



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

20 October 2023

SCHOOLS DIVISION MEMORANDUM

No. 382

s. 2023

**GRADE LEVEL ASSIGNMENT OF EDUCATION PROGRAM SUPERVISORS
AND SCHOOLS DIVISION COORDINATORS**

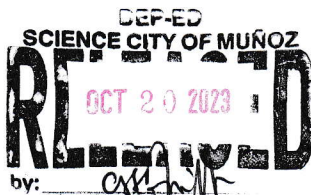
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. To ensure the continuous improvement of teaching and learning through responsive, relevant, and timely instructional supervision, technical assistance to teachers and school leaders, and development of learning resources, this Office announces the Grade Level Assignment of Education Program Supervisors (EPSs) and Schools Division Coordinators (SDCs) effective October 23, 2023.
2. The essential function of the Grade Level EPSs and SDCs is to ensure the effective and efficient implementation of the Basic Education Curriculum, Programs/ Projects/ Activities (PPAs), and Special Curricular Programs (SCPs) through regular instructional supervision and monitoring per grade level.
3. The duties and responsibilities of EPSs and SDCs include but are not limited to the following:
 - a. to supervise the development of contextualized assessment tools to diagnose learners and determine their mastery level in the different learning areas per grade level;
 - b. to monitor and evaluate the utilization of learning resources based on needs and standards per grade level;
 - c. to provide technical assistance on classroom management to schoolheads, teachers, and instructional managers on curriculum and SCPs/ PPAs implementation for the improvement of instructional leadership competence, learning resource management, learning delivery, and assessment of learning per grade level;
 - d. to provide instructional management and enhance curriculum articulation regarding alignment to standards, the development and implementation of assessments and the use of effective instructional strategies that will most appropriately meet the needs of the learners;



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- e. to demonstrate knowledge of grade-level curriculum content and willingness to examine and implement change necessary to produce efficient and effective system and increase student achievement; and
 - f. to manage the assigned grade level to promote positive and productive relationships among colleagues, teachers, schoolheads, learners, parents, and learning community.
4. Enclosed is the list of Grade Level Assignments of the EPSs and SDCs for the information and guidance of all concerned.
 5. For queries, please communicate with Dr. Larry B. Espiritu, CID Chief ES, through his messenger or cellphone number 09171869854.
 6. Wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent *JH*

Encl: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

GRADE LEVEL ASSIGNMENT

*CID/AGM-grade level assignment
031/October 20, 2023*



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Enclosure to Schools Division Memorandum No. 382-s. 2023

GRADE LEVEL ASSIGNMENT

Grade Level	In-charge
Kindergarten	Rodolfo A. Dizon PhD
1	Aileen G. Mactal
2	May P. Padilla PhD
3	Michelle T. Jayme PhD
4	Mary Queen P. Orpilla PhD
5	Zoraida F. Espino PhD Joanna Marie D. Torda
6	Nelie D. Sacman PhD Rona May E. Cruz
7	Leilani D. Tidalgo Felerma G. Urbano
8	August A. Mateo Christian U. Dela Cruz
9	Melody E. Galingan
10	Mercedita D. Saldero
11	Ann Christian A. Francisco
12	Marichele M. Mercurio PhD
ALS	Novalyn C. Rodolfo EdD