



June 27, 2017

DIVISION MEMORANDUM  
No. 185 s. 2017

### Special Mancom Meeting

To: **Education Program Supervisors**  
**Public Elementary and Secondary School Heads**  
**All others concerned**  
This Division

1. You are hereby directed to attend a special mancom meeting on July 3, 2017 at 1:00PM at the Curriculum and Instruction Division (CID) office, El Salvador City Division, Zone 3, El Salvador City.
2. The following important matters are to be discussed:
  - a. *Instructional Supervision Plan (ISP)*
    1. *Template*
    2. *Schedule of submission*
    3. *Other requirements*
  - b. *Instructional Supervision Processes*
  - c. *Other matters*
3. Participants are advised to bring their ISP for the month of July 2017.
4. Immediate dissemination of this Memorandum is desired.

  
ALLAN G. FARNAZO

Director IV, Concurrent SDS

Copies Furnished: Person Concerned  
CID / Continuous Improvement

AGF/mrv

