



October 15, 2019

**DIVISION MEMORANDUM**

No. 350 s. 2019

TO: ALL Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisor  
 School Heads both elementary and secondary

**RECEIVED**  
**OCT 15 2019**  
**DEPED-ABRA** Time: 12:53

FROM: *fite* **GLORIA B. BUYA-AO**  
 Schools Division Superintendent

SUBJECT: **CRAFTING AND SUBMISSION OF ANNUAL INSTRUCTIONAL LEADERSHIP AND ADMINISTRATIVE MANAGEMENT PLAN (AILAMP) AND DAILY PLAN OF ACTIVITIES (DPA) MONTHLY**

1. In order to ensure quality basic education services of schools to deliver quality, accessible, relevant and truly liberating basic education to all Abrenio learners, all programs, projects and activities should be aligned, 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, evidenced to this is the crafting of Application Projects as requirement to complete the programs and most importantly the application in the workplace.

2. The Annual Instructional Leadership and Administrative Management Plan (AILAMP) is a support mechanism of the SDO to help out school heads, monitors and TA providers to be more objective, strategic and aligned 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 more objective activities to be implemented aligned with the SIP/AIP/OPCR/ and other mandated programs and activities where instructional leadership is 70% and administrative management is 30%;



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 rating; and

2.7 To improve School-based Management Practices in all schools.

	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF ABRA</b> Bangued, Abra</p>		<p>Document Code: SDOABRA-QF-OSDS-SDS-001</p> <p>Revision: 00</p> <p>Effectivity date: 01-14-2019</p>
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3. The 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
Instructional Leadership					
Administrative Management					

4. The following are the signatories and corresponding responsibilities for the AILAMP only:

Steps/Actions	Signatories	Responsibility
Prepared by	School heads	-Prepare 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
Administrative management	SGOD	- Ensure that administrative management activities total is 30% of the total number of days per month -Ensure that the AIP/SIP priority improvement areas are aligned
APPROVED	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
Noted	Office of the SDS	-Oversee the implementation of the plans

5. To implement the AILAMP a Daily Plan of Activities monthly should be submitted before the month of implementation with the following parts:

Date	Programs/ Projects/ Activities to be Implemented (as planned)	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. All school heads are required to submit accomplishment report on the implementation of DPA as attachment to Form 48. The REMARKS columns 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	Programs/ Projects/ Activities Implemented for the month	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
	Total Number of days for the Month	
	Total number of days used for instructional leadership	
	Total number of days used for administrative management	

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

Prepared by	School Head
Approved	Office of the ASDS
Noted	Office of the SDS

8. The total number of 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.

9. 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 is strongly encouraged 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.

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

11. Widest dissemination of this memorandum is earnestly desired and deemed necessary.