



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM-2023-02-057
 DEPED MALAYBALAY CITY DIVISION
RELEASED
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DIVISION MEMORANDUM

No. 057, s. 2023

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 Education Program Supervisors and Public Schools District Supervisors
 All School Heads
 All Others Concerned
 This Division

From:  **VICTORIA V. GAZO, PhD, CESO V**
 Schools Division Superintendent

Date: February 20, 2023

Subject: **IMPLEMENTATION OF INSTRUCTIONAL SUPERVISION**

1. To ensure smooth delivery of the teaching and learning instruction in schools and learning centers, this office informs the field on the Instructional Supervision activities to be conducted by the Curriculum Implementation Division using the *Collaborative Classroom Observation and Rating Sheet for Teachers and Master Teachers* and *STAR Classroom Observation* starting **February 21, 2023** and **onwards**. This is done to ensure the implementation of a standard based comprehensive developmental set of processes to support the professional growth and development of teachers in professional learning communities as a way of improving the instructional capabilities for enhanced learning outcomes.

2. The districts/schools should strictly follow the timeline to ensure successful conduct of the activity and to prevent delays in the process. School Heads are advised to **prepare the Instructional Supervisory Plan for the month** and ensure that every day during the week teachers are prepared for the Instructional Supervision as scheduled.

3. For inquiries, please contact **Liza G. Balintongog**, Public Schools District Supervisor at 09177222067. Immediate and wide dissemination of this Memorandum is desired.

Copy furnished:
 Records Unit
 PSDS



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

**COLLABORATIVE CLASSROOM OBSERVATION AND RATING SHEET
 FOR TEACHERS**

Name of Teacher: _____
 School: _____
 Grade / Year: _____
 Enrolment: Male: _____ Female: _____ Total: _____
 Attendance: Male: _____ Female: _____ Total: _____

Learning Area: _____
 Competency/Learning Objectives: _____

 Date: _____

TECHNIQUES	DESCRIBE INSTANCE/S (STAR OBSERVATION)	RATING
1. Teacher clarifies goals of learning. Tasks and problems are authentic and situated in a meaningful context (goal orientation and situation).		
2. Learners relate new knowledge to anchor in their prior knowledge (provision of anchor)		
3. Teacher carries out complex tasks and inform learners about the process that are required to accomplish those tasks (modelling).		
4. Teacher helps learners to find their own ways to accomplish tasks teaching.		
5. Teacher provides help to their learners need as they carry out parts of the task that they cannot yet master on their own, then gradually withdraw as skills of the learners grow (unfolding and fading).		
6. Teacher invites learners to articulate their ideas, problems, solutions, suggestion and thoughts (articulations)		
7. Learners compare their solution in the solutions offered by the teacher or other learners (reflection)		
8. Learners are exposed to variety of problems solving activities (create exploration)		
9. Teacher creates simple opportunities for learners to interact with each other (collaboration)		
10. Teacher transfers knowledge and skills to a higher level to interact with each other (collaboration)		
11. Alignment of assessment to the lesson objective		
12. Assessment follows the assigned percentage for test items . Easy -20% Average – 40% Difficult - 40%		
13. Attainment of objectives. Rubrics on Attainment of Objectives 90 and above 8 pts 65-68 5 pts 80-89 7 pts 64 and below 4 pts		



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**COLLABORATIVE CLASSROOM OBSERVATION AND RATING SHEET
 FOR TEACHERS**

14. Learning Environment		
a. Conduciveness of the learners		
b. Classroom Structuring		
c. Light and Ventilation		
d. Cleanliness of the Classroom		
e. Furniture and fixtures		
f. Classroom Arrangement		
15. Readiness of Teachers		
a. Prepared DLP		
b. Visibility of Teaching References (CG, TG, DLL, ect.)		
c. Prepared IMS and other devices		
d. Utilization of ICT		

- 3- Organizing/Poor (comment)
- 4- Developing/Unsatisfactory
- 5- Applying/Satisfactory
- 6 - Consolidating/Very Satisfactory
- 7 - Integrating/Outstanding

General Comments and Recommendations: _____

Agreements: _____

Conformed:

Prepared by:

 Teacher's Printed Name and Signature

 Observer Printed Name and Signature

(Adopted: Regional Unnumbered Memo dated January 22, 2020)

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	Republic of the Philippines Department of Education REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY
	COLLABORATIVE CLASSROOM OBSERVATION AND RATING SHEET FOR MASTER TEACHERS

Name of Teacher: _____

Learning Area: _____

School: _____

Competency/Learning Objectives: _____

Grade / Year: _____

Enrolment: Male: _____ Female: _____ Total: _____

Date: _____

Attendance: Male: _____ Female: _____ Total: _____

TECHNIQUES	DESCRIBE INSTANCE/S (STAR OBSERVATION)	RATING
1. Teacher clarifies goals of learning. Tasks and problems are authentic and situated in a meaningful context (goal orientation and situation).		
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**COLLABORATIVE CLASSROOM OBSERVATION AND RATING SHEET
 FOR MASTER TEACHERS**

70-79	6 pts	
14. Learning Environment		
a.	Conduciveness of the learners	
b.	Classroom Structuring	
c.	Light and Ventilation	
d.	Cleanliness of the Classroom	
e.	Furniture and fixtures	
f.	Classroom Arrangement	
15. Readiness of Teachers		
a.	Prepared DLP	
b.	Visibility of Teaching References (CG,TG,DLL,ect.)	
c.	Prepared IMS and other devices	
d.	Utilization of ICT	

- 4- Developing/Poor (comment)
- 5- Applying /Unsatisfactory
- 6- Consolidating /Satisfactory
- 7 – Integrating /Very Satisfactory
- 8 - Discriminating/Outstanding

General Comments and Recommendations: _____

Agreements: _____

Conformed:

Prepared by:

 Teacher's Printed Name and Signature

 Observer Printed Name and Signature

(Adopted: Regional Unnumbered Memo dated January 22, 2020)

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