

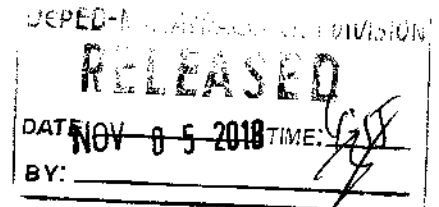


Department of Education  
Region X-Northern Mindanao  
Division of Malaybalay City  
Purok 6, Casisang, Malaybalay City

**DIVISION MEMORANDUM**

No. 528, s. 2018

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Heads  
This Division



**FROM:** **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

**DATE:** October 30, 2018

**SUBJECT: DIVISION UNIFIED CONDUCT OF INSTRUCTIONAL  
SUPERVISION BY EDUCATION PROGRAM SUPERVISORS AND  
PUBLIC SCHOOLS DISTRICT SUPERVISORS**

1. Corollary to Regional Memorandum No. 66, s. 2013 through Regional Memorandum No. 19, s. 2017 and in adherence to the prescribed functions of the Supervisors under the rationalization Program, this Office hereby directs the field for the adaptation of the tool and conduct of Instructional Supervision by the parties involved.
2. DepED Region 10 IS FORM 2017, attached as Enclosure 1, serves as basis in providing Technical Assistance for School Heads by Supervisors.
3. All EPSs and PSDSs target at least eight (8) sessions of Instructional Supervision for a month with at least two (2) sessions for a week. However, they are allowed from attaining more than the target number per month in the exigency of the task with the consideration that only one (1) day will be conducted to the same school head in a week.
4. Further, all instructional supervisions for the given period will be referred to a duly approved School Head's Instructional Supervisory Plan by the Chief, Education Supervisor-CID using the prescribed form in Annex-ISP-A, attached as Enclosure 2, to be submitted every last week of the month prior. In case the School Head is not available as scheduled information should be relayed ahead to the assigned EPS or PSDS.
5. Moreover, Instructional Supervisory Reports by the Supervisors ( SHOGA ) and by the School Heads ( TOGA ) shall be accomplished and submitted by the end of a

month to the **Curriculum and Implementation Division** , **ATTENTION: Ralph T. Quirog, Chief, Education Supervisor-CID.**

6. Queries relative to this can be relayed to **Rachel R. Valde**, Education Program Supervisor at **0926-076-4286**.



**Department of Education**  
**Region X- Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**  
 Purok 6, Casisang, Malaybalay City

**INSTRUCTIONAL SUPERVISORY PLAN**  
**FOR THE MONTH OF \_\_\_\_\_ 2018**

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

Name of Teacher	Developmental Needs	Objectives	Type of Instructional Supervision used	Resources			Target Date for Supervision	Expected Output/Result	Remarks/General Observation
				Capacity Building	Material	Fund			

**Recommending Approval:**

**Prepared by:**

\_\_\_\_\_  
**PSDS/EPS**

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

**Approved: \_\_\_\_\_**  
**Chief, Education Supervisor-CID**



