



Republic of the Philippines

Department of Education

**Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY**

April 27, 2021

DIVISION MEMORANDUM

No. 100, s. 2021

**REORIENTATION OF SCHOOL HEADS AND MASTER TEACHERS
IN THE CONDUCT OF CLASSROOM OBSERVATION IN THE MIDST OF THE PANDEMIC**

TO: OIC-Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Secondary/Senior High School Heads / Principals
All concerned

1. This has reference to Annex A of Memorandum DM-PHROD-2021-0010 titled Guidelines on the Implementation of the Results-Based Performance Management System for School Year 2020-2021, the Schools Division Office of Kabankalan City will conduct a Reorientation of School Heads and Master Teachers in the Conduct of Classroom Observation on May 3, 2021 at 9:00 – 12:00 noon.
2. This activity aims to provide technical assistance to School Heads and Master Teachers in the conduct of Classroom Observation based on the following Classroom Observation options:
 - a. Recorded Video Lesson
 - b. Online Demo Teaching
 - c. Face-to-Face Demo Teaching
 - d. Online Demo Teaching with Students
 - e. Experiences in the Modular Distance Learning
3. Each option is described in Enclosure No. 1.
4. The participants of this activity are Principals, Head Teachers, Teacher-In-Charge, and Master Teachers in the five districts of the division.
5. The Opening Program will start at 9:00 o'clock in the morning. The meeting link will be provided to the participants 30 minutes before the start of the program.
6. Communication expenses incurred by the participants relative to the conduct of this activity is chargeable against School local funds subject to the usual accounting rules and regulations.
7. Immediate and wide dissemination of this memorandum is desired.

PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent



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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Enclosure No. 1 to Division Memorandum No. 100, s. 2021

GUIDELINES ON THE OPTIONS FOR TEACHERS' CLASSROOM OBSERVATION

General Guidelines:

- a. All observations for demonstration teaching shall be done in Learning Action Cell (LAC) attended by the School Head or Master Teacher, Demo Teacher and teacher members in the LAC Group. (*minimum of 5 and the maximum of 15 LAC members*)
- b. The provisions contained in DO No. 35 s. 2016 titled "The Learning Action Cell as a K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning" in the conduct of the LAC for Classroom Observation shall be followed.
- c. The teachers with the agreement of the school head may choose any of the following options in delivering a demonstration for Classroom Observation during this time of pandemic.

1. Option 1: Recorded Video Lesson

- a. In this type of demonstration teaching, the demo teacher may record an SLM-Based or MELC-Based video lesson on OBS, Filmora, Powtoon or any available recording app. (*Minimum of 10 minutes and maximum of 15 minutes*)
- b. This video lesson is NOT a TBI-lesson episode. It MUST be an SLM-Based/MELC-Based lesson that is considered as a supplementary video lesson.
- c. The recorded video lesson will be presented during the LAC session by the demo teacher.
- d. After the demonstration, the school head/ master teacher will lead the collegial discussion about the demonstration. That includes the sharing of insights and learnings gained from the demonstration. This sharing of ideas will be synthesized by the School Head/ Master Teacher and will be part of the agreement between and among the teachers within the LAC group.
- e. All recorded video lessons will be compiled and submitted to the LRMS for Quality Assurance. Quality assured video lessons will be uploaded in the LR portal for utilization of the learners.

2. Option 2: Online Demonstration

- a. This type of demonstration teaching is synchronously done online on any of the available platforms such as Google Meet, Microsoft Teams or ZOOM among others.
- b. The teacher demonstrator will present his/her lesson and discuss the lesson flow to the school head and other teacher participants in the LAC group.
- c. The teacher demonstrator must clearly describe each activity in the lesson, including the purpose of its selection.
- d. After the demonstration, the School Head/ Master Teacher, together with the other participants in the platform will discuss the outcome of the demonstration.



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- e. Insights and learnings of the demonstration teaching shall be drawn from each member of the LAC.
- f. The School Head/Master Teacher will synthesize the idea/insights/ learnings gained by the participants. This synthesis will serve as an agreement between and among the participants within the LAC group.

3. Option 3: Face-to-Face Demonstration

- a. This type of demonstration teaching will be done in a physical classroom especially in those places where the risks of COVID 19 are low.
- b. Teacher demonstrator will present her lesson to her fellow teachers in the LAC group. The discussion of the lesson will focus only on the lesson flow.
- c. Each activity should be explicitly described and the purpose of its selection/ choice must be clearly explained to the LAC participants.
- d. After the demonstration, the School Head/Master Teacher shall lead the group in the discussion of the lesson flow and content. Sharing of insights and learnings is encouraged. The purpose of the discussion is not to criticize the teacher demonstrator but to appreciate the content of the demonstration lesson and to share the insights gained from the demonstration.
- e. The School Head/Master Teacher will synthesize the ideas/ insights/ learnings gained from the demonstration. This synthesis will serve as an agreement between and among the teachers within the LAC group.

4. Option 4: Online Demonstration with Students

- a. This type of demonstration lesson will be done online with selected students – a maximum of 20 students. (minimum of 25 minutes and maximum of 40 minutes)
- b. The teacher will deliver her lesson in an online platform such as Google Meet, Microsoft Teams and ZOOM among others.
- c. The school Head/ Master Teacher and other LAC members will also be in the same platform observing the demonstration.
- d. Strict observance of online etiquette must be observed all throughout the virtual engagement. Learners must be oriented on the nitty-gritty of the online lesson to avoid disruptions during the lesson delivery.
- e. The learners will immediately leave the platform after the demonstration.
- f. The School Head or Master Teacher shall lead the collegial discussion of the demonstration lesson highlighting the good points of the demo teacher. Insights and learnings from the demonstration lesson shall be drawn from the LAC members.
- g. The School Head/Master Teacher will synthesize the ideas/ insights/ learnings gained from the demonstration. This synthesis will serve as an agreement between and among the teachers within the LAC group.



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5. Option 5: Experiences in the Modular Distance Learning

- a. This type of demonstration teaching is the most relatable approach to Classroom Observation because it will describe the teacher demonstrator's current experiences as Learning Facilitator in the Modular Distance Learning.
- b. Before the start of the demonstration, the demo teacher will prepare a PowerPoint presentation which highlights his/her activities in line with the three RPMS objectives for Classroom Observation. Mode of Verifications (MOVs) are required for better grasp of the activities done by the teacher. Please see the table below:

RPMS Objectives [Proficient Teachers]	Possible MOVs
1. Applied knowledge of content within and across curriculum teaching areas	<ul style="list-style-type: none">○ List of evaluated SLMs which were distributed to the learners vis-à-vis the remarks/comments of the teacher per SLM
5. Planned and delivered teaching strategies that are responsive to the special educational needs of the learners in difficult circumstances including: geographical isolation; chronic illness; displacement due to armed conflict, urban resettlement and disasters; child abuse and child labor practices	<ul style="list-style-type: none">○ Schedule of Students' Lesson per week/bi-weekly○ List of activities that per student will answer within the given period [Note: This should vary based on the students' abilities and learning needs]○ Accomplished Individual Learning Monitoring Plan (ILMP)○ MOVs of Teacher-Parent/learner Communication via SMS or Social Media (If Home Visit is allowed in your area, it can also be an MOV)
7. Selected, developed, organized and used appropriate teaching and learning resources, including ICT, to address learning goals	<ul style="list-style-type: none">○ List/ sample of teacher-developed/selected/ organized learning resources for students' used (SLMs or LASs)○ List/sample learning materials from other sources – non-DepEd sources which were given to students as supplementary learning materials)



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RPMS Objectives [Highly Proficient Teachers]	Possible MOVs
1. Modelled effective applications of content knowledge within and across curriculum teaching areas	<ul style="list-style-type: none"> ○ List of Conducted LAC on content <ul style="list-style-type: none"> ▪ Program Completion Report/ Minutes of the Meeting ▪ Pictorial evidence ▪ Attendance Sheet ▪ Approved plan by the SH
5. Evaluated with colleagues teaching strategies that are responsive to the special educational needs of the learners in difficult circumstances including: geographical isolation; chronic illness; displacement due to armed conflict, urban resettlement and disasters; child abuse and child labor practices	<ul style="list-style-type: none"> ○ MOVs of the evaluation conducted with colleagues (LAC) on teaching strategies specifically on the different Learning Delivery Modalities. <ul style="list-style-type: none"> ▪ Minutes of the gathering/meeting ▪ Attendance sheet ▪ Pictorial evidence ▪ Approval by the SH [approved plan, if possible]
7. Advised and guided colleagues in the selection, organization, development and use of appropriate teaching and learning resources, including ICT, to address learning goals	<ul style="list-style-type: none"> ○ MOVs for this objective are as follows: <ul style="list-style-type: none"> ▪ Approved plan by the SH [if possible] ▪ Pictorial evidence ▪ Minutes of the meeting/gathering ▪ List of learning resources ▪ Sample of learning resources

- c. The School Head or Master Teacher shall lead the collegial discussion of the demonstration lesson highlighting the good points of the demo teacher. Insights and learnings from the demonstration lesson shall be drawn from the LAC members.
- d. The School Head/Master Teacher will synthesize the ideas/ insights/ learnings gained from the demonstration. This synthesis will serve as an agreement between and among the teachers within the LAC group.



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TRAINING MATRIX

TIME	ACTIVITY	FACILITATOR
8:00 – 9:00	ONLINE REGISTRATION	Xyzette V. Ganza
9:00 – 9:30	Opening Program	Jerralyn E. Limaco
9:30 – 10:30	Orientation Proper	Junry M. Esparar
10:30 – 11:30	OPEN FORUM	Jolly G. Gariando/ Jacqueline B. Dagunan
11:30 – 12:00	Wrapping Up	Mr. Eulyne Lucerna

Program Host:

Kean Von G. Yupracio
HRTD



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