



DEPARTMENT OF EDUCATION
DIVISION OF ZAMBOANGA DEL NORTE
DIPOLONG CITY 7100


RELEASED

31 MAY 2017
DATE: _____

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

Division Memorandum
No. 173 s. 2017

To: Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
Personnel Concerned

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

Subject: CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 172, s. 2017 (Guidelines on the Conduct of Class Observations in the Elementary and Secondary Schools) and DIVISION MEMORANDUM NO. 400, s. 2016 (Maximizing Personnel Staffing for Curriculum Implementation)

Date: May 31, 2017

1. One of the primary duties and responsibilities of the School Head Teacher is the implementation of the curriculum which inspires and engages all learners and the teaching staff.
2. Relative to this, all Elementary and Secondary School Head Teachers as "Head of all the Teachers" in the school are hereby mandated by this office to handle any of the core subjects (English, Science, Mathematics, Filipino) in addition to their supervisory and administrative functions.
3. To give ample time to the School Head Teachers in their instructional preparation and delivery, they are only to conduct at least four (4) class observations per month.
4. All other provisions of Division Memorandum No. 172, s. 2017 and Division Memorandum No. 400, s. 2016 remain the same.
5. Wide and immediate dissemination of this Memorandum is desired.