



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

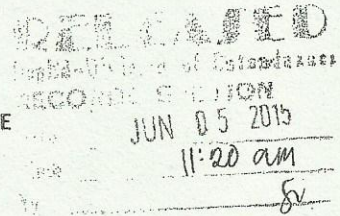


May 28, 2015

DIVISION MEMORANDUM

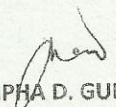
No. 59 s. 2015

SCHOOLS DIVISION MONITORING AND SUPERVISION SCHEME



To: Asst. Schools Division Superintendents
SDO Chiefs
Education Program Supervisors – I
Public Schools District Supervisors
Elementary & Secondary School Heads

1. In order to continuously improve the quality of Basic Education and implement an efficient and effective quality assurance mechanism, guidelines on supervision and monitoring are hereby issued by this Office. This scheme is anchored within the goals of Project **SHINE** (Serve with Humility and Integrity to Nurture Education).
2. The guidelines spelled –out in the enclosures shall apply to instructional supervision and monitoring of teachers and school heads on the implementation of the K to 12 curriculum, school management and implementation of the department's different programs / projects and activities.
3. For information, guidance and compliance of all concerned.


NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer In- Charge

GUIDELINES ON MONITORING AND SUPERVISION OF CLASSES / PROGRAMS AND PROJECTS

1. Supervisory monitoring and supervision scheme shall at all times promote friendly and non-threatening atmosphere.
2. All Education Program Supervisors , PSDSs, Principals, Head Teachers and TICs without teaching loads are required to conduct class supervision. The minimum requirement for school heads per month are as follows :

Schools with 7- 15 teachers -	100 %
Schools with 16-30 teachers -	70 %
Schools with 31- 45 teachers -	50 %
Schools with 46 teachers and above-	30 %
3. "Observe the Observer Observe Classes" scheme shall be observed by EPSs and PSDSs in observing school heads in conducting class supervision. However, in schools headed by OICs/ TICs , the EPSs and PSDSs shall directly supervise teachers.
4. The department heads of secondary schools shall likewise be observed by the school principals as they conduct class supervision with the teachers in their respective department. The PSDSs are also to monitor and supervise secondary schools in their respective area of assignment.
5. Clinical supervision shall be used in the conduct of class supervision. STAR way shall be utilized and non- prescriptive method shall be adopted during the post conference.
6. Monitoring in- tandem or team monitoring as supervisory scheme shall be observed by the EPSs/ PSDSs at least once a week.
7. The focus of monitoring and supervision shall not be limited to instructional only but also shall include school operations, school environment and other areas related towards effective implementation of the different programs and projects of the department/ division.
8. The school heads' Itinerary of Travel and Monthly Instructional Supervisory Plan and Accomplishment Report using the attached form shall be submitted to the PSDS (for elem school heads) for their signature and EPS – 1 (for secondary) for their initials before submitting to the Chief, CID and to the Office of the ASDS. The Itinerary of Travel & Instructional Supervisory Plan of both the school heads and District/ Division Supervisors shall be submitted at least a week before the ensuing month while the Monthly Accomplishment Report shall be submitted at least a week after the end of the month to the CID/ASDS. The SGOD has also to submit their Monthly Plan of Activities and monthly accomplishment report to the Office of the ASDS, copy furnish this Office. The CID shall provide the SGOD results of their monitoring and supervision for Need Analysis and Tool preparations as part of the interventions in the identified needs of teachers/ school heads. Likewise, the SGOD has to coordinate with the CID regarding their activities and vice- versa.
9. The EPSs shall report to the Division Office on Mondays and Fridays while the PSDSs only on Fridays (CID SDO) and the rest of the weekdays shall be utilized for monitoring and supervision of classes and programs, activities and projects/ other functions attached to the position. The SGOD personnel , in particular the EPS and SEPS are also to perform / monitor / supervise the programs , activities and projects under them with direct supervision of the SGOD Chief.
10. Enclosed are the templates for the preparation of Itinerary , Supervisory Plan and Accomplishment reports .



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ITINERARY OF TRAVEL / MONITORING
FOR THE MONTH OF _____ 2015

OBJECTIVES :

- 1.
- 2.
- 3.

II. ITINERARY

DATE	ACTIVITIES	PURPOSE

Prepared by :

Approved :

PSDS / ASDS



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INSTRUCTIONAL SUPERVISORY PLAN

FOR THE MONTH OF _____, 2015

INSTRUCTIONAL NEEDS	OBJECTIVES	SUPERVISORY TOOL	TARGET DATE	LEARNING AREA/ TIME	FOCUS TEACHER

Submitted by :

Approved :

PSDS/ ASDS

B. OTHER SIGNIFICANT ACCOMPLISHMENTS

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III. PROBLEMS MET & ACTIONS TAKEN

IV. VISITORS FOR THE MONTH

Date	Name	Address	City	State	County	Occupation

Submitted by :

Noted :

PSDS / ASDS

Teacher Observation Guide for Instructional Competence

Legend: NO - Not observed (0) BB - Below Basic (1)
 B - Basic (2) P - Proficient (3) HP - Highly Proficient (4)

Circle the number that described best your observation of the Teacher. Start here.

Performance Behavior	Observation Rating				
	NO	BB	B	P	HP
A. Diversity of Learners					
1. Sets lesson objectives within the experiences and capabilities of the learners	0	1	2	3	4
2. Utilizes varied techniques and strategies suited to different kinds of learners	0	1	2	3	4
3. Shows fairness in dealing with learners	0	1	2	3	4
4. Paces lessons appropriate to the needs and difficulties of learners	0	1	2	3	4
5. Provides appropriate intervention activities for learners at risk.	0	1	2	3	4
Total Score:	Average:		Description:		

Narrative Observation

Performance Behavior	Observation Rating				
	NO	BB	B	P	HP
B. Content & Pedagogy					
B.1 Teacher Behavior in Actual Teaching					
1. Teaches accurate and updated content using appropriate approaches and strategies	0	1	2	3	4
2. Aligns lesson objectives, teaching methods, learning activities and instructional materials	0	1	2	3	4
3. Encourages learners to use higher order thinking skills in asking questions	0	1	2	3	4
4. Engages and sustains learners interest in the subject matter by making content meaningful and relevant	0	1	2	3	4
5. Establishes routines and procedures to maximize use of time and instructional materials	0	1	2	3	4
6. Integrates language, literacy skills and values in teaching	0	1	2	3	4
7. Presents lesson logically in a developmental manner	0	1	2	3	4
8. Utilizes technology resources in planning, designing and delivery of the lesson	0	1	2	3	4
9. Creates situations that encourages learners to use higher order thinking skills.	0	1	2	3	4
Total Score	Average:		Description:		

Narrative Observation

Performance Behavior	Observation Rating				
	NO	BB	B	P	MP
B. Content and Pedagogy					
B.2 Learners' Behavior in the Classroom					
1. Answers in own words at a desired cognitive level	0	1	2	3	4
2. Participates actively in the learning tasks with some levels of independence	0	1	2	3	4
3. Asks questions relevant to the lesson	0	1	2	3	4
4. Sustains interest in the lesson/activity	0	1	2	3	4
5. Follows routines and procedure to maximize instructional time.	0	1	2	3	4
6. Shows appropriate behavior of individualism, cooperation, competition in classroom interactions.	0	1	2	3	4
7. Imbibes and values learning from the teacher and from classmates.	0	1	2	3	4
8. Demonstrates in varied ways, learning achieved in the activities	0	1	2	3	4
Total Score:	Average:		Description:		

Narrative Observation

Performance Behavior	Observation Rating				
	NO	BB	B	P	MP
C. Planning, Assessing, Reporting Learners' Outcomes					
1. Provides timely, appropriate reinforcement/feedback to learners' behavior	0	1	2	3	4
2. Uses appropriate formative/summative tests congruent to the lesson.	0	1	2	3	4
3. Uses non-traditional authentic assessment techniques when needed	0	1	2	3	4
4. Keeps accurate records of learners' performance level	0	1	2	3	4
5. Gives assignment as reinforcement or enrichment of the lesson.	0	1	2	3	4
6. Provides opportunity for learners to demonstrate their learning.	0	1	2	3	4
Total Score	Average:		Description:		

Narrative Observation

Comments of the Teacher

Agreements of the Teacher and Observer

Teacher's Name & Signature

Observer's Name and Signature

Signatures indicate that observations have been clarified by both parties.



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PROGRAM ASSIGNMENT AND AREA MONITORING OF EDUCATION PROGRAM SUPERVISORS

NAME OF EPS	AREA/ PROGRAM ASSIGNMENT	AREA MONITORING
1. Rosa T. Tusi	Edukasyon sa Pagpapakatao (EsP)	Viga East and West
2. Lydia D. Abundo	EPP/ TLE/ TVE	Virac North and South
3. Gina B. Pantino	English/ Speaker's Bureau/ Information Officer/ Reading Recovery	Bato East and West
4. Nelson T. Sicio	MAPEH/ PESS	San Andres East and West
5. Romel G. Petajen	Mathematics/ ADM	San Miguel North and South
6. Gina L. Custodio	Kindergarten/ Private Schools/ Multigrade/ K to 12 Coordinator (Elem)	Panganiban
7. Amelia Cabrera	ALS/ Library Hub	Baras North and South
8. Cynthia T. Soneja	Araling Panlipunan/ SPED	Bagamanoc North and South
9. Jezrahel Omadto	Science/ Student Teaching/ K to 12 Coordinator (Secondary)	Pandan East and West
10. Gina Templonuevo	Filipino/ Foreign Language	Gigmoto
11. Josefa V. Zape	Chief Supervisor- CID	Caramoran