



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

February 11, 2025

DIVISION MEMORANDUM

No. 99, s. 2025

MONTHLY COORDINATION MEETING

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. Effective curriculum implementation and school governance require continuous collaboration between the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD). To ensure alignment of efforts, the Schools Division of Sagay City will conduct the **Monthly Coordination Meeting** which shall serve as a platform to discuss findings and results from supervision, monitoring, and evaluation activities. By analyzing these insights, the Schools Division Office can identify gaps, celebrate successes, and collaboratively design responsive technical assistance plans to enhance teaching and learning outcomes.
2. The Coordination Meeting shall foster a data-driven and needs-based approach in decision-making, ensuring that strategies for instructional leadership, learning delivery, and school operations are cohesive and impactful. Through regular dialogue, the CID and SGOD strengthen their partnership in providing schools with the necessary support, ultimately improving overall education quality.
3. This activity aims to:
 - a. *Review Findings and Results*
Present and discuss key observations from supervision, monitoring, and evaluation activities related to curriculum implementation, teaching practices, school operations, and learner performance.
 - b. *Identify Challenges and Best Practices*
Analyze trends and patterns, recognize areas requiring improvement, and highlight effective strategies that can be scaled across schools.
 - c. *Develop Technical Assistance Plans*
Based on the findings, collaboratively design targeted interventions, capacity-building initiatives, and contextualized support mechanisms for schools and teachers.



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d. Enhance Coordination and Synergy

Strengthen the collaborative working relationship between CID and SGOD to ensure that curriculum and governance interventions are aligned, complementary, and responsive to school needs.

e. Monitor Progress and Accountability

Set measurable targets and action points for the implementation of technical assistance, ensuring continuous improvement through follow-up and evaluation.

4. The Coordination Meeting shall be conducted every 4th Monday of the month and shall be attended by the Executive Committee, Education Program Supervisors, Public Schools District Supervisors, Information Technology Officer I, Attorney III, OSDS Unit Heads and Program Owners from CID and SGOD. The Public Schools District Supervisors, Program Owners and/or Division Field Technical Assistance Team shall discuss concerns, report findings and issues gathered from their monitoring and evaluation activities and develop technical assistance plan to address the emerging needs and implementation gaps. Enclosed is the Template for the Report to be presented during the Coordination Meeting.

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 and strict compliance of this Memorandum are directed.

DANNIE CLARK M. UGIL

Assistant Schools Division Superintendent

Officer In-charge

Office of the Schools Division Superintendent



Enclosure : None

References : None

No. of Pages : 3

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

TECHNICAL ASSISTANCE

COORDINATION MEETING

DIVISION

FN: dcmu/SDS_021125



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Enclosure No. 1 to Division Memorandum No. 99 s. 2025

Coordination Meeting Report

Month:

District:

Issues/ Concerns/ Challenges

School	Areas of Concern	Date of M&E	Findings	Recommendation

Best Practices

School	Effective Strategies/ Activities	Date of M&E	Accomplishments	Sustainability Plan

Prepared by:

Noted by:

Chief Education Supervisor