



Republic of the Philippines  
 Department of Education  
 Region X  
**DIVISION OF EL SALVADOR CITY**



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**DIVISION MEMORANDUM**

No. 113 s 2019

**TO :** Public Elementary School Heads  
 Public Secondary School Heads  
 All Concerned

**FROM :** **JESNAR DEMS S. TORRES, Ph. D., CESE**  
 OIC – Schools Division Superintendent

**SUBJECT :** Schedule of submission of Instructional Supervisory Plan for S.Y. 2019-2020

**DATE :** June 11, 2019

1. The field is hereby directed to submit Instructional Supervisory Plan (ISP) on June 17, 2019 for the month of June 2019. Thereafter, all School Heads are required to submit their ISP's during the last school day of the subsequent months of School Year 2019-2020. Hence, ISP for each School shall be on the table of the CID Chief on the following:

MONTH	Deadline of Submission
June	June 17, 2019
July	June 28, 2019
August	July 31, 2019
September	August 30, 2019
October	September 30, 2019
November	October 30, 2019
December	November 29, 2019
January	December 31, 2019
February	January 31, 2019
March	February 28, 2019

2. For guidance and strict compliance.