



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

DIVISION MEMORANDUM

No. 429, s. 2026

02 JUL 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 400, S. 2026 ON THE
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
Education Program Supervisors
Public Schools District Supervisor
Education Program Specialists
All Others Concerned

1. In line with Division Memorandum No. 400, s. 2026, regarding the Implementation of School Visitation every Friday for Literacy and Numeracy Support as Work-From-Home (WFH) Output, the Schools Division of the City of Batac hereby issues this addendum for all Friday school visitations to be conducted by Education Program Supervisors (EPS), Public Schools District Supervisor, and Education Program Specialists. **This memorandum shall serve as the official Authority to Travel for the designated personnel.**
2. To optimize efficiency and maximize resource management, all concerned Division personnel are reiterated to conduct school visitations nearest to their respective residences every Friday, as stipulated in Regional Memorandum No. 758, s. 2026, and Division Memorandum No. 400, s. 2026.
3. Additionally, the personnel may retain the option to visit their specifically assigned monitoring schools to provide literacy and numeracy support.
4. All other provisions of Division Memorandum No. 400, s. 2026, shall remain in effect unless otherwise repealed or amended.
5. Attached to this memorandum is the official list of monitoring supervisors and their assigned monitoring schools.
6. For information, guidance, and strict compliance.

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subject:

SCHOOL VISITATION
AVJ/DM_Addendum to Division Memorandum No. 400, s. 2026
6193/July 1, 2026



DepEd Batac City



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Telephone No.: (077) 677-1993

Enclosure 1

Monitoring Supervisors and Monitoring Schools

Monitoring Supervisors	Monitoring Schools
Opresinia Z. Castillo	Baligat Elementary School
	Gen. Artemio Ricarte Senior High School
	Graceland Saviour's Institution
Allan B. Garcia	Parangopong Elementary School
	Sumader Elementary School
	CuMaPit Elementary School
	Batac Junior College, Inc.
Aileen V. Joaquin	Baay Elementary School
	Dariwdiw Elementary School
	Batac National High School
	Billoca Elementary School
Gladys B. Lampitoc, EdD	San Mateo Elementary School
	Biningan Elementary School
	Crispina Marcos Valdez National High School
	Batac Institute
Geraldine O. Lao-at, PhD	Ferdinand E. Marcos Senior High School
	Hilario Valdez Memorial Elem. School
	Baoa Elementary School
	Eureka High School
Eldefonso B. Natividad, Jr., PhD	Payao Elementary School
	CBNHS Payao
	Maipalig-Quiom Elementary School
Aubrhey Marie R. Oasay, PhD	P. Q. Pimentel Elementary School
	Magnuang Elementary School
	CBNHS Poblacion
	Maranatha Christian Academy
Marilou P. Omotoy, EdD	Mariano Marcos Memorial Elem. School
	Naguirangan-Capacuan Elem. School
	Colo-Mabaleng Elementary School
	Immaculate Conception Academy
Jhon Rey D. Ortal, EdD	Rayuray Elementary School
	CBNHS Rayuray
	Nagbacalan Elementary School
Zorayda S. Paguyo, EdD	Quiling Elementary School
	Tabug Elementary School
	Catalino Acosta Mem. Elementary School
	Living Rock Christian School of Excellence
Joycelyn P. Perdido, PhD	Camandingan Elementary School
	Baoa East Elementary School
	B. Macadaeg Memorial Elementary School



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAK

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.



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- 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 *al*

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



DepEd Batac City

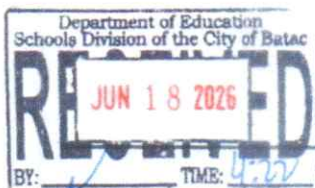


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Republic of the Philippines
Department of Education
 REGION I

JUN 18 2026

REGIONAL MEMORANDUMNo. 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

- 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.
- 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.
- 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.
- 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.
- 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.

pld
ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director *gu*

Encl.: None

Reference:

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

CURRICULUM LITERACY SCHOOL

CLMD/DCB/RM_MonitoringWFH
June 18, 2026

