



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



**Office of the Schools Division
Superintendent**

December 02, 2020

DIVISION MEMORANDUM
No. 309 s. 2020

**INSTRUCTIONAL SUPERVISORY PLAN, MONITORING & OBSERVATION TOOLS
DURING CRISIS SITUATION**

To: Assistant Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
School Heads of All Public Elementary and Secondary Schools

1. In line with the second principle of the Basic Education-Learning Continuity Plan (BE-LCP) of the Department of Education (D.O. no. 12, s. 2020) which states "*Ensure learning continuity through K-12 curriculum adjustments, alignment of learning materials, deployment of multiple learning delivery modalities, provision of corresponding training for teachers and school leaders, and proper orientation of parents or guardians of learners*", the Curriculum Implementation Division (CID) crafted Instructional Supervisory Plan, Monitoring and Observation Tools aligned to the current learning delivery modalities and crisis situation.
2. The aforementioned instructional supervisory tools will be used by the Education Program Supervisors, Public Schools District Supervisors, School Heads, Head Teachers and Master Teachers in the objective of supervising, monitoring and evaluating the delivery and results of curriculum implementation of all the schools in the division.
3. Attached herewith are the following:
 - a. Classroom Observation /Monitoring Tool for Online Classes
 - b. Classroom Observation /Monitoring Tool for Modular Classes
 - c. Subject Area Monitoring & Evaluation Tool
 - d. PSDS Weekly Instructional Supervisory Plan
 - e. PSDS Weekly Virtual Instructional Supervisory Tool
4. Immediate dissemination of this memorandum to all concerned is desired.

[Signature]

MA. IRELYN P. TAMAYO PhD, CESE
Asst. Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

eps/esp



Address: Jesus Street, Pulungbulu, Angeles City
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CLASS OBSERVATION / MONITORING TOOL for MODULAR CLASSES

Grading: _____ School Year: _____

Name of Teacher: _____ Rating: _____

Date/Time: _____ Grade/Section Handled: _____

Subject: _____ Topic/MELC Code: _____

To the observer: Check the box to indicate your assessment guided by the scale below.

- | | |
|------------------------------|--|
| 1- Not Observed | 3- Sufficiently Observed |
| 2- Observed but insufficient | 4- Sufficiently Observed and Commendable |

The teacher	4	3	2	1
1. makes sure that the learning modality is conducive for learning and activities.				
2. appropriately prepares Weekly Home Learning Plan aligned with the Learning Activity Sheets/Modules.				
3. implements the LAS/module in accordance to the guidelines.				
4. communicates clearly and effectively to the level of learners.				
5. responds appropriately to learner and parent questions and comments.				
6. prepares/checks, distributes efficiently the materials for activities.				
7. attends to the learner's concerns in different modalities.				
8. provides individual attention when appropriate (non-submission, non-compliance)				
9. provides minimal yet sufficient information to successfully complete their learning task(s).				
10. provides adequate feedback, reflections, encouragement and appropriate interventions on learners' efforts and progress.				
11. encourages learners to appropriately use tools, ideas, methods, or "ways of knowing" to accomplish the activity and/or solve the problem.				
12. relates the lesson to learners' daily life experiences.				
13. maintains safety procedures in facilitating learner's tasks				

Rating = $\frac{\text{Total/Sum of Scores}}{\text{(No. of Items)}} \times 100\%$

Verbal Description: _____

23% and below- Needs Improvement
24%-45%- Below Average
46%-68%- Average
69-91- Above Average
92%-and above- Outstanding

Commendations: _____

Recommendations _____

This evaluation was shown and discussed to me: _____

Evaluated by: _____

Teacher's Signature over Printed Name _____

Evaluator's Signature over Printed Name _____

Date: _____

Reference: Homeroom Guidance Monitoring & Assessment Tool, 2020



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CLASS OBSERVATION / MONITORING TOOL for ONLINE CLASSES

Grading: _____ School Year: _____

Name of Teacher: _____ Rating: _____
Date/Time: _____ Grade/Section Handled: _____
Subject: _____ Topic/MELC Code: _____

To the observer: Check the box to indicate your assessment guided by the scale below.

- 1- Not Observed 3-Sufficiently Observed
2- Observed but insufficient 4-Sufficiently Observed and Commendable

The teacher	4	3	2	1
1. makes sure that the learning modality is conducive for learning and activities.				
2. appropriately prepares Weekly Home Learning Plan aligned with the Learning Activity Sheets/Modules.				
3. effectively organizes learning situations to meet the objectives of the class presentation.				
4. uses instructional methods that encourage relevant learners' participation in the learning process.				
5. implements the LAS/module in accordance to the guidelines.				
6. communicates clearly and effectively to the level of learners.				
7. explains important ideas in a clear and practical way.				
8. demonstrates command of the topic discussed.				
9. responds appropriately to learner questions and comments.				
10. provides time and direction for individual thought prior to group discussions (if applicable)				
11. prepares/checks, distributes efficiently the materials for activities.				
12. adequately prepares learners to undertake the specific activity.				
13. provides learners adequate time to reflect on the activity utilizing a variety of process skills -(i.e. demonstrate, predict, analyze, conclude, synthesize, etc.)				
14. attends to the learner's concerns in different modalities.				
15. provides individual attention when appropriate (non-submission, non-compliance)				
16. provides minimal yet sufficient information to successfully complete their learning task(s).				
17. provides adequate feedback, reflections, encouragement and appropriate interventions on learners' efforts and progress.				
18. encourages learners to appropriately use tools, ideas, methods, or "ways of knowing" to accomplish the activity and/or solve the problem.				
19. relates the lesson to learners' daily life experiences.				
20. encourages the learners to apply their realizations on the lesson (insights).				
21. maintains safety procedures in facilitating learner's tasks				

Rating = $\frac{\text{Total/Sum of Scores}}{\text{(No. of Items)}} \times 100\%$ Verbal Description: _____

23% and below- Needs Improvement
24%-45%- Below Average
46%-68%- Average
69-91- Above Average
92%-and above- Outstanding



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Commendations:

Recommendations

This evaluation was shown and discussed to me:

Teacher's Signature over Printed Name

Date

Evaluated by:

Evaluator's Signature over Printed Name

Reference: Homeroom Guidance Monitoring & Assessment Tool, 2020



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Subject Area Monitoring and Evaluation Tool

Name of School: _____ Division & Region: _____
 School Head: _____ Date of Monitoring: _____
 Subject Area: _____

Directions: Check the box that corresponds to your answer in each item using the legend.

LEGEND: E- Evident EI- Evident but Inadequate NE- Not Evident NA- Not Applicable

AREAS TO BE MONITORED	EVIDENCE /MOV's	E	EI	NE	NA
I. Curriculum Implementation and Compliance					
1. MELCs is being followed properly.	Class schedule and learner's outputs / portfolio, WHLPs				
2. Objectives of the subject are achieved.	Learner's output and minutes of LAC/meeting of teachers re: subject's impact on learners				
II. Delivery Process					
1. Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter	<ul style="list-style-type: none"> • Letter to parents prepared by Adviser/Teacher regarding the competencies for the quarter (Based on MELCs) • Learners/Parents' Orientation 				
3. Teachers are being observed and monitored as they implement the subject.	Results of Observation / Monitoring Tool and post conference of School Heads/Head Teachers/Master Teachers/Subject coordinators with teachers.				
III. Assessment/Evaluation of Learner's Development					
1. Learners are oriented on the learning objectives and how their development will be evaluated.	<ul style="list-style-type: none"> • Documentation of learner's orientation about the learning objectives and evaluation of their development 				
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	<ul style="list-style-type: none"> • Documentation of conference with the learners about their development • Individual Learning Monitoring Plan • List of Learners in need/given interventions • Grading Sheets/e-class records • GPA (Grade Point Average) 				
3. Learners can keep track of their progress in the program	Reports on Learners' Progress				



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AREAS TO BE MONITORED	EVIDENCE /MOVs	E	EI	NE	NA
	(learners/parents monitoring form/tool, class record, report cards, etc.)				
IV. Supervision of Subject Area Implementation					
1. A clear Instructional Supervisory Plan before the start of the subject is evident.	Instructional Supervisory Plan of School Head and Head Teacher/Subject Coordinator				
2. Instructional Supervisory Plan is properly implemented.	Documentation of the actual results of ISP implementation				
3. ISP implementation results are discussed with the concerned personnel so as to encourage actions needed to improve the subject delivery.	Minutes of Meeting with the concerned personnel and the accomplished plan of actions for improvement (School Level)				
4. Results are utilized to improve the program delivery.	Matrix of Supervisory/Monitoring Results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of Meetings and Post Conference documentation				
6. Capacity building for teachers is being conducted.	Documentation of teachers and personnel training				
V. Administrative Concerns					
1. Orientation for learners and their parents is conducted by the School before the start of School Year and an open communication with them is sustained.	Documentation of learners and parents' orientation and communication (e.g. attendance sheet, logbook, photos, etc.)				
2. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers.	Inventory of supplies and materials vs reports of distribution/utilization				
3. The learning modality is appropriate and conducive for the conduct /curriculum delivery of the subject.	Number of learners in each learning modality and other evidences of LDM implementation (pictures, reports, data, etc.)				
4. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
5. Correct reports are submitted.	Weekly, Quarterly, Mid-year and year-end reports by the school				
6. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				



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SUMMARY OF RESULTS

Write the total number of checks per area and identify those that are not evident and evident but inadequate which merit actions to be taken.

AREAS TO BE MONITORED	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE
I. Curriculum Implementation and Compliance				
II. Delivery Process				
III. Assessment/Evaluation of Learner's Development				
IV. Supervision of Subject Area Implementation				
V. Administrative Concerns				

AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE (Areas for Improvement) <i>To be filled up by Monitor</i>	ACTIONS TO BE TAKEN <i>To be filled-up at the Post-Conference by School Head with the Subject HT/MT/Coordinator</i>	ACCOUNTABLE PERSON & POSITION	FOLLOW UP Date: _____ <i>Indicate whether actions to be taken are <u>Implemented</u> or <u>Not Implemented</u> in the next monitoring</i>

This certifies that the monitoring and evaluation results have been discussed with me. I understand that my signature indicates agreement and acknowledgment of the report, and that I may respond to any and all issues contained in this evaluation. Written response must be submitted to the undersigned supervisor within 10 working days of date noted below.

School Head: _____
Signature over Printed Name

Date: _____

Monitored by: _____
Signature over Printed Name



Designation: _____

Reference: Homeroom Guidance Monitoring & Assessment Tool, 2020



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	Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-CID-EPS-003 Revision: 00 Effectivity Date: 11/19/2020
	PSDS WEEKLY VIRTUAL INSTRUCTIONAL SUPERVISORY TOOL		Name of Office: CID-PSDS

Name of Principal: _____
 Name of Teacher _____
 Date: _____

School: _____
 Grade/Section: _____

The School Principal	Evident	Not Evident	Remarks
Pre-Instructional Supervision			
1. prepares and implements the IS Plan on time relevant to the adopted LDM.			
2. identifies/recognizes the strengths and needs of the teacher to be observed virtually.			
3. checks the Teacher's WHLP /IMLP/Modules/LAS and Assessment Records.			
4. reports the previous results of the IS Plan implemented.			
Actual Instructional Supervision			
5. monitors class/consultation using the virtual instructional supervisory tool.			
6.ensures adherence to the requirements on the implementation of the adopted modality.			
7. evaluates the learner-parent-teacher consultation process.			
8. notes significant observations.			
Post instructional Supervision			
9. uses appropriate communication techniques in giving feedbacks toward constructive action.			
10. engages teacher on reflective thinking and discussion on his/her virtual communication with the learner/parent for improvement.			
11. commends teacher for the strengths in the virtual facilitation of the teaching-learning process.			
12. informs the teacher/parents/learners on the over-all results of the virtual instructional supervision.			
13. sets agreement for the next virtual instructional supervision.			

Commendations _____



Recommendations: _____

Prepared:

Noted:

Public Schools District Supervisor

OIC-Chief CID

	<div>Department of Education Region III DIVISION OF CITY SCHOOLS Angeles City Jesus Street, Pulungbulu, Angeles City</div>		<div>Document Code: SDO-QF-CID-EPS-003 Revision: 00 Effectivity Date: 11/03/20</div>
PSDS WEEKLY INSTRUCTIONAL SUPERVISORY PLAN			<div>Name of Office: CID-PSDS</div>

CLUSTER _____
Date: _____

Name of Principal /Position/School	Area of Concern	Name of Teacher	Learning Area/Grade Level	Date /Time	Mode of Supervision	Remarks

Prepared:

Recommending Approval:

Approved:

Public Schools District Supervisor

OIC-Chief Education Supervisor CID

MA. IRELYN P. TAMAYO PhD, CESE
OIC- Schools Division Superintendent

CN: _____

Note: This plan was finalized by all Public Schools District Supervisors yesterday – November 18, 2020.