



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

May 16, 2024

**DIVISION MEMORANDUM**

No. 361, s. 2024

**SUBMISSION OF THE 2024  
 DIVISION INSTRUCTIONAL SUPERVISION ACCOMPLISHMENT REPORT  
 (D.I.S.A.R.)**

To: Education Programs Supervisors (EPSs)  
 Public Schools Division Supervisors (PSDSs)  
 Heads, Public Elementary and Secondary Schools  
 All Others Concerned

1. Pursuant to Regional Memorandum No. 530, dated May 7, 2024 with the above-cited caption, this Office thru the Curriculum Implementation Division (CID) enjoins all concerned to submit online and regularly update their respective “end of each quarter” or “quarterly progressive” Instructional Supervision Accomplishment Reports (I.S.A.R.) using the customized google sheet link <https://bit.ly/4dBZhPs>.
2. The ten (10) Division Education Programs/Subjects Supervisors of the Curriculum Implementation Division (CID) shall personally accomplish their individual **EPSISAR** online, as well as the ten (10) Public School District Supervisors to personally accomplish their individual **PSDSISAR** online, while all public elementary and secondary Schools’ **S.I.S.A.R.** shall be accomplished and regularly updated online thru their respective School IS Coordinator, following the schedule set by the division.
3. The *online* Instructional Supervision Accomplishment Report (ISAR) data-gathering tool has the following parts:

Component:	Description / Instruction
<b>Part I</b>	Must be of the same data as reported during the MEA. Specify the total number of actual “instructional supervisors” per level and the total number of accomplished <i>IS</i> performed/conducted for each month of every quarter.
<b>Part II</b>	Is divided into the IS Focus Areas. Per area, specify the <b>IS Tool(s) Used</b> such as the Teachers/LAMP Tools/GIYA (for probing teaching mastery, found to have an area for improvement until proved to be proficient), COT (for Proficient to Highly Proficient Teachers), the <b>Findings</b> which are the common concerns and observations, and the corresponding <b>Suggested Interventions</b> given to the teachers by the instructional leaders.
<b>Part III</b>	Are the conducted Professional L & D Activities. Specify by describing the <b>Participants</b> such as grade level, learning area, and number of teacher and the corresponding title and date of the division-led activity conducted.

4. Every **School Head/Principal/ Subject Department Head/ Master Teachers** who are required to conduct monthly Instructional Supervision, shall accomplish the **Instructional Supervisory Plan (ISP) before the month** as stipulated in the header of the template, then have it noted by the EPS/PSDS. The IS Plan should consist of the following parts:

Component Part:	Description:
<b>Date:</b>	Planned date of the <i>IS</i> activity with the target subject teacher/s.
<b>Teacher/s:</b>	Name of the Teacher/s to be given/ undergo the <i>IS</i> activity.
<b>Grade Level:</b>	The level of the class which the teacher/s is/are assigned and will be the focus of the <i>IS</i> activity.
<b>Supervisory Concerns:</b>	The focus <i>IS</i> Area and the specific area of concern for the <i>IS</i> activity.

5. The Instructional Supervision (*IS*) activities include, but not limited to, (i) **class visits or observations** being defined as “a process of providing feedback to the teacher’s classroom practice, evidence of actual teacher performance, strengths and areas of improvement, as well as encourages teachers to reflect and develop self-awareness about their own practice” to ensure quality teaching; and (ii) instructional leaders and teachers’ **collaborative expertise** dialogues, for capability building and technical assistance provision focusing on improving and/ or strengthening the teaching-learning process.
6. The **Instructional Supervision Accomplishment Report** shall be submitted once the *IS* Activity is done then **have it noted by the EPS/PSDS** as part of the quarterly accomplishment reporting process. The *IS* Report contains:

Component Part:	Description:
<b>Findings:</b>	These are the observations and other key point-results aligned with the specific <i>IS</i> concern. These include the positive points/ facilitating factors and the points for improvement/ hindering factors. These may also include, but not limited to, the changes of the scheduled plan and next steps to agreements.
<b>Suggested Interventions/s</b>	These are the suggested possible interventions or solutions to the points for improvements/ hindering factors. This forms part of the technical assistance provisions of the Instructional Leader.

7. Reiterating further, the continuous enforcement of the specific provisions contained in Division Memorandum No. 078, dated February 20, 2023 relative to the strict compliance of target *IS* per month, determination of *IS* focus areas and the specific schedule/deadline for the submission of the Instructional Supervision Accomplishment Reports, as follows:

Minimum Target Per Month for the Required Number of Instructional Supervisions Conducted		
Level	Required No. of <i>IS</i> per Month	Persons Involved
<b>Division</b> <sup>7</sup> Instructional Supervision	*5	EPS per Subject-Area
<b>District</b> <sup>7</sup> Instructional Supervision	*10	PSDS per District
<b>School</b> <sup>7</sup> Instructional Supervision	*15	School Head/Principal; Dept. Heads ; MTs

Instructional Supervision FOCUS AREAS Encompassing the Preparations of:		
Dimension	<b>I</b>	<b>Teaching-Learning</b>
Dimension	<b>II</b>	<b>Teaching-Learning Resources</b>
Dimension	<b>III</b>	<b>Learning Delivery</b>
Dimension	<b>IV</b>	<b>Learning Assessment</b>
Dimension	<b>V</b>	<b>Professional Development of the Teachers</b>

Deadline of Submission and or Posting online of <i>IS</i> Data in the Google Sheet Link		
Report	Date of Online Submission/ Posting	Persons Involved
SH <sup>7</sup> S.I.S.A.R.	within 5 days before the end of the 3 <sup>rd</sup> week of each quarter	School Authorized/Designated IS Consolidator-Coordinator
PSDS <sup>7</sup> D.I.S.A.R.	within 3 days before the end of the 3 <sup>rd</sup> week of each quarter	District Authorized/Designated IS Consolidator/Coordinator
EPS <sup>7</sup> I.S.A.R.	within 2 days before the end of the 3 <sup>rd</sup> week of each quarter	EPS per Subject

8. Attached are the following enclosures, to wit:

- 8.1 Enclosure No. 1 - Regional Memorandum No. 530, s. 2024
- 8.2 Enclosure No. 2 - Division/District Instructional Supervision Accomplishment Report
- 8.3 Enclosure No. 3 - School Instructional Supervisory Plan & Report

9. Immediate dissemination of and *strict compliance* to this Memorandum are highly desired.

*Sherlita*  
**SHERLITA A. PALMA EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Enclosure: RM No. 530, dtd. 05-07-2024 ; DM No. 078, dtd. 02-20-2023

Reference: as stated

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

MATATAG	CID	CURRICULUM	INSTRUCTIONAL SUPERVISION
DISAR	/	EPSISAR /	PSDSISAR / SISAR

