



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. 400 s. 2026

25 JUN 2026

DIVISION IMPLEMENTATION OF SCHOOL VISITATION EVERY FRIDAY FOR LITERACY AND NUMERACY SUPPORT AS WORK-FROM-HOME (WFH) OUTPUT

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID/SGOD)
Education Program Supervisors (EPS)
Public Schools District Supervisors (PSDS)
Alternative Learning System (ALS)
Public Elementary and Secondary School Heads
All Other Concerned

1. In line with Regional Memorandum No. 758, s. 2026 and the Department of Education's commitment to ensuring foundational competencies in Literacy and Numeracy, this Office directs all Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS), and Education Program Specialists to utilize every Friday to conduct local school visitations. This strategic engagement aims to provide targeted technical assistance to improve literacy and numeracy outcomes across the division.
2. Pursuant to DepEd Memorandum No. 018, s. 2026, Fridays are designated as the common Work-from-Home (WFH) day for covered personnel. This directive ensures that the WFH arrangement translates into meaningful, on-ground field support for our front-line teachers and learners.
3. To optimize efficiency and resource management, all concerned Division personnel are directed to conduct school visitations nearest to their respective residences every Friday. These field engagements shall be formally reported as their official WFH output, in strict compliance with existing Flexible Work Arrangements.
4. Prior to any scheduled school visit, the concerned EPS or supervisor must actively coordinate with the respective School Head. This ensures proper local preparation and fosters a collaborative, collegial supervisory approach aligned with the principles of instructional supervision for professional growth.
5. As outlined in the regional mandates, Friday school visitations must strictly focus on the following core activities:
 - Technical Assistance & Coaching: Providing direct support to school heads and teaching staff regarding evidence-based literacy and numeracy strategies and interventions.
 - Classroom Observations: Monitoring live classroom instruction in Reading, Writing, and Mathematics, focusing primarily on the early and middle grades.
 - Curriculum Feedback: Reviewing and providing actionable feedback on available literacy/numeracy materials, assessment tools (e.g., Phil-IRI, CRLA, EGMA), and remedial intervention programs.

- Status Documentation: Tracking the school's active status regarding literacy and numeracy implementation and identifying specific areas needing higher-level support.
 - Professional Discussions: Facilitating collaborative professional dialogues with teachers on implementing differentiated instruction for struggling learners.
 - Gap Identification: Documenting resource gaps and strategic needs that require division-level or regional-level action.
6. All accomplishments stemming from Friday field operations must be meticulously recorded in the Individual Daily Log and Accomplishment Report (IDLAR). The entry must explicitly detail:
- Name of school visited, district, and division;
 - Precise time-in and time-out of the visit;
 - Comprehensive summary of technical assistance activities conducted;
 - Key structural findings and observations;
 - Recommended follow-up actions; and
 - Photographic documentation (a strict minimum of three photos).
7. The Chief of the Curriculum Implementation Division (CID) and the Chief of the School Governance and Operations Division (SGOD) shall consolidate all submitted IDLARs into a weekly Consolidated School Visitation Report. This document must be submitted to the Assistant Schools Division Superintendent / Schools Division Superintendent every Monday morning.
8. For queries, local clarifications, or coordination alignments, please contact the Curriculum Implementation Division.
9. Immediate dissemination of and strict compliance with this Memorandum is highly enjoined.

ANSELMO R. ALUDINO
Schools Division Superintendent

Enclosure: Regional Memorandum No. 758, s. 2026
Reference: Regional Memorandum No. 758, s. 2026
DepEd Memorandum No. 018, s. 2026
To be indicated in the Perpetual Index
Under the following subjects:
CURRICULUM / LITERACY / SCHOOLS / SUPERVISION
2608927 / CID / MBS / DM - Monitoring WFH



Republic of the Philippines
Department of Education
REGION I

JUN 18 2026

REGIONAL MEMORANDUM

No. 758, s. 2026

CONDUCT OF SCHOOL VISITATION EVERY FRIDAY FOR LITERACY AND NUMERACY SUPPORT AS WORK-FROM-HOME (WFH) OUTPUT

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Regional Chief - Curriculum and Learning Management Division (CLMD)
Division Chiefs – Curriculum Implementation Division (CID) and School Governance and Operations Division (SGOD)
All Education Program Supervisors and Education Program Specialists

1. In support of the Department of Education's commitment to ensure that every learner achieves foundational competencies in Literacy and Numeracy, this Office directs all concerned Chief Education Supervisors (CES), Education Program Supervisors (EPS) and Education Program Specialists to utilize Friday as opportunity to conduct school visits and provide technical assistance in the improvement of literacy and numeracy outcomes.
2. This directive is pursuant with DepEd Memorandum No. 018, s. 2026, which designates Friday as the common Work-from-Home (WFH) day for covered DepEd personnel, thus ensuring that the WFH arrangement translates into meaningful, on-ground support for teachers and the learners.
3. In this regard, the Assistant Regional Director and all Schools Division Superintendents are directed to ensure that all concerned personnel conduct school visitations nearest to their respective residences every Friday and shall be reported as WFH output in compliance with DepEd Memorandum No. 018, s. 2026 and existing guidelines on Flexible Work Arrangements.
4. Prior to the school visit, the concerned personnel shall coordinate with the School Head to ensure proper preparation and a collegial supervisory approach aligned with the principles of instructional supervision for professional growth.
5. The school visitation shall focus on the following activities:
 - Providing technical assistance and coaching to school heads and teachers on evidence-based literacy and numeracy strategies and interventions;
 - Observing classroom instruction in Reading, Writing, and Mathematics, particularly in the early and middle grades;
 - Reviewing and giving feedback on available literacy and numeracy materials, assessment tools, and intervention programs (e.g., Phil-IRI, CRLA/EGMA);
 - Documenting the school's status of literacy and numeracy programs and identifying areas needing support;

- Facilitating collaborative professional discussions with teachers on differentiated instruction for struggling learners; and
- Identifying resource gaps and support needs for division-level and regional-level action.

6. All accomplishments from the Friday school visitation shall be duly recorded in the Individual Daily Log and Accomplishment Report (IDLAR), indicating the following:

- Name of school visited, district, and division;
- Time-in and time-out of the visit;
- Summary of technical assistance activities conducted;
- Key findings and observations;
- Recommended follow-up actions; and
- Photographic documentation (minimum of three photos).

7. The Regional and Division Chiefs shall consolidate the IDLAR into a Weekly Consolidated School Visitation Report and submit the same to the Assistant Schools Division Superintendent/Assistant Regional Director every Monday, copy furnish the Schools Division Superintendent/Regional Director.

8. For any inquiries and clarifications, please contact the Curriculum and Learning Management Division at telephone no. (072) 682-23-24 local 120 or e-mail at clmd.region1@deped.gov.ph.

8. This Memorandum shall take effect immediately and shall cover all Fridays designated as WFH days under DepEd Memorandum No. 018, s. 2026, or any subsequent memorandum extending or modifying the WFH arrangement.

9. Immediate dissemination of and strict compliance with this Memorandum is enjoined.

Estela P. Leon-Cariño
ESTELA P. LEON-CARIÑO, EdD, CESO III
 Director IV/Regional Director *su*

Encl.: None

Reference:

To be indicated in the Perpetual Index
 Under the following subjects:

CURRICULUM LITERACY SCHOOL

CLMD/DCB/RM_MonitoringWFH
 June 18, 2026

