us to tailor interventions and support as needed.





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2. To ensure that all our educational programs are implemented successfully and contribute to the holistic development of our students, a monthly schedule of monitoring and provision of technical assistance (Enclosure 1) be submitted to the CTD Chief within the first week of the month, and a monthly accomplishment report (Enclosure 2) a week after every end of the month.
3. In adherence to Equal Opportunity Principle (EOP) inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. For guidance and compliance.


ROY ANGELO E. GAZO
Schools Division Superintendent

Enclosure 1



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**MONTHLY SCHEDULE OF MONITORING AND
PROVISION OF TECHNICAL ASSISTANCE**

DATE	SCHOOL	FOCUS AREAS

Prepared by:

Monitoring Supervisor

Noted:

JEAN S. MACASERO
OIC CHIEF, CTD



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MONTHLY ACCOMPLISHMENT REPORT

DATE	SCHOOL	SIGNIFICANT FINDINGS ON FOCUS AREAS	TECHNICAL ASSISTANCE PROVIDED	SCHOOL HEAD'S NAME & SIGNATURE

Prepared by:

 Monitoring Supervisor

Noted:

JEAN S. MACASERO
 OIC CHIEF,CTD



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 Telephone: (08822) – 8550048