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Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. 244, s. 2025

MAY 09 2025

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
All Public School Heads  
All Others Concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject: **Duties and Responsibilities of Education Program Supervisors in Charge of the Districts**

Date: May 8, 2025

**PARTICULARS**

1. To facilitate the delivery of quality basic education to all schools, the Schools Division Office-City of San Fernando, through the Curriculum Implementation Division, issues the Duties and Responsibilities of Education Program Supervisors as in Charge of the Districts, effective School Year 2025-2026.
2. In addition to their duties and responsibilities, Education Program Supervisors should provide schools and learning centers in their respective districts with relevant and timely service through:
  - a. the conduct of instructional supervision;
  - b. provision of technical assistance in school management and curriculum implementation;
  - c. establishing a conducive physical environment for learners and school workers;
  - d. sustaining strong and harmonious partnerships and collaboration among stakeholders to improve access to and delivery of quality basic education; and
  - e. other related activities to improve learning outcomes.
3. Dissemination of this Memorandum to all concerned is desired.

**SHEILA MARIE A. PRIMICIAS, CESO VI**  
Schools Division Superintendent

*"Sa Matatag na Panuntunan, Serbisyo ng Tapat Madasahan"*

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