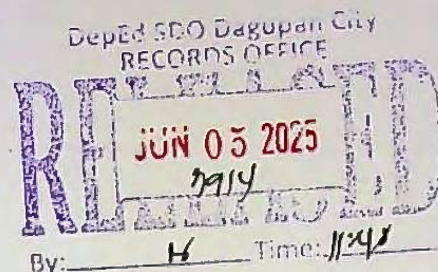




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division
Superintendent

June 5, 2025

DIVISION MEMORANDUM

No.: 251, s. 2025

TERMS OF REFERENCE FOR DISTRICT OFFICE MANAGEMENT

To: Assistant Schools Division Superintendent
Chiefs of Functional Division- CID & SGOD
Public Schools District Supervisors
School Heads (Public Schools)
All Others Concerned

1. Pursuant to **Republic Act 9155, Chapter 1, Section 7, D.** Schools District Level- Upon the recommendation of the schools division superintendents, the regional director may establish additional schools district within a schools division. School districts already existing at the time of the passage of the law shall be maintained. A schools district shall have a schools district supervisor and an office staff for program promotion.

The schools district supervisor shall be responsible for;

- (1) Providing professional and instructional advice and support to the school heads and teachers/facilitators of schools and learning centers in the district or cluster thereof;
 - (2) Curricula supervision; and
 - (3) Performing such other functions as may be assigned by proper authorities.
2. The **PSDSs** are advised to report to their respective offices effective **June 10, 2025** as stated below;

Name of PSDS	District Office	Address
Jaime C. Siapno	1	West Central Elem. School 1 Poblacion Oeste, Dagupan City
Perpetua V. Barongan	2	East Central Integrated School Mayombo Dist., Dagupan City
Alicia B. Quimboy	3	Caranglaan Elem. School Caranglaan Dist., Dagupan City



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division
Superintendent**


Name of PSDS	District Office	Address
Rowena O. Lapaan	4	Bonuan Boquig Elem. School Bonuan Boquig, Dagupan City
Leonarda J. Manansala	5	Sabangan Elem. School Bonuan Sabangan, Dagupan City
Isabelita N. Daroya	6	Bolosan Elem. School Bolososan Dist., Dagupan City
Jane T. Cajayon	7	Pantal Elem. School Pantal Dist., Dagupan City
Cristina C. Aquino	8	Juan P. Guadiz Elem. School AB Fernandez East, Dagupan City
Edwin R. Ferrer	9	Judge Jose De Venecia, Sr. Technical-Vocational Secondary School Bolosan Dist., Dagupan City
Edwin R. Ferrer	10	Dagupan City National High School Tapuac Dist., Dagupan City

3. The schedule of **PSDSs** for proper observance and compliance:

Monday and Friday – District Office (8:00am-5:00pm)

Tuesday, Wednesday and Thursday – Monitoring and Visitation of Schools

4. In cases of **Monitoring and Evaluation of PPAs** from DepEd -CO, RO and DO, it should be coordinated accordingly to the District Offices.
5. The **PSDSs** are expected to submit their **Instructional Supervisory and Technical Assistance Report** every last Friday of every Quarter, approved by the SDS and copy furnished the offices of the ASDS and CID Chief respectively. Use the attached unified forms (TA Form 1A- TA Form 5C and IS Form 1A-IS Form 2C) for School, District and Division Level.
6. The **PSDSs** should report to the division office as needed and approved by the SDS through memorandum.
7. For your information, guidance, and compliance.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

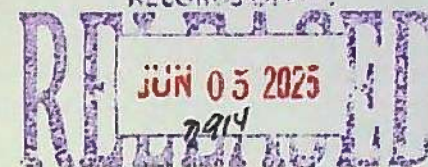


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REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



By: Time: 11:48

MONTHLY INSTRUCTIONAL SUPERVISORY PLAN

For the Month of 20

Date	Name of Teacher/ Designation	KRA	Objectives	Instructional Supervisor Strategy	Expected Output

Note : Use additional sheet/s if necessary. Monthly submission.

Prepared by:

School Head

Approved:

Public Schools District Supervisor



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Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



QUARTERLY INSTRUCTIONAL SUPERVISORY PLAN
For the _____ Quarter of 20____

Date	School Head/ Designation	KRA	Objectives	Instructional Supervision Strategy	Expected Output

Note : Use additional sheet/s if necessary. Quarterly (3rd Month) submission.

Prepared by:

Public Schools District Supervisor

Approved:

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



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REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



QUARTERLY INSTRUCTIONAL SUPERVISORY PLAN
For the ____ Quarter of 20____

Date	District	KRA	Objectives	Instructional Supervision Strategy	Expected Output

Note : Use additional sheet/s if necessary. Quarterly (3rd Month) submission.

Prepared by:

Chief Education Supervisor - CID

Approved:

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



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Republic of the Philippines
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REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



QUARTERLY INSTRUCTIONAL SUPERVISORY REPORT

Quarter _____, 20____

Date	Name of Teacher and Designation	Grade& Section/ Learning Area	KRA	Instructional Supervision Strategy	FINDINGS		Agreement
					Strengths	Areas for Improvement	

Note : Use additional sheet/s if necessary. Quarterly (3rd Month) submission.

Prepared by:

School Head

Approved:

Public Schools District Supervisor

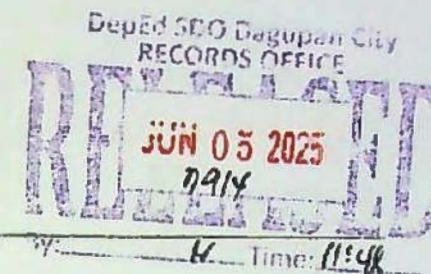


[Signature]

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Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



QUARTERLY INSTRUCTIONAL SUPERVISORY REPORT

Quarter ____, 20__

Date	Name of School Head and Designation	School ID/School	KRA	Instructional Supervision Strategy	COMMON FINDINGS		Agreement
					Strengths	Areas for Improvement	

Note : Use additional sheet/s if necessary. Quarterly (3rd Month) submission.

Prepared by:

Public Schools District Supervisor

Approved:

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



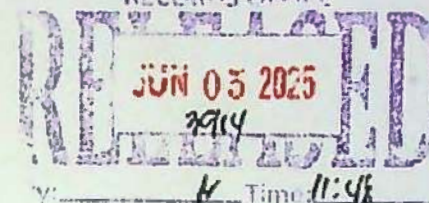
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IS Form 2C
Division Level



Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



QUARTERLY INSTRUCTIONAL SUPERVISORY REPORT

Quarter ____, 20__

Date	District	Name of PSDS	KRA	Proposed Action/Intervention	CONSOLIDATED FINDINGS		Remarks
					Strengths	Areas for Improvement	

Note: Use additional sheet/s if necessary. Quarterly (3rd Month) submission.

Prepared by:

Chief Education Supervisor, CID

Approved:

ROWENA C. BÂNZON, EdD, CESO V
Schools Division Superintendent



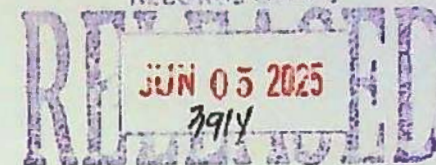
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IS Form 2A
School Level



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Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



By: Time: 11:48

QUARTERLY INSTRUCTIONAL SUPERVISORY REPORT

For the Month of 20

Date	Name of Teacher and Designation	Grade& Section/ Learning Area	KRA	Instructional Supervision Strategy	FINDINGS		Agreement
					Strengths	Areas for Improvement	

Note : Use additional sheet/s if necessary. Quarterly (3rd Month) submission.

Prepared by:

School Head

Approved:

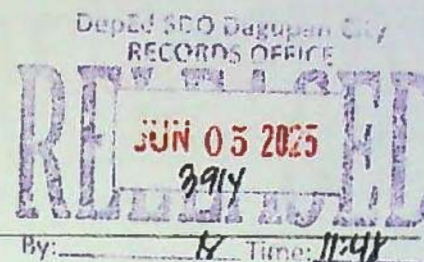
Public Schools District Supervisor



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Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE NEEDS ASSESSMENT

KRA	Name of Teacher	Grade Level/Learning Area/other Areas	Issues/Concerns	Support Needed	Action Taken/Recommended

Note : Use additional sheet/s if necessary. Quarterly (1st Month) submission.

Prepared by:

School Head

Approved:

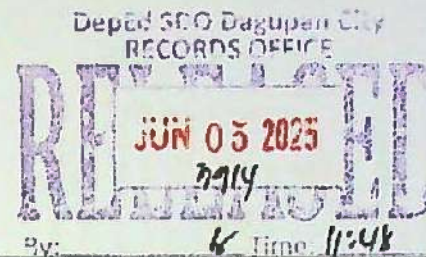
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Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE NEEDS ASSESSMENT

KRA	Name of School Head	Common Findings	Proposed Interventions/Measures	Action Taken/Recommended

Note : Use additional sheet/s if necessary. Quarterly (1st Month) submission.

Prepared by:

Public Schools District Supervisor

Approved:

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



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Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE NEEDS ASSESSMENT

KRA	Consolidated Issues/Concerns	Proposed Interventions/Innovations/Program	Action Taken/Recommended

Note : Use additional sheet/s if necessary. Quarterly (1st Month) submission.

Prepared by:

Chief Education Supervisor-CID

Approved:

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE PLAN

KRA	Issues/ Concerns	Root Cause	Objectives	Person/s Involved	Expected Output	Timeline	Resource Needed

Note : Use additional sheet if necessary. Quarterly submission.

Prepared by:

School Head

Approved:

Public Schools District Supervisor

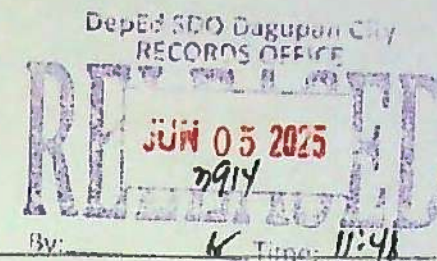


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REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE PLAN
District _____

KRA	Common Issues/ Concerns	Common Root Cause	Objectives	Person/s Involved	Expected Output	Timeline	Resource Needed

Note : Use additional sheet if necessary. Quarterly submission.

Prepared by:

Public Schools District Supervisor

Approved:

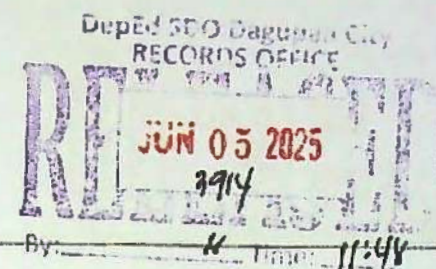
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Schools Division Superintendent



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Republic of the Philippines
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REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE PLAN

KRA	Consolidation of Common Issues/Concerns	Consolidation of Common Root Cause	Terminal Objectives	Person/s Involved	Expected Intervention/ Innovation	Timeline	Resource Needed

Note : Use additional sheet if necessary. Quarterly submission.

Prepared by:

Chief Education Supervisor-CID

Approved:

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



[Handwritten signature]

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Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE(TA) PROGRESS MONITORING REPORT

KRA	Name of Teacher	Grade level/ Learning Area	Issues/ Concerns	TA Interventions/ TA Activities	Date of Completers	Status of Implementers	Remarks

Note : Use additional sheet if necessary. To be accomplished monthly.

Prepared by:

School Head

Approved:

Public Schools District Supervisor



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By: Time: 11:48

District :

KRA	Name School Head	School	Common Issues/Concerns	Review the TA Interventions/ TA Activities Conducted	Date of Completion	Status of Implementation (Ongoing, Completed, etc)	Remarks

Prepared by:

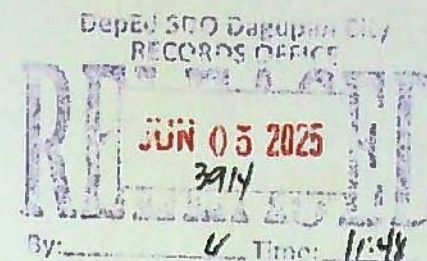
Approved:



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email: dagupan.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE(TA) PROGRESS MONITORING REPORT

KRA	District	Consolidated Common Issues/Concerns	Design and Develop Interventions/Innovations	Date of Completion	Status of Implementation (Ongoing, Completed, etc)	Remarks

Note : Use additional sheet/s if necessary. Monthly submission.

Prepared by:

Chief Education Supervisor-CID

Approved:

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent

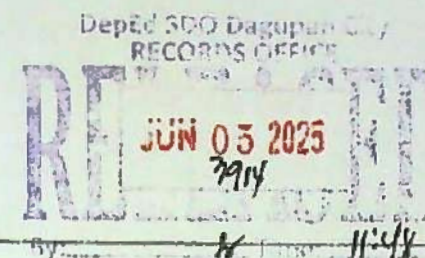


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TA Form 4A
School Level



Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE AGREEMENT

OBSERVABLE Findings	Possible Actions/Interventions	Timeline	Expected Outcome/Result	Signature Over Printed Name of Persons Involved

Note : Use additional sheet/s if necessary. Quarterly (end of 3rd Month) submission.

Prepared by:

School Head

Approved:

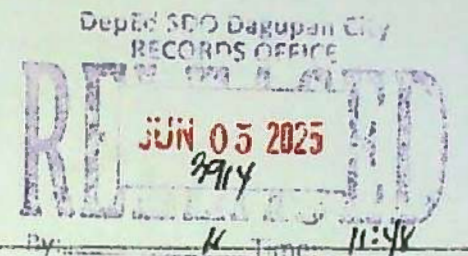
Public Schools District Supervisor



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Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE AGREEMENT

Common Findings	Proposed Actions/Interventions	Timeline	Expected Outcome/Result	Signature Over Printed Name of Persons Involved

Note : Use additional sheet/s if necessary. Quarterly (end of 3rd Month) submission.

Prepared by:

Public Schools District Supervisor

Approved:

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



[Signature]

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By: K Time: 11:44

TECHNICAL ASSISTANCE AGREEMENT

Consolidated Issues/Concerns	Design and Develop Interventions/Innovations	Timeline	Expected Outcome/Result	Signature Over Printed Name of Persons Involved

Note : Use additional sheet/s if necessary. Quarterly (end of 3rd Month) submission.

Prepared by:

Chief Education Supervisor-CID

Approved:

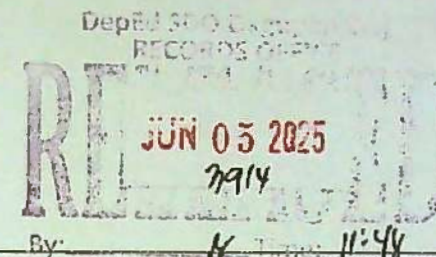
ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE (TA) ACCOMPLISHMENT REPORT

School : _____

KRA	NAME OF TEACHER	GRADE Level/Learning Area/Other Areas	TA Intervention/ Activities	Planned Target Output	Accomplishment Output	TA Provider	Remarks

Note : Use additional sheet/s if necessary. Quarterly (end of 3rd Month) submission.

Prepared by:

School Head

Approved:

Public Schools District Supervisor



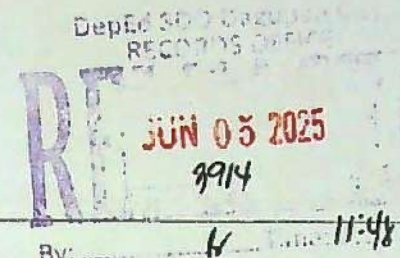
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TA Form 5B
District Level



Republic of the Philippines
Department of Education
REGION 1
SCHOOLS DIVISION OF DAGUPAN CITY



TECHNICAL ASSISTANCE (TA) ACCOMPLISHMENT REPORT

District : _____

KRA	School Head	School	Reviewed TA Intervention/ Activities Conducted	Planned Target Output	Accomplishment Output	TA Provider	Remarks

Note : Use additional sheet/s if necessary. Quarterly (end of 3rd Month) submission.

Prepared by: _____

Public Schools District Supervisor

Approved: _____

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



[Signature]

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TECHNICAL ASSISTANCE (TA) ACCOMPLISHMENT REPORT

KRA	District	Developed Interventions/ Innovations	Planned Target Output	Accomplishment Output	TA Provider	Remarks

Note : Use additional sheet/s if necessary. Quarterly (end of 3rd Month) submission.

Prepared by:

Chief Education Supervisor-CID

Approved:

ROWENA C. BANZON, EdD, CESO V
Schools Division Superintendent



[Signature]

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