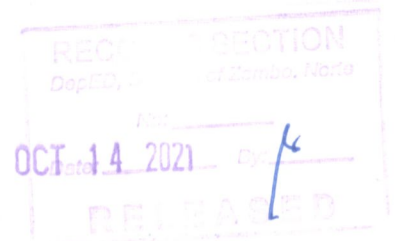


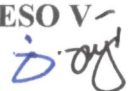


Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 494 s. 2021

TO: Assistant Schools Division Superintendents
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Principals In-charge of the District
Elementary and Secondary School Administrators
SGOD SEPs and EPSs of HRDS and SMME
All others concerned

FROM: **MA. LIZA R. TABILON EdD, CESO V-**
Schools Division Superintendent 

SUBJECT: **Benchmarking/Sharing of Best Practices on School Management and Instructional Supervision**

DATE: October 13, 2021

1. The results of the Office Performance Commitment and Review Form (OPCRF) evaluation generated a list of practices that were rated outstanding. These practices are presumed to have influenced a solid impact on improved learning outcomes. Thus, there is a need to share these best practices for greater organizational benefit. Insights that are deemed applicable to other school conditions shall be captured by school heads for application in respective schools for better service delivery.
2. In this connection, this office announces the conduct of a **Benchmarking/Sharing of Best Practices on School Management and Instructional Supervision** on November 4, 2021. All school heads with high performance and who were rated outstanding during the School Year 2020-2021 are to share their best practice/s during this activity. Refer to attachment 'A' for the list of presenters.
3. This activity will be conducted simultaneously in the five (5) clusters of this division. Public Schools District Supervisors (PSDSs) and Principals In-charge of the Districts (PICDs) of every cluster shall take on the responsibility of the necessary preparations. The activity may be conducted online or onsite depending on the local IATF restrictions. Health protocols shall be strictly observed, should the activity be conducted onsite. However, the use of online platform is strongly encouraged.





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4. PSDSs/PICDs of all presenters are requested to provide technical assistance to ensure that the presentation will contain information that are relevant and reflective of a best and ideal leadership practice.
5. Education Program Supervisors are to act as panelists. They are to join the cluster of their respective surrogate schools districts. Attachment 'B' contains the Program Management Team and Panelists, for reference.
6. All school heads in attendance to this activity are expected to craft a re-entry action plan for the implementation of a chosen practice/initiative in their respective schools. The re-entry action plan template is hereto attached labeled attachment 'C'. A link will be provided for the submission of the scanned copy of these plans to the schools division office, duly signed by respective PSDSs/PICDs.
7. An online monitoring on the conduct of the activity will be done by the SGOD-SMME SEPS and EPS. The presence of the HRDS SEPS and EPS is also imperative to ensure capturing of best practices that may be integrated in the division Rewards and Recognition Program and its probable sharing to a wider convergence.
8. The following pre and post activities will be conducted on the timelines indicated:

Activity	Timeline	Platform
A. Orientation of all panelists	October 23	Links will be provided
B. Briefing of all presenters and TAs	October 26	
C. Submission of Completed Staff Work (CSW) by the presenters	October 29	
D. Program Completion Report (PCR) by PSDS/PICD	November 5	

The template for the Program completion report is contained in attachment 'D'.

9. Wide dissemination and compliance with the contents of this memorandum is enjoined.

OASDSjvr/Memo on Benchmarking/Sharing of Best Practices on School Management and Instructional Supervision/10132021

N-avigating
O-pportunities to
R-eengineer for
T-ransformation&
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
Tel No.: (065) 212-5843
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Attachment 'A'

List of Presenters

- | | | |
|-----|------------------------|---|
| 1. | Aireen T. Patrocinio | - School Principal, Comprá NHS |
| 2. | Dexter Ross Fabricante | - School Principal, Siayan NHS |
| 3. | Ferlisa R. Eguia | - School Principal, Linay CS |
| 4. | Fernando O. Malazarte | - School Principal, Sindangan National Agricultural School (SNAS) |
| 5. | Jennifer Bulanón | - School Principal, Salug NHS |
| 6. | Marlou P. Elcamel | - School Principal, Manukan East Central School |
| 7. | Meila H. de Gracia | - School Principal, Sindangan Central School |
| 8. | Marchel I. Abelera | - School Principal, Rizal NHS |
| 9. | Marissa A. Canastra | - School Principal, Dumalogdog NHS |
| 10. | Rouel A. Tariga | - School Principal, Dona Natividad ES |
| 11. | Reynilda C. Gadayan | - School Principal, San Pedro NHS |
| 12. | Yolanda S. Canton | - School Principal, Talinga NHS |





Republic of the Philippines
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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment 'B'

Program Management Team

Name	Position/Designation	Roles and Responsibilities
Ma. Liza R. Tabilon, Ed.D., CESO V	Schools Division Superintendent	Over-all Head
Judith V. Romaguera	Assistant Schools Division Superintendent	Lead Persons
Ma. Judelyn J. Ramos	Assistant Schools Division Superintendent	
Lilia A. Abello, Ed.D	Chief, Curriculum Implementation Division	
Joy L. Singson, Ed.D	Chief, School Governance and Operations Division	
All Education Program Supervisors		Panelists
All PSDSs and PICDs		As stated
Robert I. Poculan	SEPS, HRDS	Documentation of Best Practices
Nicoletter Ria A. Tangon	EPS-SMME	
Wilson I. Inding	SEPS. SMME	QATAME Monitors
Jed Nieves	EPS- HRDS	
Marife de la Cerna	ADAS	Secretariat
Pamela Juson	ADAS	Secretariat

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Attachment 'D'

PROGRAM COMPLETION REPORT

Schools District/Municipality: _____

Program Title	
Facilitators	
Location and Venue	
Duration	
Date	
No. of Participants	
Program Management Team (District/Municipality)	
Summary of Attendance	<i>Please see attached a scanned copy of the attendance sheet</i>
Executive Summary/ Program Objectives	
Key Results	
Program Schedule/ Matrix	
Resources Materials	
M & E Analysis	
General Comments and Issues Encountered	
Recommendations	

Prepared by:

Noted by:

PSDS/PICD

Assistant Schools Division Superintendent

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