



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division Superintendent

September 29, 2022

**DIVISION MEMORANDUM**

No. 56A s. 2022

**UTILIZATION OF ENHANCED INSTRUCTIONAL SUPERVISORY TOOLS**

To:

Assistant Schools Division Superintendent  
SGOD and CID Personnel  
Public Schools District Supervisors/In-charge  
School Heads  
Teachers  
All Others Concerned

1. In consonance with the Regional Memorandum No. 587, s. 2022, this Office directs Education Program Supervisors, Public Schools District Supervisors, Public Schools Districts In-charge, and School Heads to utilize the attached Enhanced Instructional Supervisory Tools during the Intensive Monitoring in Preparation for the 100 Percent In-Person Classes for the whole month of October.
2. The PSDSs, PSDICs, and School Heads shall submit 12 Classroom Observation Reports per month for the current school year to the Schools Division Superintendent (SDS).
3. The Enhanced Instructional Supervisory Tools will be used effective on the month of October and onwards.
4. Further, the PSDSs and PSDICs shall focus in their instructional supervision only on the schools managed by the Schools In-charge.
5. For your information, guidance, and compliance.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent 

JSD/egd/cid/cpv





Republic of the Philippines  
Department of Education  
REGION X- NOTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL  
DISTRICT OF \_\_\_\_\_

(Name of School)

**Instructional Supervisory Plan (ISP-A)**

**For the Month of October 2022**

No.	Name of Teacher/Master Teacher	Date of Observation	Problem Area	KRA Focus	Objectives	Remarks

Prepared by:

Noted:

Recommending Approval

APPROVED:

\_\_\_\_\_  
Name of School Head/Observer

\_\_\_\_\_  
PS District Supervisor/District In-Charge

**CYDEL P. VALMORES, PhD**  
CID Chief

**ERLINDA G. DAEL, PhD, CESE**  
OIC-Asst. Schools Division Superintendent

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent



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\_\_\_\_\_  
(Name of School)

**Individual Teacher Teaching Performance Report (ITTPR) ISP-B & C**  
**For the Month of October 2022**

Name of Teachers Observed: \_\_\_\_\_

Grade & Section: \_\_\_\_\_

Date: \_\_\_\_\_

No.	OBJECTIVE	STRENGTH	GROWTH NEED	TECHNICAL ASSISTANCE GIVEN	AGREEMENT	TEACHER'S SIGNATURE

Prepared by:

Noted:

Recommending Approval:

APPROVED:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
PSDS/PSDIC

**CYDEL P. VALMORES, PhD**  
CID Chief

**ERLINDA G. DAEL, PhD., CESE**  
OIC-Asst. Schools Division Superintendent

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent



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(Name of District)

**Instructional Supervisory Plan (ISP-A)**

**For the Month of October 2022**

No.	Name of School Head	Date of Observation	Objectives	KRA Focus	Problem Area	Remarks

Prepared by:

Noted:

APPROVED:

\_\_\_\_\_  
PS District Supervisor/District In-Charge

**CYDEL P. VALMORES, PhD**  
CID Chief

**ERLINDA G. DAEL, PhD., CESE**  
OIC-Assistant Schools Division Superintendent

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
School Division Superintendent



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 DISTRICT OF \_\_\_\_\_

\_\_\_\_\_  
 (Name of School)

**Individual Teacher Teaching Performance Report (ITTPR) ISP-B & C**  
**For the Month of October 2022**

Name of Teachers Observed: \_\_\_\_\_

Grade & Section: \_\_\_\_\_

Date: \_\_\_\_\_

No.	OBJECTIVE	STRENGTH	GROWTH NEED	TECHNICAL ASSISTANCE GIVEN	AGREEMENT	TEACHER'S SIGNATURE

Prepared by:

Noted:

Recommending Approval:

APPROVED:

\_\_\_\_\_  
 School Head

\_\_\_\_\_  
 PSDS/PSDIC

**CYDEL P. VALMORES, PhD**  
 CID Chief

**ERLINDA G. DAEL, PhD., CESE**  
 OIC-Asst. Schools Division Superintendent

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