



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
SCHOOLS DIVISION OF PALAWAN

**DIVISION MEMORANDUM**

No. **363** s, 2023

September 21, 2023

**FINDINGS, SUGGESTIONS AND AGREEMENT DURING THE CONDUCT OF THE  
OPENING OF CLASSES FOR SY 2023-2024**

**TO:** Assistant Schools Division Superintendent/OIC  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
Elementary & Secondary School Paper Advisers  
All others Concerned

1. As a result of the just concluded monitoring during the First and Second week of School Year 2023-2024, the following are the significant and agreements, findings and suggestions taken during the Exit Conferences:

Issues and Concerns	Action to be Taken	Persons Involved
a. Decreased no of enrollment	Mapped/tracked un enrolled school-aged learners	School Head, PSDS, CID Chief, ASDS, SDS
b. Teachers loaded with ancillary works	Review teachers load and delegate equally ancillary works	School Head, PSDS, CID Chief
c. Maximize the use of library		
d. Learners with challenges in literacy & numeracy	Administration of Phil-IRI to profile learners with difficulty in reading & numeracy	School Head, PSDS, CID Chief, Language Teachers, Class Advisers, Parents
e. Class Program/Schedule of Classes	Review the schedule of Classes and Class Program	School Head, PSDS, CID Chief
f. Lack of teacher to handle additional sections due to increase of enrolment	Review class schedule/loads of teachers /request for an additional teacher or to deploy excess teachers from other schools	School Head, PSDS, CID Chief, ASDS, SDS



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g. Late enrollees	Strengthen campaign for early enrolment	School Head, PSDS, Teachers/classroom adviser/PTA
h. Teachers who don't have DLL/DLP during the monitoring	Conduct daily monitoring/checking of individual DLL/DLP of teachers	School Head, PSDSes,

2. With all of the above issues and feedback and agreed tasks, this division imposes the compliance and action of all the persons involved.
3. Immediate and wide dissemination of the content of this Memorandum is desired.

  
**ELSIE T. BARRIOS, PhD**  
Schools Division Superintendent


Enclosure : as stated  
Reference : None  
Allotment : 3

To be indicated in the **Division Perpetual Index**  
under the following subjects:

ADMINISTRATORS  
CURRICULUM  
LEARNING  
MONITORING  
TEACHERS  
SCHOOL HEADS



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