



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

January 21, 2025

DIVISION MEMORANDUM

No. 048, s. 2025

The School VISIT Program:
Validate, Inspire, Support, Improve and Transform Schools

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit and Section Heads
All Others Concerned

1. The Schools Division of Sagay City will conduct the **School VISIT Program: Validate, Inspire, Support, Improve and Transform Schools**, a proactive approach to gain deep insights into the specific contexts, dynamic needs and diverse challenges of Schools, and client preferences, expectations and perceptions on the various programs, projects and services. This program underscores the division's commitment to supporting School Heads in driving student success and achieving overall institutional goals.
2. By facilitating structured visits by Division Leaders, this program ensures a deeper understanding of the on-ground realities faced by School Heads. Such interactions create opportunities for collaboration, build trust, and enable timely and targeted technical assistance. This approach empowers School Heads to lead effectively and aligns division-level support with school-level needs.
3. This program aims to:
 - a. *Strengthen Communication and Collaboration*
Establish open channels for dialogue between Division Leaders and School Heads to enhance mutual understanding and trust.
 - b. *Identify Context-Specific Needs*
Gather insights into the unique challenges and opportunities in each school to tailor support and interventions effectively.
 - c. *Provide Responsive Technical Assistance*
Deliver targeted guidance, resources, and strategies to address identified gaps and promote best practices.



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- d. *Enhance Leadership Capacity*
Support School Heads in their roles by addressing professional development needs and encouraging reflective leadership practices.
- e. *Align Division Priorities with School Goals*
Foster coherence between the division's strategic objectives and school-level plans, ensuring a unified approach to educational improvement.
- f. *Promote a Culture of Support and Empowerment*
Reinforce the perception of division leaders as partners and mentors, fostering a collaborative and supportive environment for school leadership.

4. This activity shall involve the School Visit of Division Leaders and the conduct of Focus Group Discussion and Consultation with the School Head, Administrative Officer II and/or concerned Program Coordinators. The FGD and consultation shall be facilitated by the Schools Division Superintendent and/or Assistant Schools Division Superintendent with representatives from Curriculum Implementation Division, School Governance and Operations Division, Administrative Services, and Finance Services. The Public Schools District Supervisor shall be present to provide support and follow-up activities on the implementation of Technical Assistance Plan.

5. Expenses relative to the conduct of this activity shall be charged against MOOE/ Local funds subject to the usual accounting and auditing rules and regulations.

6. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.

7. Immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent



Enclosure : None
Reference : None
No. of Pages : 2

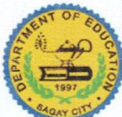
To be indicate in the **Perpetual Index** under the following subjects:

TECHNICAL ASSISTANCE

EDUCATION LEADERS

DIVISION

FN: demu/SDS_012125



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