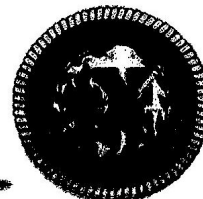




Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



June 16, 2014

**RELEASED**  
DepED-Division of Catanduanes  
RECORDS SECTION  
Date JUN 16 2014  
Time 10:00 a.m.  
By *[Signature]*

**DIVISION MEMORANDUM**  
No. 41 s, 2014

In line with the objectives of maximizing instructional supervision of district and division supervisors/ coordinators and providing appropriate technical assistance to teachers and school heads, it is hereby **reiterated** by this Office that school heads shall not be allowed to leave their schools for any other monitoring purposes during the regular school days. This Office discourages the conduct of team supervision or inter visitation among schools involving school heads and teachers.

Let it therefore be directed that any other activities in schools and in districts such as school and district conferences, meetings, etc.. that would result to suspension of classes due the involvement of teachers and schools heads need **prior approval** of this Office. Instructional monitoring and supervision shall remain to be the priority of division and district supervisors/coordinators except on special concerns that may be authorized by this Office involving school heads, supervisors and coordinators.

For widest dissemination and strict compliance.

*[Signature]*  
**JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent