

I. Work Schedule of EPS

Monday – Division Office

Tuesday, Wednesday and Friday – Three (3) days School visit

Thursday – Whole day in the Division Office

Half day – Supervisors' Quality Circle

(Thursday Morning)

- Sharing of Best Practices done by different job groups
- Lessons Learned
- Professional Topic included in the TQC

Half day - Research, Innovations, IMs, Planning, etc.

One day - Memo preparation

Reports preparation

Add-on-tasks

Meeting with subject area coordinators – if possible Monday or Thursday

* One week in the school assignment (Total Package) per month

* One week in a school for the subject area assignment/other assignments

II. Q. A. for School Visit

Supervisory Tasks

- Class observation with conference
- Checking of LPs/DLLs, Test Notebooks
- Supervision by walking around
- Random assessment of mastery of previous lessons (with prepared assessment items or tools)
- Leading or monitoring/evaluation of TQCs
- Dialogues/conference with teachers (off-session)
- Monitoring of subject area/DepEd Programs and Projects
- Random assessment of reading proficiency
- Monitoring of Drop-out Intervention Program - (SARDOS & PARDOS)
- Remediation Program/ICL
- Failures
- Utilization of Instructional Materials/books (Print & ICT,
- Wellness Program for the Obese/Nutritional Program
- Monitoring of Guidance Program Services