



# DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

## DIVISION OF MALAYBALAY CITY

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May 29, 2013

298  
Deped-MALAYBALAY CITY DIVISION

RELEASED

### DIVISION MEMORANDUM

No. 174

s. 2013

Date: 5/31/13 Time: 10:40 AM  
By: *[Signature]*

### IMPLEMENTATION AND COMPLIANCE OF THE UNIFIED GUIDELINES AND PROCEDURES ON INSTRUCTIONAL SUPERVISION AND OTHER INSTRUCTION-RELATED CONCERNS PER REGIONAL MEMO NO. 66, 2013

TO : Education Program Supervisors-Designate and Division Coordinators-Designate  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
Administrative Officer V  
Planning Officer II  
All Others Concerned

1. In consonance with the Department's goal to accelerate the implementation of Basic Education Sector Reform Agenda (BESRA), you are hereby directed to adhere to the **Unified Guidelines and Procedures on Instructional Supervision** as a major component in improving its operating efficiency and in upgrading education quality per enclosed Regional Memorandum No. 66, 2013.
2. To ensure compliance of this key function of instructional leaders at different levels, the Schools Division Superintendent, Division Education Program Supervisors, Public Schools District Supervisors, School Heads, Secondary Department Heads, Teachers and all other concerned officials are requested to provide primary attention to the implementation and evaluation of supervision of instruction and to the preparation and implementation of a need-based, learner-focused fiscal resources management.
3. For compliance.

*[Signature]*  
**EDILBERTO L. OPLENARIA**  
OIC, Schools Division Superintendent

Encl.:

As stated

Copy furnished:

Records Section

To be posted in the Division Website



Republic of the Philippines  
 Department of Education  
**DepED**  
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Regional Memorandum  
 No. 64 s, 2013

To : Schools Division Superintendents  
 Regional Education Program Supervisors  
 Division Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary/Secondary School Heads

From :   
**ALLAN E. FANNAZO, Ph.D., CESO V**  
 OIC Regional Director

Date : May 16, 2013

Subject: **Unified Guidelines and Procedures on Instructional Supervision and other Instruction-Related Concerns**

1. In consonance with the Department's goal to accelerate the implementation of Basic Education Sector Reform Agenda or BESRA, this Office sets the **Unified Guidelines and Procedures on Instructional Supervision** as a major component in improving its operating efficiency and in upgrading education quality.
2. To ensure compliance of this key function of instructional leaders at different levels, Schools Division Superintendents, Regional and Division Education Program Supervisors (EPSs), Public Schools District Supervisors (PSDSs), School Heads (SHs), Secondary Department Heads, Teachers and all other concerned officials are hereby requested to provide primary attention to the implementation and evaluation of Supervision of Instruction and to the preparation and implementation of a need-based, learner-focused fiscal resources management, thus the following are to be done, to wit:

2.A Instructional Supervision

Concerned Officials/Unit	Activities/Tasks	Target	Expected Output
<b>REGIONAL LEVEL</b>			
EPS-II	<ul style="list-style-type: none"> <li>✓ Classroom Observation ( using Criterion-Referenced Instructional Supervision Scheme CRISS approach and CB-PAST Form3A)</li> <li>✓ Submit monthly Supervisory Plan to the Regional Director</li> </ul>	At least fifteen (15) teachers /quarter	Accomplished Annex_ISP-A( Instructional Supervisory Plan),Annex_ISP-B(Individual Teacher-Teaching Performance Record) and Annex-ISP-C (Report of Teachers Observe and Given Assistance (TOGA) and Annex-ISP-D (Report of School Heads Observed and Given Assistance)  Consolidated

			(Quarterly Report for strategy formulation)
Regional Planning Officer/Regional Planning Unit/Regional Research Supervisor	<ul style="list-style-type: none"> <li>✓ Consolidates accomplished ISP tools(ISP-A,B,C &amp;D) from the EPS</li> <li>✓ Maintains a database for consolidated data from the Divisions</li> </ul>	Monthly	Updated Database of Annexes ISP-A to D, Annex ISP-RU-E1 and Annex ISP-RU-E2
<b>DIVISION LEVEL</b>			
EPS-I	<ul style="list-style-type: none"> <li>✓ Classroom Observation ( using CRISS approach and CB-PAST Form3A</li> <li>✓ Submit monthly itinerary/supervisory plan</li> </ul>	At least 8 teachers per month	<p>Accomplished Annex_ISP-A( Instructional Supervisory Plan),Annex_ISP-B(Individual Teacher-Teaching Performance Record) and Annex-ISP-C (Report of Teachers Observe and Given Assistance (TOGA) and Annex-ISP-D (Report of School Heads Observed and Given Assistance)</p> <p>Consolidated findings and recommendations (Monthly Report for strategy formulation)</p>
Planning Officer II/Division Planning / Division Research Coordinator	<ul style="list-style-type: none"> <li>✓ Consolidates accomplished IS plan tools from the EPS, PSDSs,SHs and Secondary Dept, Heads</li> <li>✓ Maintains a database of consolidated data from schools.</li> </ul>	Monthly	Updated Database of Annexes ISP-A to D, Annex ISP-RU-E1 and Annex ISP-RU-E2
<b>DISTRICT LEVEL</b>			
PSDS/Sec. School Heads	<ul style="list-style-type: none"> <li>✓ Classroom Observation ( using CRISS approach and CB-PAST Form3A)</li> </ul>	<u>PSDS:</u> At least 15 teachers per month	Accomplished Annex_ISP-A( Instructional Supervisory Plan)

	<ul style="list-style-type: none"> <li>✓ Submit monthly itinerary/supervisory plan to the Division office through the EPS-monitor</li> </ul>	<u>Sec. SH:</u> At least 15 teachers per month	B(Individual Teacher-Teaching Performance Record) and Annex-ISP-C (Report of Teachers Observe and Given Assistance (TOGA) and Annex-ISP-D (Report of School Heads Observed and Given Assistance)  Note: Annex ISP-D will be used only by the PSDSs/EPSS
Elem. School Heads/ Sec. Dept. heads	<ul style="list-style-type: none"> <li>✓ Classroom Observation CB-PAST Form3A)</li> <li>✓ Submit monthly itinerary/supervisory plan</li> </ul>	At least 15 teachers per month	Accomplished Annex_ISP-A(Instructional Supervisory Plan), Annex_ISP-B(Individual Teacher-Teaching Performance Record) and Annex-ISP-C (Report of Teachers Observe and Given Assistance (TOGA)

### 2.B Monitoring Fiscal Resource Management

To ensure that fiscal resources are being utilized to improve teaching and learning, the school officials are tasked to monitor management of the same at the school level.

Concerned Officials/Unit	Activities/Tasks	Time Frame	Expected Output
EPS and PSDS	<ul style="list-style-type: none"> <li>• Monitor MOOE downloading(CA &amp; liquidation)/utilization and other fiscal resources</li> <li>• Submit the accomplished Annex-MOOE-RU form to the Regional/Division Office</li> </ul>	Monthly  Monthly	Accomplished Report Update-Annex 2 form  Submitted Annex-MOOE-RU form to the Regional/Division Office
School Heads	Process MOOE downloading/ observe proper utilization of fiscal resources	Monthly	Monthly Report on status of MOOE
Planning Officer II/Division Planning Unit	<ul style="list-style-type: none"> <li>✓ Consolidates accomplished IS plan tools from the EPS, PSDSs, School Heads</li> </ul>	Monthly	Updated Database Annex-ISP-B

	<b>Heads</b> ✓ Maintains a database of consolidated data from schools.		
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3. The Schools Division Superintendents should continuously build the capabilities of the school managers in the areas of fiscal and instructional management and provide them with a wide berth to shine as empowered leaders and chief catalysts for change in our schools.
4. For compliance.

**Annex-ISP-A**

Republic of the Philippines  
 Department of Education  
 Region X  
 NORTHERN MINDANAO  
 Cagayan de Oro City



**INSTRUCTIONAL SUPERVISORY PLAN**

School Year : \_\_\_\_\_  
 District : \_\_\_\_\_  
 School : \_\_\_\_\_

Name of Teacher	Problem Area	Objectives	Monitoring Interventions	Resources		Time Frame	Expected Output/ Result	Remarks/ General Observations
				Human	Material			

Prepared by: \_\_\_\_\_  
 School Head

Republic of the Philippines  
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NORTHERN MINDANAO  
Cagayan de Oro City

Individual Teacher-Teaching Performance Record (ITTPR)

Name of Teacher \_\_\_\_\_  
School \_\_\_\_\_

District \_\_\_\_\_

Date Observed	Subject Area	Gr./Yr. Section	Strength	Growth/Needs/Problem Areas	Agreement/Remarks	Signature	
						Teacher	Observer

\_\_\_\_\_  
Name and Signature of School Head

Annex ISP-C

Republic of the Philippines  
Department of Education  
Region X  
NORTHERN MINDANAO  
Cagayan de Oro City

**REPORT OF TEACHERS OBSERVED AND GIVEN ASSISTANCE**

Name of School Head \_\_\_\_\_  
School \_\_\_\_\_

District \_\_\_\_\_  
Division: \_\_\_\_\_

Date	School	Name of Teacher	Subject/Grade	Technical Assistance Given

Prepared by

\_\_\_\_\_  
School Head



Annex ISP-D

Republic of the Philippines  
Department of Education  
Region X  
NORTHERN MINDANAO  
Cagayan de Oro City

**REPORT OF SCHOOL HEADS OBSERVED AND GIVEN ASSISTANCE**

Name of School Head \_\_\_\_\_  
School/s \_\_\_\_\_

District \_\_\_\_\_  
Division: \_\_\_\_\_

Date	School	Name of Teacher/ Name of School Head	Subject/Grade	Technical Assistance Given

\_\_\_\_\_  
Name and Signature of PSDS/EPS



