



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 SEPT 2022

DIVISION MEMORANDUM

No. 106 s. 2022

**ADDITIONAL DUTIES AND RESPONSIBILITIES OF EDUCATION PROGRAM  
SUPERVISORS DESIGNATED AS CLUSTERED SCHOOL SUPERVISORS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In exigency of service, all Education Program Supervisors (EPSs) are hereby assigned to supervise clustered schools and Community-based Learning Centers (CLCs). They are expected to perform as Public School District Supervisor effective **September 27, 2022**.
2. Attached is the list of clustered school and their duties and responsibilities.
3. For information and appropriate action.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent 

Encl.:  
As stated

Reference:  
DepEd Central Office Compendium of DepEd Office Functions and Job Descriptions  
Job Description of Public School District Supervisor



Brgy. Pitol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

**ADDITIONAL DUTIES AND RESPONSIBILITIES OF EDUCATION  
PROGRAM SUPERVISORS DESIGNATED AS CLUSTERED SCHOOL  
SUPERVISORS**

*With Reference to the Job Description of Public School District Supervisor*

<b>Instructional Supervision</b>	<ol style="list-style-type: none"> <li>1. Provide guidance and instructional supervision to school heads by observing and gathering data on their strengths and development needs and then coaching them towards improved instructional leadership practices.</li> <li>2. Observe and gather data on the strengths and competency (KSA) development needs of teachers and coach school heads on how to improve teachers' KSA in teaching-learning delivery.</li> <li>3. Assess the situation of schools and learning centers, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education</li> </ol>
<b>Technical Assistance in School Management</b>	<ol style="list-style-type: none"> <li>1. Provide technical assistance in the formulation of school plans (e.g. SIP) and its adjustments by conducting workshops, doing follow through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis for budgeting and resourcing,</li> <li>2. Monitor and evaluate school's implementation of their plans and submit reports to the Schools Division management team to provide feedback</li> <li>3. Coach and guide the schools in his/her assigned district to effectively implement their programs and projects and attain its objectives.</li> <li>4. Coordinate and facilitate the conduct of orientation/ induction programs for all newly hired teachers on their roles and responsibilities.</li> <li>5. Collect and analyze accomplishment reports of school heads to monitor and follow up on the proper and timely implementation of school plans and programs and provide technical assistance where needed.</li> </ol>
<b>Monitoring and Evaluation</b>	<ol style="list-style-type: none"> <li>1. Conduct monitoring and evaluation on the utilization and liquidation of SEF, MOOE and other funds to determine if schools adhere with the policy and standards using pre-designed M &amp; E and transparency tools.</li> <li>2. Monitor SBM Level of practice through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.</li> <li>3. Monitor and evaluate private schools through ocular inspection of required documents to determine adherence to set standards as regards to permit to operate renewal of operation, permit for recognition, GASTPE implementation, accreditation</li> </ol>
<b>Learning Outcomes Assessment</b>	Gather result of assessment reports per district and per school, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap
<b>Technical Assistance</b>	Coach the school head in implementing interventions related to curriculum implementation and instructional delivery.



**ADDITIONAL ASSIGNMENT OF EPSs AS DESIGNATED CLUSTERED  
SCHOOL SUPERVISORS**

<b>CLUSTERED SCHOOLS</b>	<b>COMMUNITY-BASED LEARNING CENTER (CLC)</b>	<b>CLUSTERED SUPERVISOR</b>
Gibanga ES, Tayabas West CS I, Tayabas West CS III, West Palale NHS	Lupa CLC, Opins CBLC	Sancho C. Calatrava
Alsam ES, Rosario Qucsada Integrated HS, Tayabas East CS, Wakas ES	Pag-asa CBLC, Wakas CBLC, Alsam CBLC	Dr. Jerome A. Chavez
Ipilan-Alitao ES, Malao-a Calantas ES, Luis Palad Integrated HD		Louie L. Fulleo
Buenaventura Alandy NHS, Eugenio Francia ES, Lakawan ES, Pitol ES,	Anos CBLC, Lakawan CBLC	Richelle F. Quintero
Dapdap Integrated Sch., Lalo ES, Tayabas West CS IV, West Palale ES	Lalo CBLC	Sherwin C. Quesea
Busal ES, East Palale ES, North Palale ES, South Palale ES	Barangay Hall Silangang Palale CBLC Barangay Hall Ibabang Palale CBLC	Dr. Christian J. Bables
Domoit ES, Kalumpang ES, Froilan E. Lopez ES, Mayuwi Community Sch.	Mayuwi CBLC, Calumpang CBLC, Isabang CBLC	Mildred Z. Galleno
Katigan-Alupay ES, Ilasan ES, Masin ES, Valencia ES	Ilasan Ibaba CBLC	Dr. Jay U. Aureada
Lawigue ES, Mate ES, Pandakake ES, Tayabas West CS II		Georgia P. Talabong



Brgy. Pitol, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>