



Republic of the Philippines
Department of Education
REGION XI
DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID- 2026 - 0057

To: Janette G. Veloso, CESO VI – ASDS/OIC-CES of SGOD
Eduard C. Amoguis, Ed.D. - Chief Education Supervisor, CID
Marlon G. Ebrado, Chief Education Supervisor, SGOD
Liezl S. Josol, Education Program Supervisor Matrix
Ana N. Redaniel, Ed.D. - Public Schools District Supervisor
School Heads- Elementary and Secondary

Subject: **CONDUCT OF PROJECT GUGMA OF KAPALONG WEST DISTRICT**

Date: January 15, 2026

1. In support to instructional leadership and to provide technical assistance on school leadership and management, this Office allows the conduct of Kapalong West District PROJECT GUGMA on *January 20, 2026* in the identified schools.
2. Project GUGMA is an innovation on instructional leadership which aims to monitor and allow seamless technical assistance to school heads on curriculum implementation, school management and other programs, projects and activities. A classroom observation will be conducted to teachers who are willing to be observed and assessment on literacy and numeracy will also be conducted to monitor the status and its progress.
3. Attached is the list of the identified schools with assigned school heads who will ensure the smooth conduct of the monitoring. Further, the team leader will appoint one member of the team to report the result of the visit and submit to the office of the district supervisor.
4. There shall be a feedback session and post conference after the monitoring and evaluation of the program implementation at the assigned venue to communicate areas for improvement and celebrate best practices and at *1:00 in the afternoon*, a post conference with all the schools will be at Mangulibas Elem. School.
5. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
6. Travel and other incidental expenses are chargeable against school MOOE subject to its availability and the usual COA rules and regulations
7. Immediate and wide dissemination of this memorandum to all concerned is desired.

REYNALDO B. MELLORIDA, CESO V
School Division Superintendent

For the Schools Division Superintendent

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent

Encl. As stated
CID/anr
Fn: Project Gugma



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Enclosure to Division Memorandum CID- 2026-0057

PROJECT GUGMA

LIST OF SCHOOLS WITH THE SCHOOL HEAD'S ASSIGNMENT

SCHOOL	TEAM ASSIGNED	TASKS
1. MANGULIBAS ES School Head: Joart Cervera	Chair : ALMA C. CONCENCINO	<ul style="list-style-type: none">✓ Classroom Observation (COT)✓ Classroom and School Forms✓ Checking✓ ARAL Reading Implementation (CID GIYA v.3 tool)✓ Flagship and PPAs (CID GIYA)✓ Classroom Structuring/Physical Facilities
	Members: Charls Rhyde Manos	
	Justo Villaver	
	Raul Concensino	
	Ma. Marilyn Niniel	
	Jimroy Cubar	
2. BUNAWAN ES School Head: Guia L. Genovia	Chair: ROGELIO B. JURADA	
	Members: Ave Ramos	
	Gretchen Mhee P. Llaneta	
	Gina P. Arrosas	
	Grace Torcino	
	Agustin Tamayo	
	Jocelyn D. Fernandez	