



October 29, 2019

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DIVISION MEMORANDUM
NO. 430 S. 2019

DISTRICT ASSIGNMENT AND SPECIAL FUNCTIONS OF EDUCATION PROGRAM SUPERVISORS AND DIVISION-BASED PUBLIC SCHOOLS DISTRICT SUPERVISORS

To: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/Secondary School Heads
All Concerned

- Please be informed of the **new district assignments** of the Education Program Supervisors and Division-Based Public Schools District Supervisor effective November 4, 2019.

Name	District	Special Function
Elpidia B. Bergado	Tanza	
Wenifreda S. Diquit	Gen. Mariano Alvarez	Special Program for Foreign Languages and Campus Journalism Program
Eduarda M. Zapanta	Naic	Mathematics Teachers Association of the Philippines
Emily R. Quintos	Rosario	Gender and Development Program
Romeo E. Endraca	Silang	Gulayan sa Paaralan Program
Noel S. Ortega	Carmona	Campus Journalism Program
Josephine Monzaga	Trece Martires City	Alternative Delivery Mode and Multigrade Program
Helen B. Mendoza	Tagaytay City	Special Program in the Arts
Maribeth C. Rieta	Maragondon	Pedagogical Retooling in Mathematics, Languages and Science, Senior High School and Campus Journalism Program
Riza D. Soberano	Magallanes, Ternate	Research Program
Anna Marie S. Aranzanzo	Mendez, Amadeo	Early Literacy on Language and Numeracy Program



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Ma. Victoria B. Maligayo	Gen. Emilio Aguinaldo., Indang	Special Education/Alternative Learning System Program
Alma V. Lopez	Alfonso	Alternative Learning System Program
Edgardo L. Aquino	Kawit, Noveleta	School Sports Program

2. To perform the role of Parent Supervisors in assigned municipalities in addition to their actual duties and responsibilities as Education Program Supervisors and Division Office-based Public District Supervisors the following terms of reference are hereby cited:
- To represent the Office of the Schools Division Superintendent in municipality and school based programs in need of division personnel to support the occasions such as but not limited to;
 - Graduation Ceremonies
 - Parents and other Stakeholders Assemblies
 - Curricular and Co – curricular activities
 - Other relevant events
 - To serve as process observers in the conduct of district open ranking procedures in most urgent circumstances needed by Human Resource Department;
 - To help review the Individual Performance Commitment Review Form (IPCRF) of School Heads and Public School District Supervisors with the approving authorities in the Division Office;
 - To serve as member of Division Formal Investigation Committee involving any personnel within their respective jurisdictions;
 - To serve as immediate audience on issues arising relative to the implementation of K to 12 Basic Education Curriculum particularly during Performance Implementation Review of Programs, Projects and Activities twice a year at most of adopted municipalities; and
 - To perform relative functions as may be directed by the Office of the Schools Division Superintendent due to exigency of service.
3. It is being emphasized that the term of references mentioned above are only additions to duties and responsibilities imbedded as Education Program Supervisor and no intention in any form to overlap in duties of other personnel.
4. In addition, the “immediate audience” is used in the context that the Parent Supervisor would serve as listener when objective issues are raised, but with clear premise that such would be reported to appropriate forum, and protocol will be highly observed.
5. Immediate dissemination of this Memorandum is expected.


CHERRYLOU D. REPIA
Schools Division Superintendent