



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



September 10, 2013
RELEASED
Division of Catanduanes
RECORDS SECTION
Date **SEP 12 2013**
Time _____
By _____

DIVISION MEMORANDUM
No. 80 s. 2013

**PROGRAM AND MONITORING AREA ASSIGNMENTS OF DIVISION
SUPERVISORS AND COORDINATORS**

**To: Assistant Schools Division Superintendent
Education Program Supervisors
Division Coordinators
Public Schools District Supervisors
Elementary and Secondary Schools Heads
Division Accountant**

1. In line with the objectives to ensure efficient and effective implementation of educational programs and projects in the Division and provide quality instructional monitoring and supervision, and extend the necessary and appropriate technical assistance and quality assurance, the following program assignments and respective areas of monitoring for all Education Program Supervisors and Division Coordinators are hereby instituted effective immediately for School Year 2013-2014. (Inclosure No. 1)
2. It is therefore expected that monthly accomplishment reports of all supervisors and coordinators shall include results of instructional monitoring conducted, technical assistance extended and the extent of implementation of assigned programs and projects. These reports shall be submitted to the Office of the ASDS at the end of the month.
3. Claims for payment of monthly travel requires the attachment of the Monitoring and Supervisory Report with the Certificate of Appearance signed by the heads of schools. Itinerary of Travel for the ensuing month shall be signed at the end of the preceding month. Public Schools District Supervisors are likewise directed to submit the same as requirements for payment of travel claims.
4. For information and strict compliance.


JOSE L. DONCILLO, CESO VI
OIC, Schools Division Superintendent

PROGRAM AND MONITORING AREA ASSIGNMENTS

NAME OF EPS/COOR.	AREA/PROGRAM ASSIGNMENTS	AREA/S OF MONITORING
JOSE L. DONCILLO OIC-SDS	Personnel Accounting/Budget Cashier	All Districts (Elem.) and Private Schools
MARIANO DE GUZMAN OIC-ASDS	Planning Records Supply	All Secondary Schools/ Utility Workers Security Guards Drivers
ROSA TUSI EPS-I	Division Testing and Evaluation Guidance and Values Education	Baras North and South
DOMINGO ROBLES EPS I	Mathematics (Elem) Preliminary Investigation Committee Division Grievance Committee Preschool	Viga East and West
LYDIA ABUNDO EPS I	EPP/TLE Elem. Agriculture GulayansaPaaralan STEP Home Economics School Canteen Operations	Pandan West and San Andres East
JOSEFA ZAPE, Ed. D. EPS I	AralingPanlipunan Gender and Development SGC/PTA Affairs Coordinator SGO/PGO Peace Education Human Rights	Caramoran North and South
GINA PANTINO, Ed. D. EPS I	English (Elem. And Secondary) Campus Journalism (Secondary) Division Newsletter Phil-IRI/ECARP MTB-MLE	Bato East and West
MARY JEAN ROMERO EPS I	Science (Secondary) YES-O Private School Research and Development STOC	Virac South
ROMEL PETAJEN EPS I	Mathematics (Secondary) Adopt-A-School Program Brigada Eskwela	San Miguel North and South
MIGUEL OGALINOLA EPS I	PESS School-Based Management PASBE Special Program for Sports	Gigmoto

NELSON SICIO EPS I	Filipino (Elem. and Secondary) Campus Journalism (Filipino)	Pandan East and San Andres West
DIVISION COORDINATORS		
NORA SALES PSDS	Science (Elementary) YES-O (Elem.) SSES	Virac North
NELIA TAN PSDS	Alternative Learning Systems SBM-PASBE	
AMELIA CABRERA OIC-PSDS	Multigrade Schools	Panganiban and Bagamanoc North & South
SARAH CHIONG HT III	Cultural Activities Music and Arts Special Program for the Arts	
FRANKIE TURALDE Principal II	National Greening Program Poverty Alleviation/ 4 Ps	
CYNTHIA SONEJA Principal II	Special Education Alternative Delivery Mode	
EFREN T. GURROBAT	ICT Coordinator	
Engr. RODGER A. MATIENZO	Physical Facilities Coordinator	

DIVISION NEAP-SERVICE AREAS COORDINATORS

Research and Development	Mary Jean Romero
Training and Development	Dr. Gina Pantino
Competency Assessment	Dr. Josefa Zape
Succession Planning and Programming	Romel Petajen
Professional Production of Development Materials	Nelson Sicio
Quality and Assurance and M & E	Nora Sales