



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

March 16, 2023

**DIVISION MEMORANDUM**  
No. 102 s. 2023

**MONTHLY SUPERVISORY PLAN AND ACCOMPLISHMENT REPORT TEMPLATE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Elementary and Secondary School Heads

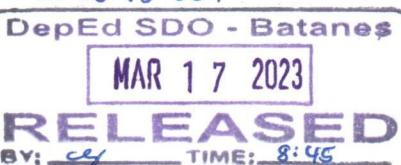
1. The Schools Division of Batanes thru the Curriculum Implementation Division (CID) will be implementing an innovation in line with Instructional Supervision Monitoring and Evaluation (ISME) dubbed as Project **OVERSEE** (Outright Verification & Evaluation of Results thru Supervision to Enhance Educational outcomes).
2. One of the activities in the said project is to come up with contextualized template for monthly supervisory plan and accomplishment report of School Heads for uniformity purposes. Along with this template is a localized classroom monitoring tool which the school heads can use during their day-to-day non-COT classroom observation.
3. In line with the implementation of this project, the contextualized template for Monthly Supervisory Plan and Accomplishment Report will be made available in the Project e-SUBMIT link to facilitate submission of reports on time. These forms shall be accomplished by the school heads on or before the last day of every month for the Supervisory Plan while the Accomplishment Report will be accomplished from the 1<sup>st</sup> to 5<sup>th</sup> day of the ensuing month. The online submission of Monthly Plan and Monthly Accomplishment Report will start in April 2023.
4. For the localized classroom monitoring tool, it will be uploaded in the CID Forms under Project CLICK to be downloaded and reproduced by the school heads.
5. Expenses for the reproduction of said monitoring tool shall be charged against school MOOE subject to accounting and auditing rules and regulations.
6. Widest dissemination of this memorandum is desired.

**EDUARDO C. ESCORPIO JR. EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent

  
**GEORGANN G. CARIASO CESO VI**  
Assistant Schools Division Superintendent

RI-03-28-069



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To be indicated in the Perpetual Index  
Under the following subjects:

Monitoring & Evaluation  
Supervision  
*CID/ vbg*



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