

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON


16 May 2023

**Regional Memorandum**  
No.267 s.2023

**CONDUCT OF REGULAR VISITS AND SUBMISSION OF  
DATA ON ISSUES AND CONCERNS RAISED AND  
INTERVENTIONS PROVIDED THEREIN**

To: **Schools Division Superintendents**

1. In reference to DepEd OASOPS Memorandum No. 2023-092, this Office reiterates and implements the conduct of regular school visits and submission of issues, concerns and interventions provided to the schools.
2. Public Schools District Supervisors (PSDSs) and Education Program Supervisors (EPSs) are required to conduct school visits in their respective jurisdiction. The prescribed minimum number of schools to be visited on weekly basis by the PSDS are two (2) while for the EPS is one (1), subject to the discretion of the Schools Division Superintendent who may require more schools to be visited, or other personnel to join the PSDSs and EPSs in the visits. The Monitoring Officials are expected to comply with RA 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees especially Section 7d.
3. The Schools Division Offices through the SDO Focal Person are required to regularly submit report every Friday at 5:00 PM starting May 19, 2023 through this link: <https://bit.ly/Issues-and-Concern>.
4. Travel expenses of the monitoring officials shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For any inquiries, please contact **JOB S. ZAPE JR.**, Chief, Field Technical Assistance Division, DepEd Regional Office at 6821054 local 440 or email at [ftad.calabarzon@deped.gov.ph](mailto:ftad.calabarzon@deped.gov.ph)
6. Immediate dissemination of this memorandum is directed.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

FTAD/F01



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