

Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL
Velez St., Cagayan de Oro City
Del Pilar-Velez St., Cagayan de Oro City
website: www.misor.net



MEMORANDUM

TO PS District Supervisors

FROM ~~CHERRY MAE L. LIMBACO, Ph.D., CESO V~~
Schools Division Superintendent *Cherry Mae L. Limbaco*

SUBJECT Reiterating the Submission of Monthly Instructional Supervisory Plan
and Monthly Accomplishment Reports

DATE February 22, 2016

This is to reiterate the schedule for the submission of Monthly Instructional Supervisory Plan and Monthly Accomplishment Reports.

The schedule of submission is as follows:

1. Monthly Instructional Supervisory Plan (**IS Form A**) shall be submitted at **least five (5) calendar days before the first day of the next month**
2. Monthly Accomplishment Reports shall be submitted **three (3) calendar days after** the last day of the previous month. The Monthly Accomplishment Reports comprise documents in the following order:
 1. IS Form D – School Heads Observed and Given Assistance (SHOGA)
 2. Duly signed Observation Sheets for School Heads observed such as:
 - a. *IS Form 1- Pre- Observation Information*
 - b. *IS Form 2 – Post- Observation Information*
 - c. *IS Form 3-A –Teacher Observation Guide for Instructional Competence*
 - d. *Criteria for Observing School Head's Instructional Competence*
 - e. *IS Form B – Individual Teacher Teaching Performance Record (ITTPR)*
 3. IS Form C – Teachers Observed and Given Assistance (TOGA)
 4. Duly signed Observation Sheets for teachers observed such as:
 - a. *IS Form B- Individual Teacher Teaching Performance Record (ITTPR)*
 - b. *IS Form 3-A – Teacher Observation Guide for Teacher Competence*
 5. Monitoring and Evaluation Tools:
 - a. *Duly signed Checklist for Instructional Supervision, Monitoring, and Giving of Technical Assistance*
 - b. *Duly signed Checklist for Supervision, Monitoring and Giving of Technical Assistance for NAT Preparation*

These documents shall be compiled in one (1) folder and be submitted to the division office, Attention: Erlinda G. Dael, Chief ES -CID.

For compliance.

CLL/egd



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 Department of Education
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(08822)724615, (088)8564454/ Fax (088)8564524

CHECKLIST FOR SUPERVISION, MONITORING & TECHNICAL ASSISTANCE

School Year 2015-2016

School & District: _____ Date: _____



Areas to be Monitored	Findings or Remarks	Technical Assistance Given and Agreement/s	Recommendation/s (for Division Innovation)
A. Curriculum and Instruction Check on the following:			
1. Class Observation Sheets (with Instructional and Supervisory Plan submitted)			
2. Teachers' Daily Lesson Log (DLL) or Lesson Plan with Curriculum guide			
3. Availability of Teachers' Guide, PSSLC/PELC			
4. TSNA, IPPD of Teachers, and School Professional Plan for Teachers			
5. Instructional materials of the teachers in specific subject area			

<p>6. Approved General Class Program, Individual Teacher's Teaching Load, and Individual Class Program</p>			
<p>7. Availability of Teachers' Portfolio</p>			
<p>8. Copies of approved Instructional Supervisory Plan and submitted Accomplishment Reports (ITTPR & TOGA)</p>			
<p>9. Copies of submitted Consolidated Technical Assistance given to teachers (Consolidated Technical Assistance Report based on TOGA-to be submitted to the Division Office, Attention: District Adviser)</p>			
<p>10. Action Research (Principal and Teachers)</p>			
<p>11. Assessment Tools</p>			

Others...				
1. NAT Preparation -Action Plan				
B. Programs and Projects (PAPs)				
1. Kindergarten Program				
2. Special Education Program				
3. Headstart Program				
4. STE/SSES				
5. Special Program in Sports				
6. Special Program in FL				
7. Strengthening Technology-Vocational Education Program				
8. LAC Sessions for Language Numeracy and				

Literacy			
9. Multigrade Education Program			
10. ADM -OHSP (Open High School Program) -MISOSA (Modified In-School Out-School Approach) -e-IMPACT (Enhanced Instructional Management by Parents, Community and Teachers)			
11. ALS Sessions (District Supervisors) -A&E -BLP			
12. ALIVE Program (School ALIVE Coordinator/Principal)			
13. Abot-Alam Program (DALSC/High School Principal)			

14. IP Education Program (School IPED Coordinator)			
15. Reading Program/Reading Corner/Clinic/compiled Reading Progress Chart			
16. Text2 Teach Program			
17. e-Classroom Utilization			
18. Senior High School Advocacy and Preparedness			
19. School-based Innovations			
20. Implementation of Division Initiatives -Teachers Academy a. READ ME b. Sulat Kamay Ayon sa Gabay c. Malunggay Boulevard			

Findings ✓ IA given ✓ Room maintenance

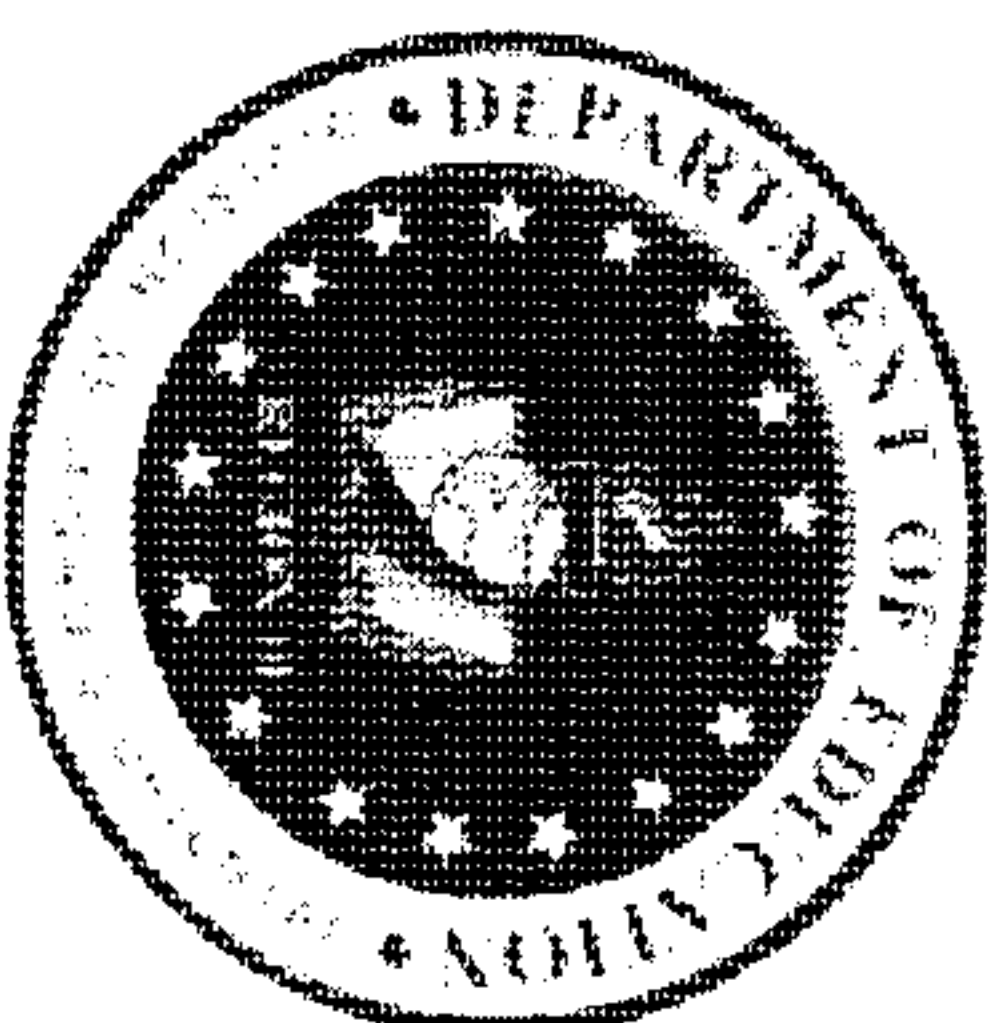
Monitoring of Division
Initiatives

e. f. g. h. i. j. k. l.			
Other Programs and Projects (PAPs)			
C. Other major concerns			
1. School Performance Indicators or School Report Card			
2. SBM Level of Implementation			
3. Financial Management			
a. SIP, SOB, APP, PPMP and AIP			
b. School APR and Liquidation Report			
c. Utilization of School MOOE and Other School Funds			

d. Display of Transparency Board (monthly)			
4. School Canteen			
5. School Guidance Services			
6. School Clinic			
7. School cleanliness, Office and classroom structuring			
8. Facilities and Equipment			
Other major concerns			

PSDS/EPs/Monitoring Supervisor

School Head



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MONITORING TOOL FOR NATIONAL ACHIEVEMENT TEST (NAT) PREPARATION

Areas to be monitored	Artifacts/Evidences (in Principal's Office)	Findings	Technical Assistance Given	Plan for Action (Supervisor's proposed intervention/innovation)
A. NAT Preparation 1. Learning Competencies (inventory of learning competencies based on time budget as reflected in the lesson plan)	-availability of updated Daily Lesson Log or Lesson Plan (checked by the principal) - availability of Lesson Guide/Teaching Guide/Curriculum Guide (all subject areas, all grade levels)			
2. School Action Plan on NAT Preparation	-availability of the copy of Progress Report on NAT Preparation -availability of Action Plan (activities, schedule, persons involved, etc.)			
3. Instructional Materials	- availability of copies of Lectures/modules			

	-availability of Practice Tests and other teaching materials			
B. Curriculum and Instruction 1. Instructional Supervisory Plan (updated and approved)	-availability of Approved Monthly Instructional Supervisory Plan (of the Principal)			
2. Class Observation Sheets. (IS Form 3-A)	-availability of copies of Class Observation Sheets (IS Form 3-A) with dates and signature of teachers ... compiled monthly (by the principal) - availability of copies of Class Observation Sheets for School Head if available			
3. Copies of submitted and signed Accomplishment Reports	- availability of copies of ITTPR- compiled monthly - availability of copies of TOGA – compiled with ITTPR - availability of copies of SHOGA if available			

NAME AND SIGNATURE OF MONITOR

NAME AND SIGNATURE OF SCHOOL HEAD

Noted:

ERLINDA G. DAEL, Ph.D.
 Chief Education Supervisor – CID

JEAN G. VELOSO
 Assistant Schools Division Superintendent

CHERRY MAE I. LIMBACCO, Ph.D., CESO V
 Schools Division Superintendent



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SUPERVISOR'S INSTRUCTIONAL SUPERVISORY PLAN (ISP - A)
 Division of Misamis Oriental

No.	Date	Name of School	Name of School Head/T Teacher	Focus/Problem Area	Objectives	Monitoring/ Intervention	Resources		Expected Outcomes
							Human	Materials	

Prepared by: EPS-I
 Recommending Approval:
JEAN G. VELOSO
 Assistant Schools Division Superintendent

Approved:
CHERRY MAE L. LIMBACCO, Ph.D., CESO V
 Schools Division Superintendent



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INDIVIDUAL TEACHER- TEACHING PERFORMANCE RECORD (ISP - B)
Division of Misamis Oriental

Name of Teacher	Date Observed	Subject Area	Grade & Section	Strength	Growth Need/Problem Area	Agreement/Remarks	Signature
							Teacher

Prepared by: _____

EPS/ PSDS/SH

Noted :

JEAN G. VELOSO
Assistant Schools Division Superintendent

CHERRY MAEL L. LIMBACCO Ph.D., CESO V
Schools Division Superintendent

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REPORT OF TEACHERS OBSERVED and Given Assistance TOGA (ISF-C)

No	Date	School	Name of Teacher	Subject	Grade	Technical Assistance

Prepared by: _____
 Reviewed and attested:

ERLINDA G. DAEL, Ph. D.
 EPS-1
 Noted:

JEAN G. VELOSO
 Asst. Schools Division Superintendent

CHERRY MAE L. LIMBACO, Ph.D., CESO V
 Schools Division Superintendent



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REPORT OF SCHOOL HEADS OBSERVED – SHOGA (ISP - D)
Division of Misamis Oriental

No.	Date	School	Name of School Head	Subject / Grade	Technical Assistance

Prepared by: EPS-I

Noted:
JEAN G. VELOSO
Assistant Schools Division Superintendent

CHERRY MAEL L. LIMBACCO, Ph.D., CESO V
Schools Division Superintendent

PRE-OBSERVATION INFORMATION

Teacher _____ School _____
 District _____ Division _____
 Grade/Year & Section _____ Subject _____
 School Year _____ Semester _____ Conference Date _____
 Instructional Supervisor _____

Instructions:

This form shall be answered by the Teacher prior to Instructional Support Visit.

The information will serve as guide for the pre-observation conference. Observer may ask additional job-related data to provide a background for actual observation.

The filled up form shall be given back to the Teacher to be placed in front of the Teacher Observation Form A,B,C, which will be used by the observer.

Observation Information

When would you like to have instructional supervision and support?

Date and Time _____

In which of your classes would you like to be observed?

Class and period observed _____

What area or domain would you like to be observed? Please check

- _____ Diversity of Learners
- _____ Content and Pedagogy
- _____ Planning, Assessing and Reporting
- _____ Learning Environment
- _____ School, Home, Community Linkages
- _____ Social Regard for Learning
- _____ Personal Growth and Professional Development
- _____ others, specify

What specific teaching-learning parameters would you like to be focused? Please check.

- _____ Motivation
- _____ Teacher-learners Interaction
- _____ Questioning- Answering skills
- _____ Pacing of the Lesson
- _____ Testing
- _____ Classroom Management
- _____ Time on Task
- _____ Addressing multiple intelligences/learning styles
- _____ Others, specify

What teaching method/strategy will you use?

How would you describe the class you will be teaching during the visit? Please provide information by checking or filling up the required data

- Type of class _____ Monograde _____ class combination _____ Multigrade
- Size of class _____ small class size - no. of learners _____ Big class size _____
- Class diversity _____ Homogeneous _____ Heterogeneous _____

What three priority areas in your TSNA do you need the most support and assistance? Please enumerate and specify

- a.
- b.
- c.

What priority objectives in your IPPD did you include for School year _____ that you intend to accomplish?

- a.
- b.
- c.

Submitted by:

Noted:

Teacher Name & Signature

School Head Name & Signature

POST – OBSERVATION INFORMATION

Teacher _____ School _____
 District _____ Division _____
 Grade/ Year & Section _____ Subject _____
 School Year _____ Semester _____ Conference Date _____
 Instructional Supervisor _____

Directions:

1. This form shall be answered by the teacher after the actual class observation.
2. The information will serve as guide for the post- observation conference. Observer may ask for additional job-relevant information to clarify or support observations.
3. The filled up form shall be given back to the Teacher to be placed at the back of the Teacher Observation Form 3 A, B, C which was used by the observer.

Post-Observation Information

1. What did your learners gain in your lesson in terms of knowledge, Skills and Attitudes (KSAs)? Please enumerate.
 - a. Knowledge
 - b. Skills
 - c. Attitudes
2. How did you make the learners gain the KSAs which you listed above?
3. What did your pupils/students do in order to gain/learn the KSAs?
4. Where you able to accomplish your lesson objective?
 Yes _____ All _____ Some _____
 No _____ All _____ Some _____
5. If yes, how did you do it?
6. If no, what difficulties did you encounter?
7. Did you and your class enjoy the lesson? Yes _____ No _____ Why? _____
8. If you are going to teach the same lesson again, can you think of ways to improve it? Please write it down.
9. What teaching assistance would you need to overcome difficulties that you have encountered?
10. Can you suggest from whom you can ask this assistance and support? And how?
11. Would you welcome another visit or observation? Yes _____ No _____ Why? _____

Commendation for the Teacher:

Suggested Support for the Teacher:

 Teacher's Name and Signature

 Observer's Name and Signature

TEACHER OBSERVATION GUIDE FOR INSTRUCTIONAL COMPETENCE

Teacher _____ Subject _____ Grade/Year & Section _____
 School _____ District _____ Division: Misamis Oriental Date: _____

Legend: 0 – Not Observed (NO) 1- Below Basic (BB) 2 – Basic (B) 3- Proficient (P) 4- Highly Proficient (HP)
 Circle the number that describes best your observation of the teacher. Start here ...

<i>Performance Behavior</i>	Observation Rating				
	NO	BB	B	P	HP
A. Diversity of Learners					
1. Sets lesson objectives that are within the experiences and capabilities of learners	0	1	2	3	4
2. Utilizes varied designs, techniques and activities suited to the different kinds of learners.	0	1	2	3	4
3. Shows fairness in dealing with the learners					
4. Paces lessons appropriate to the needs and difficulties of learners	0	1	2	3	4
5. Provides appropriate intervention activities for learners at risks.	0	1	2	3	4

Total Score _____ Average _____ Description _____

Narrative Observations: _____

<i>Performance Behavior</i>	Observation Rating				
	NO	BB	B	P	HP
B. Content and Pedagogy					
B.1 Teacher behaviour 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 learner's 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 Observations: _____

<i>Performance Behavior</i>	Observation Rating				
	NO	BB	B	P	HP
B. Content and Pedagogy					
B.2 Learner's behaviour in the classroom					
1. answers I 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 lessons/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 Observations: _____

<i>Performance Behavior</i>	Observation Rating				
	NO	BB	B	P	HP
C. Planning, assessing, reporting, learner's outcome					
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. Keep accurate records of learners' performance	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 Observations: _____

3.51 – 4 – Highly Proficient 2.51 – 3.50 – Proficient 1.51- 2.50 – Basic 1.50 and below – Below Basic

Comments of the teacher _____

Agreements of the Teacher and Observer _____

Teacher Observation Guide for Home, School and Community Involvement

<i>Performance Behavior</i>	Observation Rating				
	NO	BB	B	P	HP
D Learning Environment					
1. Maintains a safe and orderly classroom	0	1	2	3	4
2. Engages learners in differentiated activities for higher learning	0	1	2	3	4
3. Handles behavior problems quickly and with due respect to children's rights	0	1	2	3	4
4. Creates situation that develops a positive attitude among learners towards their subject and teachers	0	1	2	3	4
5. Provides gender sensitive opportunities	0	1	2	3	4
Total Score _____ Average _____ Description _____					
Narrative Observations: _____					

<i>Performance Behavior</i>	Observation Rating				
	NO	BB	B	P	HP
E. School, Home and Community Linkages					
1. Involves parents/community in sharing accountability for learners' achievement	0	1	2	3	4
2. Uses varied and available community resources (human, materials) to support learning	0	1	2	3	4
3. Uses community as a laboratory for learning	0	1	2	3	4
4. Shares with the community information on school events and achievements	0	1	2	3	4
5. Encourages learners to apply classroom learning at home and in community	0	1	2	3	4
6. Informs learners, parents and other stakeholders regarding school policies	0	1	2	3	4
Total Score _____ Average _____ Description _____					
Narrative Observations: _____					

Comments of the teacher _____

Agreements of the Teacher and Observer _____

Teacher Observation Guide for Personal, Social Growth and Professional Development

<i>Performance Behavior</i>	Observation Rating				
	NO	BB	B	P	HP
F. Social Regard for Learning					
1. Abides by and implements school policies and procedures	0	1	2	3	4
2. Observes punctuality in accomplishing tasks and requirements	0	1	2	3	4
3. Observes punctuality in class attendance and in other occasions	0	1	2	3	4
4. Maintains appropriate appearance and appearance at all times	0	1	2	3	4
5. Demonstrates appropriate behavior in dealing with students, superiors and stakeholders	0	1	2	3	4

Total Score _____ Average _____ Description _____

Narrative Observations: _____

<i>Performance Behavior</i>	Observation Rating				
	NO	BB	B	P	HP
G. Personal Growth and Professional Development					
1. Maintains stature and behavior that upholds the dignity of teaching	0	1	2	3	4
2. Manifests personal qualities like enthusiasm, flexibility, caring, attitude and others.	0	1	2	3	4
3. Demonstrates a personal philosophy of teaching in the classroom	0	1	2	3	4
4. Updates oneself with the recent developments in education	0	1	2	3	4
5. Improves teaching performance based on feedback from mentor, students, peers, superiors.	0	1	2	3	4
6. Accepts accountability for learning outcomes.	0	1	2	3	4
7. Reflects on one's quality of teaching vis-à-vis learning outcomes	0	1	2	3	4
8. Uses self assessment (TSNA) to enhance strengths and correct one's weaknesses	0	1	2	3	4
9. Participates actively in professional organizations	0	1	2	3	4
10. Abides by the Code of Ethics for Professional	0	1	2	3	4

Total Score _____ Average _____ Description _____

Narrative Observations: _____

Comments of the teacher _____

Agreements of the Teacher and Observer _____

Teacher's Name and Signature _____

Observer's Name and Signature _____



CRITERIA FOR OBSERVING SCHOOL HEAD INSTRUCTIONAL COMPETENCE

Name of School Head _____ School _____
 District _____ Date _____
 Teacher Observed _____ Grade/Yr _____

	Observation	When all activities were observed	When 4 activities were observed	When 3 activities were observed	When 2 activities were observed	When 1 activity were observed
A	<p>PRE-CONFERENCE School Head was observed to have the following during the pre-conference</p> <ol style="list-style-type: none"> 1. Examine teacher's lesson plan and check congruency of activities to the objectives, checks evaluation test, values integration and integration of skills 2. Confers with teacher and agrees on the are of focus to be observed and informs the teacher on the supervisory objectives as planned in the ISP 3. Discusses with teacher anticipated possible problems and solutions during the delivery of instruction 4. Clarifies with the teacher the instruments to be used during the observation 5. Establishes rapport with teacher 					
B	<p>DATA COLLECTION School Head was observed to have the following activities during the collection of data:</p> <ol style="list-style-type: none"> 1. Records the data as instruction takes place. (verbatim) 2. Uses STAR on NCBTS model in observing instructional proceedings. 3. Prepares necessary materials or observation instruments like ITTPR, observation criteria & ISP 4. Listens attentively 5. Makes the observation process a non- threatening experience 					
	<p>DATA ANALYSIS School Head was observed to have the following activities during the analysis of data:</p> <ol style="list-style-type: none"> 1. Identifies behavior patterns (strength and weaknesses) 2. Lists down behaviors to be maintained (good points) 3. Lists down behavior to be improved (growth needs or crucial skills needs) 4. Prepares questions for the post-observation conference 5. Schedules post-observation conference 					
	<p>POST-OBSERVATION CONFERENCE School Head was observed to have the following activities during the post-observation conference:</p> <ol style="list-style-type: none"> 1. Recalls data gathered during the pre-conference (School head reviews the agreed area of focus based on Instructional Supervisory Plan or objectives 					

<ol style="list-style-type: none"> 2. Facilitates the analysis of data and surfaces different behaviors (drawing from the teacher their strengths and growth needs) by asking appropriate questions. (School Head writes all strength in the IT TTPR under "Strength" columns and all growth needs under "Growth Needs" columns. 3. Provides positive feedback to the teacher (Commend teacher on the positive behavior observed) 4. Plan activities to improve identified growth needs (School Head writes plan of activities under Agreement columns in the IT TTPR) 5. Develops future supervisory objectives on the agreed activities (School Head then plan for the next ISP or School Head graduates the teacher t another supervisory orientation/cycle. 6. Ends the post conference with a happy notes/ offers gestures of trust and confidence 						
Total Points Earned Per Criterion						
Grand Total						
Descriptive Rating						

Key to Descriptive Rating

- | | |
|----------------------|--------------------------|
| 2.59 below | Poor |
| 2.60 – 4.59 | Unsatisfactory |
| 4.60 – 6.59 | Satisfactory |
| 6.60 – 8.50 | Very Satisfactory |
| 8. 60 – 10.00 | Outstanding |

Comments/Suggestions

Rated by:

_____ Observer

Conformed:

_____ School Head