
Republic of the Philippines
Department of Education
Region VIII Eastern Visayas
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

February 20, 2023

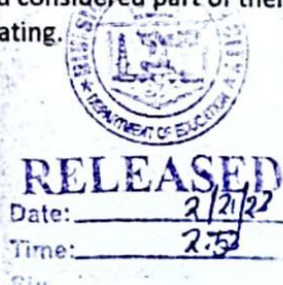
DIVISION MEMORANDUM

No. 078, s. 2023

**UPDATES ON THE CONDUCT OF INSTRUCTIONAL SUPERVISION AND
IMPLEMENTATION OF THE GUIDE FOR INSTRUCTIONAL YIELDING ARCHETYPE (GIYA)
TEACHERS AND LEARNING ACHIEVEMENTS VIA MENTORING PROGRAM (LAMP)**

To: Chief, CID
Education Programs Supervisors (EPSs)
Public Schools District Supervisors (PSDSs)
HEADS/Department Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In conformity to Regional Memorandum No. 133, dated February 14, 2023, this Office, through the Curriculum Implementation Division (CID), conveys the following updates of the instructional supervision (IS) and implementation of the Guide for Instructions Yielding Archetypal (GIYA) – Teachers and Learning Achievement via Mentoring Program (LAMP), aimed for the continuous improvement of the instructional delivery, supervision and provision of technical assistance in the field of teaching-learning delivery, to wit:
 - a. The minimum total target per month for the number of instructional supervisions conducted is,
 - I. 15 for school instructional supervision,
 - II. 10 for District instructional supervision, and
 - III. 5 for Division instructional supervision.
 - b. The IS focus areas are Preparation for:
 - I. Teaching-Learning,
 - II. Teaching-Learning Resources,
 - III. Learning Delivery,
 - IV. Learning Assessment, and
 - V. Professional Development of the Teachers.
 - c. The instructional supervisors are highly encouraged to accomplish and utilize the *IS* Plan and Report (see attached sample template)
 - d. In the conduct of instructional supervision, specifically on the class visitation, the Guide or instructional leader may utilize the “GIYA” Teachers tools, LAMP tools, and /or Classroom Observation Tool (COT) depending on the purpose or focus of the visit.
 - I. The “GIYA” Teachers tool are based on all the versions of the COT and includes Teaching-Learning delivery indicators for the key stages and provides opportunities for the guide and teachers to identify other concerns and challenges with the corresponding suggested interventions;
 - II. The LAMP tools provide a more detailed indicators in the plan and the delivery of the instruction of which the results serve as focus for coaching and mentoring;
 - III. The “GIYA” and LAMP tools do not replace the Classroom Observation Tool (COT) which is utilized in assessing the teacher’s performance and considered part of their Results-Based Performance Management System (RPMS) rating.



2. The Division Office is in cognizance of the best endeavors on instructional supervisions done by the Education Programs Supervisors (EPSs), District Supervisors (PSDs) and School Heads/Subject Department Heads. In this regard, the District Instructional Supervision "IS" - Coordinator (DISC) **shall submit** the Consolidated District IS Accomplishment Report (DISAR) in hard copy to the CID Chief Attention: The CID IS Coordinator (See attached template) on the 3rd week of the last month of each Quarter (i.e. March, June, September, and December) and soft-copies via a shared Google Sheet through an Official IS Groupchat organized by the Division CID - IS Coordinator. Relatively, the School IS Coordinator shall submit their School Instructional Supervision Accomplishment Report (SISAR) to their immediate District Supervisor, Attention: District IS Coordinator, 3 days before the district deadline set by the Division Office, for purposes of district consolidation.

3. Attached are the IS templates to be accomplished,

Enclosure No. 1 - DISTRICT INSTRUCTIONAL SUPERVISION ACCOMPLISHMENT REPORT

Enclosure No. 2 - SCHOOL INSTRUCTIONAL SUPERVISORY PLAN & REPORT

Enclosure No. 3 - SCHOOL INSTRUCTIONAL SUPERVISION ACCOMPLISHMENT REPORT

4. Immediate dissemination of and compliance with this Memorandum are highly desired.


MARIZA S. MAGAN, Ed.D., CESO V
Schools Division Superintendent

Enclosures: As stated

References: As stated

To be included in the Perpetual Index under the following subjects:

CURRICULUM GIYA INSTRUCTIONAL SUPERVISION LAMP



Schools Division of Tacloban City, Brgy. 54, Real St., Tacloban City

Telephone No. 053-832-9204 vne/cid

Email address: vne@deped.gov.ph