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| NO | ITEM | PAGE |
| 1. | **SCHOOL MANAGEMENT PLAN** |  |
| 2. | **DEPARTMENTAL MANAGEMENT PLAN** |  |
| 3. | **NCS GR.R-12 POLICY DOCUMENTS:** |  |
| A. | **CAPS** |  |
| B. | **NPA** |  |
| C. | **NPPPR** |  |
| 4. | **INTERNAL DEPARTMENTAL POLICY** |  |
| 5. | **EDUCATORS’ TIME TABLES** |  |
| 6. | **ANNUAL TEACHING PLANS** |  |
| 7. | **TEMPLATE OF A LESSON PLAN** |  |
| 8. | **PROGRAMME(S) OF ASSESSMENT (POA)** |  |
| 9. | **SCHOOL PROGRAMME OF ASSESSMENT** |  |
| **10.** | MONITORING TOOLS FOR: |  |
| A. | **EDUCATOR’S FILE(S)** |  |
| B. | **CURRICULUM COVERAGE (TEACHING)** |  |
| C. | **ASSESSMENT** |  |
| D. | **LEARNERS’ BOOKS** |  |
| 11. | **DEPARTMENTAL REPORTS ON :** |  |
| A. | **CURRICULUM** |  |
| B. | **ASSESSMENT** |  |
| C. | **DEPARTMENTAL MINUTES** |  |
| D. | **ANALYSIS OF RESULTS** |  |
| E. | **LIST OF LEARNERS WHO REQUIRE**  **ADDITIONAL SUPPORT** |  |
| F. | **RELEVANT GDE CIRCULARS** |  |
| G. | **INTERVENTION PLANS** |  |