



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
**SCHOOLS DIVISION OF KABANKALAN CITY**

**DIVISION MEMORANDUM**

No. 328, s.2023

SEP 05 2023

**ENSURING THE PURPOSEFUL CONDUCT OF INSTRUCTIONAL SUPERVISION  
IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
OF SDO – KABANKALAN CITY FOR SY 2023 - 2024**

**TO:** OIC - Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. This Office, directed to ensure that schools and learning centers implement the curriculum that is compliant to the quality standards for basic education, recognizes the significance of the conduct of purposeful and quality instructional supervision in fulfilling this directive.
2. Within the Department of Education, instructional supervision is a function that is usually ascribed to those who exercise direct supervision over teachers and has become specific to School Heads with the Public Schools District Supervisors and Education Program Supervisors assuming supporting roles.
3. While it is true that the attainment of learning standards largely depends on the quality of teaching as embodied in the Philippine Professional Standards for Teachers (PPST), Domain 3 of the Philippine Professional Standards for School Heads (PPSSH) is on Focusing on Teaching and Learning indicating that the conduct instructional supervision by the School Heads is among the support mechanisms necessary to properly operationalize the PPST.
4. Thus, this Office, through the Curriculum Implementation Division is providing the School Heads with the process and tools for the conduct of instructional supervision for School Year 2023-2024 which are contained in Enclosure No. 1 of this Memorandum.
5. Immediate and wide dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACOYONG, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-In-Charge*  
*Office of the Schools Division Superintendent*







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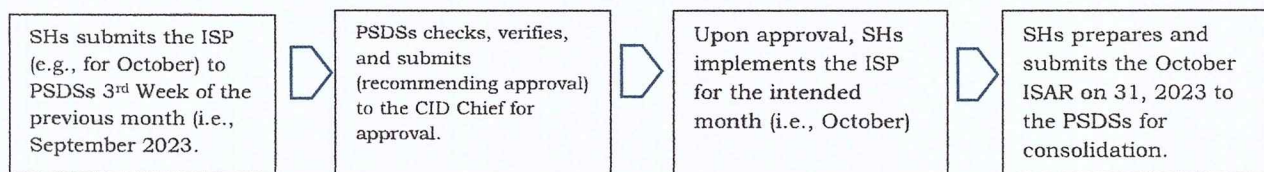
Enclosure No. 1 to Division Memorandum No. 328, s. 2023

**PROCESS AND TOOLS FOR THE CONDUCT OF INSTRUCTIONAL SUPERVISION  
IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
OF SDO – KABANKALAN CITY FOR SY 2023 - 2024**

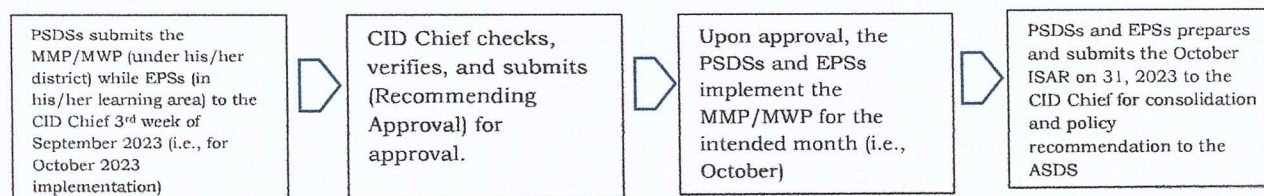
1. Effective School Year 2023 – 2024, all School Heads (SHs), Public Schools District Supervisors (PSDSs), and Education Program Supervisors (EPSs) shall ensure that the curriculum is managed and implemented in compliance with the quality standards for basic education by strengthening Instructional Supervision activities in the schools.
2. All SHs, PSDSs, and EPSs shall prepare their respective Monthly Instructional Supervision Plans (ISPs), Monthly Monitoring Plan (MMP), and Monthly Work Plan (MWP) to be submitted at least a week before its implementation (i.e., ISP for October 2023 must be submitted on the 3<sup>rd</sup> week of September 2023) for review and approval by the designated signatories (see Table 1). A suggested format of the ISP is provided in Template A.
3. After the implementation of the ISP, MMP, and MWP, all SHs, PSDSs, and EPSs shall submit their respective Monthly Instructional Supervision Accomplishment Reports (ISARs) shall on the last working day of every month. The designated signatories of the ISAR are specified in Table 2 while Template B is the suggested format of the ISAR. Templates C-F are suggested attachments to the ISAR.
4. Figure 1 shows the Process Flow for the preparation and submission of ISP and ISAR

**Figure 1. Process Flow for the Preparation and Submission of ISP and ISAR**

*For School Heads:*



*For EPSs and PSDSs*



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
E-mail: kabankalan.city001@deped.gov.ph

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5. To ensure the quality of the ISPs, MMPs, and MWP of SHs, PSDSs, and EPSs, the same must be checked, verified, recommended, and approved by the designated signatories as shown below:

**Table 1. Instructional Supervision Plan, Monthly Monitoring Plan, and Monthly Work Plan Signatories**

LEVEL	Prepared by	Checking, Verification and Recommending Approval	Approving Authority
School Head	SH	PSDS	CID Chief
Public Schools District Supervisor	PSDS	CID Chief	ASDS
Education Program Supervisor	EPS	CID Chief	ASDS

**Table 2. Instructional Supervision Accomplishment Report Signatories**

LEVEL	Prepared by	Checking, Verification, Consolidation	Noted by
School Head	SH	PSDS	CID Chief
Public Schools District Supervisor	PSDS	CID Chief	ASDS
Education Program Supervisor	EPS	CID Chief	ASDS

6. SHs, PSDSs, EPSs, and the Chief Education Program Supervisor (CID) shall keep a complete record of all documents submitted to them (e.g., teachers to SHs, SHs to PSDSs, and so on) for verification and validation, when needed.
7. All ISARs submitted to the PSDSs by the SHs under his/her district shall be consolidated by the PSDSs while the ISARs of the EPSs shall be submitted monthly to the CID Chief for analysis, consolidation, analysis, and policy recommendation.
8. The table below articulates the duties and responsibilities of each level:

**Table 3. Duties and Responsibilities**

LEVEL	Duties and responsibilities
School Head	<ul style="list-style-type: none"><li>• Prepares and submits the ISP</li><li>• Implements the ISP<ul style="list-style-type: none"><li>◦ Monitors teachers' outputs on instruction-related tasks</li><li>◦ Observes classes for clinical and rating purposes</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>○ Analyzes data and provides technical assistance to teachers, when needed</li><li>• Prepares and submits ISAR</li></ul>
Public Schools District Supervisor	<ul style="list-style-type: none"><li>• Prepares the Monthly Monitoring Plan integrating school visits instruction-related concerns (e.g., monitoring the ISP implementation of the SHs in his/ her district)</li><li>• Implements the MMP for his/ her district</li><li>• Analyzes data, and provides technical assistance to SHs under his/her district</li><li>• Consolidates ISARs of SHs and submits to the CID Chief on time</li><li>• Culls out instruction-related findings from the implementation of his/her MMP and prepares own ISAR</li></ul>
Education Program Supervisor	<ul style="list-style-type: none"><li>• Prepares the MWP for his/ her learning area integrating school visits for face-to-face interaction with teachers and/or school heads on subject-specific instruction-related concerns</li><li>• Implements the MWP for his/ her learning area</li><li>• Analyzes data, and provides technical assistance to school heads/ teachers under his/ her learning area</li><li>• Culls out instruction-related findings from the implementation of his/her MWP and prepares own ISAR</li></ul>
Chief Education Supervisor	<ul style="list-style-type: none"><li>• Ensure preparation and implementation of the instructional supervision plan</li><li>• Consolidates and analyzes Instructional Supervision Accomplishment Report submitted by PSDSs and EPSs</li><li>• Formulates/ prepares policy recommendation based on the ISARs to be submitted to the SDS</li></ul>







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**Template A: Monthly Instructional Supervision Plan (\_\_\_\_\_, 202\_)**

*(To be submitted a week BEFORE the month of implementation)*

		<b>Monday</b> ( , , , )	<b>Tuesday</b> ( , , , )	<b>Wednesday</b> ( , , , )	<b>Thursday</b> ( , , , )	<b>Friday</b> ( , , , )
8:00 – 9:00	<b>Week 1</b>					
9:00 – 10:00						
10:00 – 11:00						
11:00 – 12:00						
1:00 – 2:00						
2:00 – 3:00						
3:00 – 4:00						
4:00 – 5:00						
8:00 – 9:00	<b>Week 2</b>					
9:00 – 10:00						
10:00 – 11:00						
11:00 – 12:00						
1:00 – 2:00						
2:00 – 3:00						
3:00 – 4:00						
4:00 – 5:00						
8:00 – 9:00	<b>Week 3</b>					
9:00 – 10:00						
10:00 – 11:00						
11:00 – 12:00						
1:00 – 2:00						
2:00 – 3:00						
3:00 – 4:00						
4:00 – 5:00						



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
E-mail: kabankalan.city001@deped.gov.ph

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8:00 – 9:00	Week 4					
9:00 – 10:00						
10:00 – 11:00						
11:00 – 12:00						
1:00 – 2:00						
2:00 – 3:00						
3:00 – 4:00						
4:00 – 5:00						

**Instructional Supervision Activities**

- Checking the availability of and timeliness of preparation of lesson plans by the teachers
- Evaluating lesson plans of specific teachers
- Checking classroom structuring and management
- Checking the availability of and timeliness of preparation of learning assessment tools by the teachers
- Evaluating the learning assessment tools prepared by specific teachers
- Conducting Pre-Observation Conference with specific teachers to be observed
- Conducting Classroom Observation with specific teachers for coaching purposes
- Conducting Post Observation Conference with specific teachers
- Conducting Classroom Observation with specific teachers for performance rating purposes
- Checking the availability of and timeliness of the preparation of the learners' records by the teachers
- Checking the availability of and timeliness of the preparation of various learning resources by the teachers
- Evaluating the various learning resources prepared and used by the teachers



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**Template B. Monthly Instructional Supervision Accomplishment Report (\_\_\_\_, 202\_)**  
(To be submitted a week AFTER the month of implementation)

Indicator	Week				Total
	1	2	3	4	
Number of Teachers checked on...					
1. the availability of lesson plans					
2. the availability of learning assessment tools					
3. the availability of records on learners' progress					
4. the availability of learning resources					
5. classroom structuring and management					
Number of...					
1. lesson plans evaluated					
2. learning assessment tools evaluated					
3. learning resources evaluated					
Number of...					
1. pre-observation conferences conducted					
2. classroom observations for coaching purposes conducted					
3. post observation conferences conducted					
4. classroom observations for performance rating purposes conducted					
Number of Teachers provided with Technical Assistance on...					
1. lesson planning					
2. designing learning assessment tools					
3. selecting/designing learning resources					
4. classroom management					
5. monitoring learners' progress					

*\*Must be supported by other applicable tracking/monitoring tools used and valid means of verification*

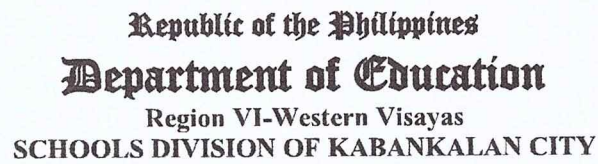


Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
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(To be submitted together with the Monthly Instructional Supervision Accomplishment Report)

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**Template F: Report on Technical Assistance Provided (\_\_\_\_, 202\_)**

*(To be submitted together with the Monthly Instructional Supervision Accomplishment Report)*

Teachers' Name	Need for TA	How and When was the TA need identified?	Action undertaken by the teacher to improve the quality of output or performance	Action undertaken by the School Head	Date of First Meeting for TA	Date of Follow up Meeting	Closure Date	Remarks

*\*Attach actual documents such as TA agreements, conference notes, etc. accomplished with and for each teacher included in the report*

