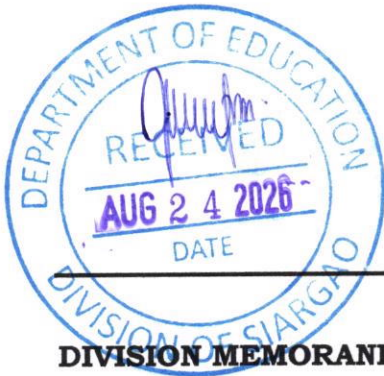




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 08-248 s. 2026

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads, Dapa East District
All Others Concerned

**PILOT IMPLEMENTATION OF PROJECT ASSIST (AUTOMATED SUPPORT
SYSTEM FOR INSTRUCTIONAL SUPERVISION AND TECHNICAL
ASSISTANCE) AT UNION ELEMENTARY SCHOOL**

1. In line with the Schools Division Office of Siargao's commitment to strengthening instructional supervision, providing timely technical assistance, and promoting data-driven decision-making in schools, the Division shall conduct the **Pilot Implementation of Project ASSIST (Automated Support System for Instructional Supervision and Technical Assistance)** at Dapa East District for one month.

Project ASSIST is an innovative digital platform designed to enhance the efficiency of instructional supervision processes, facilitate technical assistance delivery, improve monitoring and feedback mechanisms, and generate real-time data to support educational management and school improvement initiatives.

2. The pilot implementation aims to:

- introduce the features, functionalities, and operational processes of Project ASSIST;
- validate the usability, functionality, and effectiveness of the system in supporting instructional supervision and technical assistance;
- gather feedback from intended users for system enhancement and refinement;
- strengthen collaboration among school leaders, district supervisors, and technical personnel in implementing technology-enabled supervision practices; and



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e. generate recommendations for the wider implementation of Project ASSIST within the Schools Division of Siargao.

3. The activity for the pilot implementation is as follows and is attached in the enclosure of this memorandum.

Date : August 28, 2026
Time : 8:00 AM – 5:00 PM
Venue : Union Elementary School
Modality: Face-to-Face

4. The participants in the activity are teachers and the school head of Union ES, all school heads of Dapa East District, the PSDS of Dapa East District, the SNSU System Development Team, the Project ASSIST Proponents, ITO, and SEPS (Social Mobilization, SEPS (School Management & Monitoring & Evaluation), Learning Area Supervisors, and the CID Chief.

5. The participants are expected to:

1. successfully access and utilize the Project ASSIST platform;
2. complete user validation and testing activities;
3. identify strengths, challenges, and areas for enhancement of the system;
4. submit feedback and recommendations for system improvement; and
5. formulate initial implementation recommendations for division-wide

adoption of the Project ASSIST.

6. The following are expected to perform their respective roles:

Union Elementary School

- Provide venue, facilities, and logistical support for the activity

SNSU System Development Team

- Demonstrate system functionalities and provide technical assistance during implementation

Project ASSIST Proponents

- Lead the orientation, pilot testing activities, documentation, and consolidation of recommendations.

Information Technology Officer (ITO)

- Ensure technical readiness, connectivity requirements, and system troubleshooting

School Monitoring and Evaluation (SM&E) Personnel

- Monitor implementation, document observations, and facilitate collection of evaluation results and feedback.

PSDS and School Heads

- Participate in system validation and provide recommendations for scaling and sustainability.



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Learning Area Supervisors

- Provide subject-specific and program-specific recommendations for the system enhancement.
7. Expenses relative to the conduct of the activity shall be charged against available local funds and/or other appropriate sources subject to the usual accounting and auditing rules and regulations.
8. An evaluation shall be conducted immediately after the pilot implementation to determine system effectiveness, user satisfaction, and recommendations for enhancement. Results shall serve as the basis for future deployment and continuous improvement of Project ASSIST.
9. Immediate and widest dissemination of and compliance with this Memorandum is desired.


MANUEL O. CABERTE

Schools Division Superintendent 

Encls.: As stated

Reference: None

To be indicated in the Perpetual Index under the following subjects:

DIGITALIZATION

INSTRUCTIONAL SUPERVISION

TECHNICAL ASSISTANCE

CID/lserf

08/24/2026



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Enclosure No. 1 to Division Memorandum No. _____, s. 2026

Proposed Program of Activities

Time	Activity	Person/s Responsible
8:00 – 8:30 AM	Registration	Project Proponents
8:30 – 8:45 AM	Opening Program	c/o Kem E. Abuton, Jr. P-III, Union ES
8:45 – 9:00 AM	Message of Support	Regemie A. Alburo PSDS, Dapa East District
9:00 – 9:30 AM	Overview of Project ASSIST	Project Proponents
9:30 – 10:30 AM	System Walkthrough and Demonstration	SNSU System Development Team
10:30 – 12:00 NN	Hands-on Navigation and User Orientation	SNSU Team / ITO/ Project Proponents
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	Pilot Testing and Validation Activities	All Participants
3:00 – 4:00 PM	Feedback Gathering and Discussion	SM&ME Team
4:00 – 4:30 PM	Presentation of Findings and Initial Recommendations	Project Proponents
4:30 – 5:00 PM	Closing Program	c/o Reycelle E. Agatep Member, Project Proponent

Expected Output: User validation report, system enhancement recommendations, and pilot implementation documentation.