



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON PROVINCE**  
**Sorsogon**

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January 5, 2026

**Division Memorandum**

No. 06, s. 2026

**REPORTING SCHEDULE OF PUBLIC SCHOOLS DISTRICT  
SUPERVISORS (PSDS/OICS) IN THE OFFICE OF THE CURRICULUM  
IMPLEMENTATION DIVISION**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID, SGOD  
Education Program Supervisors/ Division Coordinators  
Public Schools District Supervisors/ OIC-PSDSs  
Elementary/Secondary School Heads  
All Other Concerned

1. This memorandum is issued consistent with existing laws, rules, and issuances governing the functions and the organizational placement of the Public Schools District Supervisors (PSDS) in the Curriculum Implementation Division (CID). Pursuant to CSC Resolution No. 1600324, s. 2016, which updated the qualification standards for PSDS position, the PSDS is explicitly recognized as a unique position under the DepEd rationalized structure and clearly affirms that PSDS shall be part of the Curriculum Implementation Division.
2. Further, RA 9155 (Governance of Basic Education Act 2001) defines the roles responsibilities of education supervisors, including the PSDS, which primarily instructional and curriculum-related in nature.
3. In view of the foregoing, the placement of the PSDS in the Curriculum Implementation Division is consistent with the existing policy issuances and legal mandate, and is necessary to strengthen instructional supervision, curriculum monitoring, and evaluation, and technical assistance in support of improved learning outcomes, and ensure the effective implementation of curricular and instructional programs, all Public Schools District Supervisors (PSDS and OICs) are hereby directed to observe the following weekly reporting and monitoring schedule:



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4. For two (2) working days per week the assigned- PSDSs shall report to the Curriculum Implementation Division (CID) Office to work collaboratively with the Education Program Supervisors (EPS). Activities during these days shall include planning, analysis of monitoring results, coordination of instructional initiatives, consolidation of reports.
5. For three (3) working days per week – PSDS shall be assigned to monitor schools within their respective districts to ensure that curricular and instructional programs are properly implemented and that timely and appropriate technical assistance is extended to school heads and teachers based on identified needs.
6. PSDS/OICs who are scheduled to report to the Curriculum Implementation Division (CID) shall attend the regular Monday Flag Raising Ceremony and attend to assigned administrative tasks, as well as address urgent matters that require immediate attention, as necessary.
7. This arrangement aims to promote a balanced approach between office-based collaboration and field-based instructional supervision, thereby strengthening support mechanisms for schools and improving teaching and learning outcomes. The Curriculum Implementation Division (CID) shall oversee the implementation of this directive and issue specific schedules and further guidelines as necessary.
8. Reporting Schedule of PSDSs is stated as Enclosure NO. 1 to this Memorandum.
9. Travel expenses relative to this activity shall be charged against the division local funds/MOOE, while per diem allowance will be granted in accordance with the current guidelines subject to usual accounting and auditing rules and regulations
10. Widest dissemination of and compliance with this memorandum are enjoined
11. For guidance and strict compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2026

**REPORTING SCHEDULE OF PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS/OICS) IN THE OFFICE OF THE  
CURRICULUM IMPLEMENTATION DIVISION**

| <b>DISTRICT</b>    | <b>PSDSs/OIC-PSDSs</b> | <b>POSITION</b>                             | <b>DATE</b><br>(1st day) | <b>DATE</b><br>(2nd day) | <b>DATE</b><br>(3rd day) | <b>DATE</b><br>(4th day) |
|--------------------|------------------------|---|--------------------------|--------------------------|--------------------------|--------------------------|
| BARCELONA DISTRICT | GLORIA REYMUNDO        | PRINCIPAL III/<br>OIC-PSDS                  | January 12,<br>2026      | January 13,<br>2026      | January 30,<br>2026      | February 02,<br>2026     |
| BULAN I DISTRICT   | REMUS H. ZUNIGA        | OIC-PSDS                                    | January 14,<br>2026      | January 15,<br>2026      | February 17,<br>2026     | February 18,<br>2026     |
| BULAN II DISTRICT  | LIZA M. ENOLVA         | PRINCIPAL II                                | January 16,<br>2026      | January 19,<br>2026      | February 11,<br>2026     | February 12,<br>2026     |
| BULAN III DISTRICT | ISAIAS A. BERMAS       | PUBLIC<br>SCHOOLS<br>DISTRICT<br>SUPERVISOR | January 20,<br>2026      | January 21,<br>2026      | February 17,<br>2026     | February 18,<br>2026     |
| BULAN IV DISTRICT  | CRISTINA G. DEDASE     | PRINCIPAL II                                | January 26,<br>2026      | January 27,<br>2026      | January 30,<br>2026      | February 02,<br>2026     |



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|-------------------------|----------------------|---|---------------------|---------------------|----------------------|----------------------|
| BULUSAN DISTRICT        | NICOLAS E. FREO      | PRINCIPAL I /<br>OIC-PSDS                   | January 22,<br>2026 | January 23,<br>2026 | February 09,<br>2026 | February 10,<br>2026 |
| CASIGURAN DISTRICT      | LUCY HAMOR           | PUBLIC<br>SCHOOLS<br>DISTRICT<br>SUPERVISOR | January 20,<br>2026 | January 21,<br>2026 | February 05,<br>2026 | February 06,<br>2026 |
| CASTILLA EAST DISTRICT  | MARITES JESALVA      | P-III / OIC-PSDS                            | January 14,<br>2026 | January 15,<br>2026 | February 11,<br>2026 | February 12,<br>2026 |
| CASTILLA SOUTH DISTRICT | GENELITA A. NANTIZA  | PRINCIPAL III /<br>OIC-PSDS                 | January 28,<br>2026 | January 29,<br>2026 | February 17,<br>2026 | February 18,<br>2026 |
| CASTILLA WEST DISTRICT  | ARNOLD M. PERALTA    | PUBLIC<br>SCHOOLS<br>DISTRICT<br>SUPERVISOR | January 16,<br>2026 | January 19,<br>2026 | February 13,<br>2026 | February 16,<br>2026 |
| DONSOL EAST I DISTRICT  | FRANSZHEL RAZO       | PRINCIPAL III /<br>OIC-PSDS                 | January 12,<br>2026 | January 13,<br>2026 | February 03,<br>2026 | February 04,<br>2026 |
| DONSOL EAST II DISTRICT | EUTEQUIO B. ARIAS II | PRINCIPAL I                                 | January 14,<br>2026 | January 15,<br>2026 | February 09,<br>2026 | February 10,<br>2026 |



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|-------------------------|---------------------|------------------------------------|------------------|------------------|-------------------|-------------------|
| DONSOL WEST I DISTRICT  | CARMEN NOTARIO      | PRINCIPAL III                      | January 16, 2026 | January 19, 2026 | February 05, 2026 | February 06, 2026 |
| DONSOL WEST II DISTRICT | CORAZON A. MONTILLA | PRINCIPAL I / OIC-PSDS             | January 20, 2026 | January 21, 2026 | February 11, 2026 | February 12, 2026 |
| GUBAT NORTH DISTRICT    | EDUARDO A. POLLARCA | PUBLIC SCHOOLS DISTRICT SUPERVISOR | January 28, 2026 | January 29, 2026 | February 05, 2026 | February 06, 2026 |
| GUBAT SOUTH DISTRICT    | EDDIE P. SABABORO   | PUBLIC SCHOOLS DISTRICT SUPERVISOR | January 22, 2026 | January 23, 2026 | February 03, 2026 | February 04, 2026 |
| IROSIN I DISTRICT       | ELMO B. LINZO       | PRINCIPAL I / OIC-PSDS             | January 12, 2026 | January 13, 2026 | February 05, 2026 | February 06, 2026 |
| IROSIN II DISTRICT      | HAZEL O. GARRIDO    | OIC-PSDS                           | January 14, 2026 | January 15, 2026 | February 13, 2026 | February 16, 2026 |
| JUBAN DISTRICT          | VENUS MATUBA        | PUBLIC SCHOOLS DISTRICT SUPERVISOR | January 20, 2026 | January 21, 2026 | January 30, 2026  | February 02, 2026 |





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|---------------------------|---------------------|------------------------------------|------------------|------------------|-------------------|-------------------|
| MAGALLANES NORTH DISTRICT | MANUEL V. ESTERA    | SCHOOL PRINCIPAL II/ OIC-PSDS      | January 26, 2026 | January 27, 2026 | February 11, 2026 | February 12, 2026 |
| MAGALLANES SOUTH DISTRICT | MARISSA G. BENDICIO | PUBLIC SCHOOLS DISTRICT SUPERVISOR | January 28, 2026 | January 29, 2026 | February 17, 2026 | February 18, 2026 |
| MATNOG I DISTRICT         | ADRIAN ENERIA       | PRINCIPAL I/ OIC-PSDS              | January 22, 2026 | January 23, 2026 | February 03, 2026 | February 04, 2026 |
| MATNOG II DISTRICT        | ROWENA G. MANCION   | PRINCIPAL III                      | January 28, 2026 | January 29, 2026 | February 13, 2026 | February 16, 2026 |
| PILAR I DISTRICT          | SHIERYL B. GUARTE   | PRINCIPAL III                      | January 22, 2026 | January 23, 2026 | February 09, 2026 | February 10, 2026 |
| PILAR II DISTRICT         | BEVELYN C. CARAMOAN | PRINCIPAL II                       | January 26, 2026 | January 27, 2026 | February 03, 2026 | February 04, 2026 |
| PILAR III DISTRICT        | VICENTE NOCOS JR    | PUBLIC SCHOOLS DISTRICT SUPERVISOR | January 12, 2026 | January 13, 2026 | January 30, 2026  | February 02, 2026 |



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|-------------------------------|-----------------------|-----------------------------|---------------------|---------------------|----------------------|----------------------|
| PTO. DIAZ<br>DISTRICT         | FERDINAND E.<br>HAMOR | PRINCIPAL, III/<br>OIC-PSDS | January 16,<br>2026 | January 19,<br>2026 | February 09,<br>2026 | February 10,<br>2026 |
| STA.<br>MAGDALENA<br>DISTRICT | GRACE IMELDA HUAB     | PRINCIPAL, III/<br>OIC-PSDS | January 26,<br>2026 | January 27,<br>2026 | February 13,<br>2026 | February 16,<br>2026 |



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