



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**Schools Division of Zamboanga Del Norte**  
 Estaka, Dipolog City

DEPARTMENT OF EDUCATION  
**DIVISION OF ZAMBO. DEL NORTE**  
 DIPOLOG CITY 7100

**RELEASED**

BY:

NAME / SIGNATURE

DATE:

**DIVISION MEMORANDUM**

No. 242s. 2015

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

From: **NATIVIDAD P. BAYUBAY, CESO VI**  
 Officer In-Charge  
 Office of the Schools Division Superintendent

Subject: **SUBMISSION OF DAILY/MONTHLY ADMINISTRATIVE PLANS AND  
 ACCOMPLISHMENT REPORTS**

Date: **SEPTEMBER 22, 2015**

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1. In our continuing effort to improve school documentations, and to expedite the submission process, this Office hereby orders for your conformance **in form and in content** of the following reports, to wit:
    - Daily Administrative and Supervisory Plan
    - Monthly Administrative and Supervisory Plan
    - Monthly Report of Accomplishments (Attachments: Meeting Report & Star Observations)
  2. Attached hereto are the updated templates of the reports. **Attention is invited to the signatories appearing thereon.**
  3. Timely submission is likewise ordered. Submission of the copies of the reports is expected to reach the Schools Division office through the Offices of **CID Chief Dr. Lilia E. Abello, Ed.D. and SEPS Carina C. Piamonte, every first week** of the month.
  4. For guidance and strict compliance.

## Daily Administrative and Supervisory Plan

Date: \_\_\_\_\_

Period/Time	Activities	Remarks
	<b>1. Daily Routine</b> Checking teacher's attendance, cleanliness of the school premises	
	<b>2. Class observation, checking of form 1, Lesson Plan, Class record</b> Focus: _____ _____ Teacher: _____ _____ _____ _____	
	<b>3. Conferences/Meetings ( School , District, Division )</b> Agenda  <b>4. Linkages</b>  <b>5. Others</b>	

Prepared by:

\_\_\_\_\_  
 School Head

## MEETING REPORT

PURPOSE:

- ☐ INFORMATION
- ☐ PLANNING
- ☐ PROBLEM SOLVING
- ☐ DECISION MAKING

END RESULTS:

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REQUIRED INPUTS:

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STEPS TO END-RESULTS

WHO

WHEN

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ACTIONS / DECISIONS:

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FOLLOW UP:

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**MONTHLY ADMINISTRATIVE AND SUPERVISORY PLAN**  
**For the Month of**

<b>Programs / Projects</b>	<b>Strategies / Activities for the Month</b>	<b>Objective Verifiable Indicator</b>	<b>Means of Verification</b>
<b>A. Provision of Access</b>			
<b>B. Quality and Relevance</b>			
<b>C. Management of Education Services</b>			
<b>D. Performance Indicators</b>			

Prepared by:

Checked / Verified

\_\_\_\_\_  
School Head

\_\_\_\_\_  
PSDS

## REPORT OF ACCOMPLISHMENTS

For the Month \_\_\_\_\_

<b>Programs / Projects</b>	<b>Actually delivered/conducted</b>	<b>Findings / Reasons</b>	<b>Remarks/ Recommendations</b>
<b>A. Provision of Access</b>			
<b>B. Quality and Relevance</b>			
<b>C. Management of Education Services</b>			
<b>D. Performance Indicators</b>			

Prepared by:

\_\_\_\_\_  
School Head

Verified :

\_\_\_\_\_  
PSDS