



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



**MEMORANDUM**

To : **Public Schools District Supervisors (PSDS)  
Elementary/Secondary Public School Heads/Principals**

From : **The Office of the Schools Division Superintendent**

Subject : **CREATION AND COMPOSITION OF A DISTRICT  
MONITORING COMMITTEE**

Date : **September 25, 2017**

**RELEASED**

**28 SEP 2017**  
DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
NAME / SIGNATURE

1. As embodied in **Executive Order No. 366 of 2004 - Rationalization Plan**, which is an efficient and result-oriented structure organization, DepEd, Zamboanga del Norte Division, continuously provides direction for the efficient and effective monitoring of the schools, and consistent with the **thrusts of empowerment** as mandated, the downloading of services to the district level has been implemented including monitoring. Anent to this, the division requires all districts to create a **District Monitoring Committee**, and a copy shall be submitted online to the School Management, Monitoring and Evaluation (SMM&E) Unit of the SGOD not later than October 13, 2017.
2. The composition of the five (5) member committee shall be the following:  
**Chairman - PSDS**  
**Co-Chairman – Secondary School Principal**  
**Vice Chairman – Central School Principal**  
**Members shall be represented by Secondary/ Elementary School Principal, Head Teacher and Master Teacher.**
3. The roles and functions of the committee members and the use of the monitoring tool shall be discussed during the **Capacity Building for Monitoring** set on a later date.
4. For your information, guidance and strict compliance.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
OIC-Schools Division Superintendent

Reference :

*Executive Order # 366, 2004*