



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 303, s. 2025

08 MAY 2025

**DESIGNATION OF MONITORING SUPERVISORS
FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Elementary and Secondary School Heads
All Others Concerned

- As we embark on another academic year, School Year 2025-2026, the Schools Division of the City of Batac, through the Curriculum Implementation Division (CID) has issued this memorandum to announce the designation of Monitoring Supervisors for schools within the division. This initiative aims to pave the way for a productive and enlightening journey ahead.
- The Monitoring Supervisors play a pivotal role in promoting coordination among schools, facilitating the dissemination of crucial information, and delivering targeted technical support on curriculum implementation. Their mandates encompass various objectives, ensuring the effective implementation of educational programs, projects, and activities and cultivating an environment of continuous improvement geared towards the delivery of quality education.
- Hereunder is the list of Monitoring Supervisors assigned to monitor the schools for the SY 2025-2026 for reference:

Monitoring Supervisors	Monitoring Schools
Opresinia Z. Castillo	Camandingan Elementary School
	Baoa East Elementary School
	B. Macadaeg Memorial Elementary School
Allan B. Garcia	Baligat Elementary School
	Bil-loca Elementary School
	Gen. Artemio Ricarte Senior High School
Aileen V. Joaquin	Parangopong Elementary School
	Sumader Elementary School
	CuMaPit Elementary School
	Batac Junior College
Gladys B. Lampitoc	Baay Elementary School
	Dariwdiw Elementary School
	Batac National High School
	Maranatha Christian Academy
Geraldine O. Lao-at, EdD	San Mateo Elementary School
	Biningan Elementary School
	Crispina Marcos Valdez National High School
	Graceland Saviour's Institution
Eldefonso B. Natividad, Jr., PhD	Ferdinand E. Marcos Senior High School
	Hilario Valdez Memorial Elem. School
	Baoa Elementary School
	Eureka High School
Aubrhey Marie R. Oasay, PhD	Payao Elementary School
	CBNHS Payao



SDCB RECORDS UNIT

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	Maipalig Elementary School
Marilou P. Omotoy, EdD	P. Q. Pimentel Elementary School
	Magnuang Elementary School
	CBNHS Poblacion
Jhon Rey D. Ortal, EdD	Mariano Marcos Memorial Elem. School
	Naguirangan-Capacuan Elem. School
	Colo-Mabaleng Elementary School
	Immaculate Conception Academy
Zorayda S. Paguyo, EdD	Rayuray Elementary School
	CBNHS Rayuray
	Nagbacalan Elementary School
Joycelyn P. Perdido	Quiling Elementary School
	Tabug Elementary School
	Catalino Acosta Mem. Elementary School
	Living Rock Christian School of Excellence
Marilou B. Sales, EdD	Batac Institute

4. For information and guidance.

Encl.: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

MONITORING SUPERVISORS

SCHOOLS

ANSELMO R. ALUDINO
Schools Division Superintendent

By the Authority of the SDS:

ARNEL S. BANDIOLA

Assistant Schools Division Superintendent

AVJ/DM_Designation of Monitoring Supervisors for School Year 2025-2026
5099/April 30, 2025



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**Roles and Responsibilities of an Education Program Supervisor (EPS) in
Monitoring School Heads and Teachers**

1. Curriculum Implementation Oversight

- Ensure that school heads and teachers effectively implement the Enhanced K to 12 Curriculum.
- Monitor compliance with standards, competencies, and learning objectives.
- Provide technical assistance on the localization, contextualization, and indigenization of the curriculum.

2. Instructional Supervision

- Observe classroom teaching to evaluate pedagogical practices and lesson delivery.
- Monitor the use of Daily Lesson Logs (DLLs) and Instructional Materials (IMs).
- Guide teachers and school heads in adopting effective teaching strategies, including differentiated instruction and use of ICT.

3. Professional Development and Capacity Building

- Assess the training needs of teachers and school heads.
- Recommend and conduct Learning Action Cell (LAC) sessions, INSETs, or capability-building programs.
- Mentor and coach teachers and school heads on content mastery and instructional leadership.

4. School Leadership and Governance Support

- Support school heads in crafting and implementing School Improvement Plans (SIPs) and Annual Implementation Plans (AIPs).
- Monitor the implementation of supervisory tools like the RPMS-PPST (Results-based Performance Management System aligned with the Philippine Professional Standards for Teachers).
- Provide technical assistance on school-based management (SBM) and leadership practices.

5. Quality Assurance and Monitoring & Evaluation

- Conduct Monitoring, Evaluation, and Adjustment (MEA) activities.
- Lead Quality Assurance Technical Assistance and Monitoring (QATAM) visits.
- Utilize tools such as the School Monitoring, Evaluation, and Adjustment (SMEA) and School Form compliance checklists.

- Analyze performance data (e.g., NAT results, enrollment, attendance, learning recovery programs like PHILIRO, CRLA, MFAT, RMA, SARP) to inform decision-making.

6. Documentation and Reporting

- Prepare narrative and technical reports on school visits and interventions.
- Submit recommendations to the Schools Division Superintendent (SDS) for follow-up actions.
- Maintain updated records of teacher and school performance indicators.

7. Collaboration and Stakeholder Engagement

- Collaborate with Principals, Master Teachers, and PSDS in monitoring activities.
- Engage with parents, LGUs, and community stakeholders for school support initiatives.
- Represent the division in regional or national monitoring and evaluation activities when required.

8. Assume other roles & responsibilities necessary and in the exigency of the service as assigned by the Schools Division Superintendent.

Prepared by:

MARILOU B. SALES, EdD
Chief Education Supervisor