



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
DIVISION OF MALAYBALAY CITY

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November 10, 2016

2016-11-176  
DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: NOV 15 2016

By: [Signature] Time: 2:30

**DIVISION MEMORANDUM**

No. 608 S. 2016

**USING OF THE NEW TEMPLATE FOR THE MONTHLY REPORT ON  
TEACHERS OBSERVATION AND GIVEN ASSISTANCE (TOGA)**

To: **Chief Education Supervisors and Staff-CID and SGOD  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned**

1. Pursuant to DepEd Order No. 76, s. 2011 re: *National Adoption and Implementation of Learning Resources Management and Development System (LRMDS)*, DepEd Order No. 78, s. 2010 re: *Guidelines on the Implementation of the DepEd Computerization Program (DCP)*, specifically objective no. 4.) Integrated ICT in the School system and objective no.5.) Raise the literacy of learners, pupils, students, teachers and School Heads, and DepEd Order No. 42, s. 2016 re: *Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program*, specifically paragraph F on ICT Integration, all School Heads are directed to submit a monthly report on Teachers Observation and Given Assistance (TOGA) to this Office, Attention: Mr. Ralph T. Quirog, CID Chief, using the new template (see enclosure) starting November 2016.
2. Further, all School Heads are no longer required to submit a quarterly report on the Utilization of LR in the Classroom.
3. Immediate dissemination and strict compliance of this Memorandum is desired.

  
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

Enclosure: as stated

To be posted in the website



Department of Education  
Region X  
Division of Malaybalay City



\_\_\_\_\_  
(District)

\_\_\_\_\_  
(School)

**REPORT ON TEACHERS OBSERVATION AND GIVEN ASSISTANCE (TOGA)**

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

For the Month of: \_\_\_\_\_

Date Observed	Name of Teachers Observed	Grade Level	Learning Area	LRs/IMs used (except Textbook)	Is ICT Integrated in classroom instruction? YES/NO	Technical Assistance Given	Teacher's Signature

Prepared and submitted by:

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