



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



May 28, 2014

RECORDS SECTION

Date MAY 28 2014

Time 10:33 a.m.

By 

MEMORANDUM TO:

**Education Program Supervisors
Division Coordinators
District Supervisors
Elementary and Secondary Schools Heads
Medical/Health and Nutrition Section**

In line with the opening of classes on **June 2, 2014**, it is hereby directed by this Office that **ALL Teachers and School Heads** shall report to their respective school assignments and ensure the readiness of schools for regular classroom instruction on the same day. No non-academic activities shall be done on the first day of classes and onwards as schools and other maintenance works should have been completed during the Brigada Eskwela 2014.

As part of monitoring mechanism, all District Supervisors, Education Program Supervisors and Division Coordinators including personnel of the medical/health and nutrition section are expected to be in schools within their respective assignments effective June 2, 2014 to respond and provide assistance to pupils and students. They are therefore to report to the Division Office during Fridays **only** and as may be deemed necessary. Certificate of Appearance signed by the school heads will serve as proof of their reporting to the school. The same certificate shall be attached to the time card at the end of the month to be submitted to the Office of the AO-Designate.

Instructional monitoring and supervision, provision of technical assistance to teachers and school heads and proper implementation of K to 12 and other DepEd programs and projects shall be the focus of Education Program Supervisors, District Supervisors and Coordinators during their school visits.

Relative to this, it is hereby ordered that **NO** trainings, seminars and similar activities involving teachers shall be allowed during the first quarter of the school year. Teachers and schools heads are therefore advised to maximize instructional contact time to achieve the desired learning outcomes.

For wide dissemination and strict compliance.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent