



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



February 4, 2021

**Division Memorandum**  
No. 29, s. 2021

**REVISED SIGNATORIES FOR THE DAILY PLAN OF ACTIVITIES (DPA) FOR SCHOOL HEADS**


**TO: All School Heads**

1. This is to announce revision of Item 6 of DM no. 459, s 2020 on the signatories for the monthly Daily Plan of Activities (DPA) and monthly accomplishment reports for all schools heads.

Prepared by: School Head  
Recommending Approval ; Public Schools District Supervisor  
Approved by: Christopher C. Benigno  
OIC – Assistant Schools Division Superintendent

2. PSDS need to review the DPA as to the number of instructional supervision/leadership activities which is 70% and 30% for administrative management

2. For information, guidance and compliance.

  
**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent



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