



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

May 18, 2026

DIVISION MEMORANDUM

No. 209, s. 2026

TEAM-BASED MONITORING AND INSTRUCTIONAL SUPERVISION (TBMIS) FOR THE IMPLEMENTATION OF THE ARAL SUMMER READING AND MATHEMATICS PROGRAM AND THE PREPARATION OF SCHOOL PROGRAMS AND ACTIVITIES UNDER THE THREE-TERM SCHOOL CALENDAR

To: Assistant Schools Division Superintendent
Chiefs, CID, and SGOD
Education Program Supervisors (EPS)
Public Schools District Supervisors (PSDS)
School Heads
All Others Concerned

1. In line with the Department of Education's commitment to quality basic education through effective instructional leadership and supervision, this Office, through the Curriculum Implementation Division (CID), announces the conduct of the **Team-Based Monitoring and Instructional Supervision (TBMIS)** for the implementation of the **ARAL Summer Reading and Mathematics Program** from May 18 to June 5, 2026.
2. This activity also covers the monitoring and supervision of the preparation of School Programs and Activities during the Opening Block, Instructional Blocks, and End-of-Term Blocks under the Three-Term School Calendar, including the readiness of learning materials and other instructional resources.
3. Specifically, this activity aims to:
 - a. Provide technical assistance to schools implementing the ARAL Summer Reading and Mathematics Program;
 - b. Monitor the conduct of ARAL Summer classes and related instructional activities;
 - c. Ensure the availability and readiness of learning materials and instructional resources;
 - d. Monitor the preparation and alignment of School Programs and Activities for the Three-Term School Calendar;
 - e. Strengthen instructional delivery through monitoring, coaching, and technical assistance; and
 - f. Gather data and reports for planning, intervention, and program improvement.
4. The expected outcomes of this activity are:
 - a. Effective implementation of the ARAL Summer Reading and Mathematics Program;
 - b. Ready and available learning materials and instructional resources;



- c. Improved instructional delivery and teaching practices;
- d. Well-prepared School Programs and Activities aligned with the Three-Term School Calendar.
- e. Strengthened instructional supervision and support mechanisms; and
- f. Improved collaboration and accountability among instructional leaders.

5. The composition of the TBMIS Teams is as follows:

	TEAM A	TEAM B	TEAM C	TEAM D
Team Leader	Arnold M. Jaraba	Noel E. Sagayap	Joshua Sherwin T. Lim	Joy B. Saldana
Co-Team Leader	Mercedita S. Garcia	Erwin L. Purcia	Lourdes L. Matan	Nelson R. Bello
Members	Alma R. Caber	Elbert G. Ongcal	Ricky S. Cano	Jose O. Abon
	Teresa S. Villa	Nora G. Capetillo	Anabelle O. Yangzon	Reynaldo T. Bernales
	Benedicto M. Merales	Ma. Teresa S. Simon	Ester A. Siozon	Noemi S. Castante
	Josephine L. Gallardo	Geraldine P. Sumbise	Corie B. Senolos	
Overall Team Leader: Renato S. Cagomoc, EdD, DM				

6. The following Terms of Reference (TOR) and roles shall be observed:

A. Overall Team Leader - The Overall Team Leader shall:

- a. Provide overall direction and supervision of the TBMIS activities;
- b. Ensure proper implementation of the ARAL Summer Reading and Mathematics Program;
- c. Oversee the monitoring of School Programs and Activities under the Three-Term School Calendar;
- d. Ensure the readiness of learning materials and instructional resources;
- e. Coordinate with CID, SGOD, PSDSs, and School Heads regarding schedules and concerns;
- f. Consolidate and submit monitoring and supervision reports, and
- g. Consolidate and transmit Observation, Findings, and Recommendations reports.

B. Team Leaders - The Team Leaders shall:

- a. Lead the conduct of TBMIS activities;
- b. Prepare itinerary/whereabouts of the team with the TBMIS tools;
- c. Ensure proper implementation of the ARAL Summer Reading and Mathematics Program;
- d. Check the readiness and utilization of learning materials and instructional resources;
- e. Monitor and validate School Programs and Activities for the Opening, Instructional, and End-of-Term Blocks;
- f. Provide technical assistance, coaching, and feedback to teachers and school heads; and
- g. Prepare and submit accomplishment and monitoring reports.

C. Co-Team Leaders - The Co-Team Leaders shall:

- a. Assist the Team Leader in all TBMIS activities;
- b. Help monitor ARAL Summer classes and school readiness;
- c. Assist in documentation, data gathering, and report preparation;
- d. Support the validation of School Programs and Activities; and
- e. Provide logistical and coordination support.

D. Team Members - The Team Members shall:

- a. Participate in monitoring visits and classroom observations;
- b. Assist in checking learning materials and instructional resources;
- c. Help review School Programs and Activities;
- d. Provide technical assistance and feedback to schools; and
- e. Assist in the preparation of reports and other required documents.

7. The following implementation guidelines shall be observed:
 - a. All teams shall follow the Division Instructional Supervision and Monitoring Plan;
 - b. Monitoring and supervisory visits shall be conducted every Tuesday, Wednesday, and Thursday, or as necessary;
 - c. Weekly accomplishment reports shall be submitted every Monday.
 - d. All reports shall use the prescribed Division templates;
 - e. Confidentiality and professionalism shall always be observed; and
 - f. Adjustments and additional instructions may be issued as needed.
8. This Memorandum shall serve as the **Travel Authority** of all concerned personnel. In case of overlapping schedules with other offices or units, proper coordination and necessary adjustments shall be made, giving priority to CID-related activities.
9. Expenses incurred for this activity shall be charged against CID/Division/Local MOOE, subject to existing accounting and auditing rules and regulations.
10. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


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

