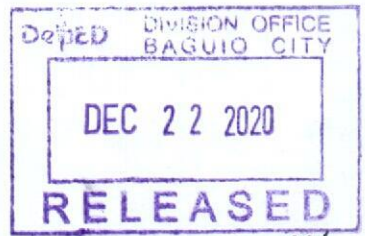




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



17 December 2020

DIVISION MEMORANDUM

No. 459, s. 2020

CRAFTING AND SUBMISSION OF ANNUAL INSTRUCTIONAL LEADERSHIP AND ADMINISTRATIVE MANAGEMENT PLAN (AILAMP) AND DAILY PLAN OF ACTIVITIES (DPA) BY MONTH

To: Chief – School Governance and Operations Division
Chief – Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
Public Secondary School Heads
All others concerned

1. In order to ensure quality basic education services of schools to deliver quality, accessible, relevant and truly liberating basic education to all Baguio learners, all programs, projects and activities should be aligned with our Departments' strategy, strategic and needs-based. To actualize this, school heads are mandated to perform instructional leadership and administrative management functions as reflected from the seven (7) domains of the National Competency Based Standards of School Heads (NCBSSH). Likewise, these competencies were enhanced via School Heads Development Program (SHDP) and other platforms, evidence to this is the crafting of Application Projects as requirements include KRAs of school heads to complete the programs and most importantly the application in the workplace and the continued conceptualizing, preparation and appreciation does not stop as a requirement.

2. The Annual Instructional Leadership and Administrative Management Plan (AILAMP) is a support mechanism of the SDO to help school heads, monitors and TA providers to be more objective and strategic in implementing flagship programs of the Department of Education with the following objectives:

2.1. To serve as a guidepost of all school heads in reflecting activities along with instructional leadership and administrative management.

2.2. To come up with more activities to align with the SIP/AIP/OPCR and other mandated programs and activities where instructional leadership is 70% and administrative management is 30% of the task to be performed.

2.3 To serve as basis for monitoring and evaluation and provision of technical assistance which are more seamless and objective.

2.4 To serve as tracking mechanism of school heads in the actualization of the key result areas as spelled out in the OPCR.

2.5 To track school heads compliance on the provisions of DO. No. 9 s 2005, "Instituting Measures To Increase Engaged Time on Task and Ensuring Compliance Therewith".

2.6 To help school heads improve their performance; and



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2.7 To lessen the process and outcomes of reform through School-based Management in all schools.

3. The Annual Instructional Leadership and Administrative Management Plan (AILAMP) will be prepared capturing the programs, projects, activities from the SIP/AIP/OPCR and other mandated programs and activities for the school year with the following parts:

Key Result Areas	Programs/Projects /Activities	Persons Involved	Resources Needed		Date of Implementation	Expected Outcome
			Amount	Source of Funds		
Instructional Leadership 1. 2. 3.						
Administrative Management 1. 2. 3.						

*Spell out KRA under Instructional leadership and Administrative Management

4. The following are the signatories and corresponding responsibilities for the Administrative Instructional Leadership and Administrative Management Plan (AILAMP).

Steps/Actions	Signatories	Responsibility
Prepared by:	School Heads	Prepared the Annual Instructional Leadership and Administrative Management Plan for the school year Prepare the Daily Plan of Activities (DPA) monthly
Reviewed by: (instructional leadership)	CID	Ensure that instructional leadership activities total is 70% of the total number of days per month Ensure that flagship programs of instructional leadership and supervision are reflected.
Reviewed by: Administrative management	SGOD	Ensure that administrative management activities total to 30% if the total number of days per month Ensure that the AIP/SIP priority improvement areas are aligned
Recommending for acceptance:	Office of the ASDS	Ensure alignment of the SDO OPCR to school OPCR and track the "Time on Task" Ensure proper implementation of the plans
Accepted:	Office of the SDS	Oversee the implementation of the plans

5. To implement the Administrative Instructional Leadership and Administrative Management Plan (AILAMP), a Daily Plan of Activities (DPA) by month should be submitted before the month of implementation with the following parts.

Date	Activities	Person Involved	Remarks
Total Number of Days for the Month			
Total number of days used for instructional leadership			
Total number of days used for administrative management			



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6. The signatories for the monthly DPA are the following:

Prepared by:	School Head
Recommending for Acceptance:	Office of the ASDS
Accepted	Office of the SDS

7. The total number of daily activities that will be reflected in the DPA for every month should be 70% of the total number of days in that month for instructional leadership and 30% for administrative management.

8. In the provision of TA, instructional leadership activities will be monitored by the Curriculum Implementation Division and administrative management activities will be monitored by School Governance and Operations and OSDS monitors. Interface among functional divisions shall be done when a team of monitors will be coming from across functional divisions. This will be coordinated by the SMME under the SGOD most especially in the crafting and development of M and E tools.

9. All school heads are required to submit accomplished DPA as attachment to form 48. The REMARKS column should be filled up with appropriate remarks whether it is accomplished or not or being reset or rescheduled due to any surrounding circumstances. This includes the number of days spent for instructional leadership and administrative management using the following format:

Date	Activities	Persons Involved	Remarks
			(Note: fill up this column with accomplished as planned or if there are deviations please reflect: if it is not accomplished state the surrounding circumstances likewise if it is rescheduled/reset. Include also the attached activities performed if these are deviations.)
Total number of days for the month			
Total number of days used for instructional leadership			
Total number of days used for administrative management			

10. All instructional supervisory plans and other plans submitted to this office will be modified accordingly strictly following the format aforesaid.

11. Widest dissemination of this memorandum is desired.



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Schools Division Superintendent

OSDS/OASDS
2020-12-17



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