

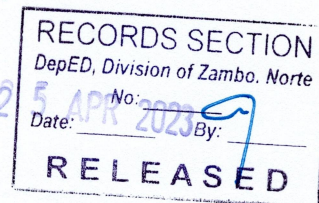


Republic of the Philippines  
**Department of Education**

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Office of the Schools Division Superintendent**



April 20, 2023

Division Memorandum  
No. 126, s. 2023

**EXPANDED ROLE OF PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDSs) AND PRINCIPALS IN-CHARGE OF THE DISTRICT (PICDs)**

**TO:** Assistant Schools Division Superintendents  
CID and SGOD, Chief Education Supervisors  
Public Schools Division Supervisors/PICDs  
School Heads  
This Division

1. In line with this division's initiatives through the enabling mechanism of the **Division Education Development Plan 2023-2028, PREMIER**, under the reengineering of educational services for a more efficient delivery of services, this division issues the guidelines on the expanded role of the Public Schools District Supervisors/PICDs describing herein their additional functions.
2. The objective of this issuance is to efficiently manage this division's human and material resources.
3. Enclosed is the list of additional functions of the PSDSs/PICDs.
4. This issuance shall take effect immediately upon its approval and publication.
5. For information, guidance, dissemination and compliance.

**ROY C. TUBALLA EMD, JD, CESO VI**  
Schools Division Superintendent

Encl: As Stated  
P&R/LAP/DM-PSDSexpandedrole  
07-04202023



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure to DepEd Division Memorandum No. 126 s.2023

**ADDITIONAL FUNCTIONS OF THE PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDSs) AND PRINCIPALS IN-CHARGE-OF THE DISTRICT (PICDs)**

In addition to the mandated functions of the PSDSs/PICDs the following added responsibilities shall be performed, to wit:

- a. **coordinative function**, where they shall relay and disseminate inbound and outbound communication and instructions as representative of the Schools Division Superintendent (SDS) in their respective districts;
- b. **program advocates for DepEd PPAs**, where they shall be responsible for the proper implementation of DepEd PPAs ensuring its success through monitoring using standard tools, reports which shall be uploaded to designated online platforms, or other means required by this division;
- c. **rapporteur**, where they shall, but not limited to, relay of instructions, follow up of submission and/or consolidation of inbound and outbound reports fielded through online platforms, or other means required by this division;
- d. **fiscal management advisor**, where they shall provide guidance to school heads regarding proper utilization and liquidation of MOOE with special attention to those having challenges in liquidation;
- e. perform other added functions as the need arises.



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