



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

June 19, 2026


No. 292, S. 2026

SCHOOL INSTRUCTIONAL SUPERVISION AND ADMINISTRATIVE MANAGEMENT PROGRAM (SISAMP) POSTING AND IMPLEMENTATION MONITORING

**TO: OIC Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Education Program Supervisors
Public Schools District Supervisors / DICs
Heads, Public Elementary and Secondary Schools
All Others Concerned**

1. In consonance with Republic Act 9155, known as the Basic Education Act of 2001, which mandates school heads to be directly responsible and accountable for both the administrative management and instructional supervision of the schools, and in compliance with DepEd Order No. 007 s 2024 (*Revised School-Based Management System*) which requires school heads to publicly display, share, and communicate their strategic, operational, and supervisory plans within the school community to ensure transparency, this Office hereby informs the field officials of the inclusion of the SISAMP implementation during the regular monitoring activities of the SDO Functional Divisions (OSDS - Admin, CID and SGOD).
2. For transparency purposes, the School Instructional Supervision and Administrative Management Program of the school heads must be visibly posted on the School Transparency Board (typically located at the main entrance or a highly accessible public area) and on the school's official website if the school has already established one.
3. The said document shall be **prepared by the school head, reviewed by the district supervisor** in reference to the District Supervisor's functions stipulated in the RA 9155 and in the district supervisor's Duties and Responsibilities (Job Description - under Monitoring and Evaluation), **recommended for approval by the OIC-Assistant Schools Division Superintendent** being the PMES Rater, and, finally, **approved by the Schools Division Superintendent** being the PMES approving authority.
4. The assistant school principals as well as the assistant school head designates shall also prepare the SISAP to be reviewed and endorsed by their respective school heads being the PMES raters for the approval by the OIC Assistant Schools Division Superintendent being the PMES approving authority.
5. For information, guidance and compliance.




MARGARITO A. CADAYONA JR., PhD, CESO VI
Schools Division Superintendent