



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



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10 June 2014

DIVISION MEMORANDUM

No. 74, s. 2014

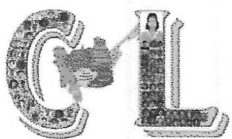
To: Education Program Supervisors
Public Schools District Supervisors
Unit Heads



MONITORING/SUPERVISORY PLAN AND ACCOMPLISHMENT REPORT

1. For the information and guidance of all concerned, attached is the format for the monitoring plan and accomplishment report for submission to this Office on or before the fifth day of every month.
2. The monitoring plan shall cover the month of submission and, upon approval, shall serve as travel order.
3. The accomplishment report shall include undertakings in the month preceding submission and, once signed by the school official visited, may serve as the certificate of appearance.
4. Travels outside the Division shall require the usual travel order and certificate of appearance.
5. To facilitate inquiries, all concerned are enjoined to indicate their whereabouts for the day on the white board near this Office.
6. Immediate dissemination of this memorandum is desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent



*"Commitment-Driven Performance by our Leaders,
Character-Based Instruction for our Learners"*



SUPERVISORY PLAN FOR THE MONTH OF _____, 2014

DATE	PLACE	PURPOSE	SCHOOL HEAD

Prepared by:

Approved:

Signature over printed name

Position

ESTELITA G. PINEDA, CESO V

Schools Division Superintendent

ACCOMPLISHMENT REPORT FOR THE MONTH OF _____, 2014

DATE	PLACE	PURPOSE	FINDINGS	RECOMMENDATIONS	AUTHORIZED SIGNATURE

Prepared by:

Noted:

Signature over printed name

Position

ESTELITA G. PINEDA, CESO V

Schools Division Superintendent