



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

August 12, 2025

DIVISION MEMORANDUM

No. 627, s., 2025

**SUBMISSION OF MONTHLY SCHEDULE FOR
INSTRUCTIONAL SUPERVISORY (IS) – CLASSROOM
OBSERVATIONS**

TO: Assistant Schools Division Superintendent (ASDS)
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
Education Program Supervisors (EPSs)
Public Schools District Supervisors (PSDSs)
Heads of Public Elementary and Secondary (Jr. & Sr.) High Schools

1. In compliance to DepEd Regional Office VIII Memorandum No. 133, s. 2023 titled "Updates on the Conduct of Instructional Supervision and Implementation of Guide for Instructions Yielding Archetypal (GIYA) Teachers and the Learning Achievements via Mentoring Program (LAMP)", which was reiterated under Division Memorandum No. 592, dtd . Aug. 20, 2024 and Division Memorandum No. 859, dtd. Nov. 13, 2024 and pursuant to the Department's thrust of ensuring quality instruction aligned to the Enhanced K to 10 Curriculum, this Office directs the monthly submission of a proposed schedule for Instructional Supervision (IS) - Classroom Observations to serve as an official reference for the Division Monitoring Team.
2. This undertaking will ensure the consistent use of the Performance Monitoring and Coaching Form (PMCF) and the Classroom Observation Tool (COT) for highly proficient teachers, with observation results serving as the basis for targeted Technical Assistance (TA) and continuous improvement in teaching practices.

3.0 **Implementation Guidelines**

- 3.1 Minimum Monthly Target for Instructional Supervision (IS) – Classroom Observations (Cos) per month.
- 3.2 School Instructional Leaders:
 - *School Principal – 15 IS / COs;
 - *Subject Department Heads/
Designated Subject Coordinators – 15 IS / COs;
 - *Master Teachers – 15 IS COs
- 3.3 Public Schools District Supervisors (PSDSs) – 10 IS/Classroom;
- 3.4 Division Education Program Supervisors (EPSs) – 5 IS/Classroom.

4.0 **Areas of Focus for IS**

- 4.1 Preparation for Teaching-Learning
- 4.2 Teaching-Learning Resources
- 4.3 Learning Delivery
- 4.4 Learning Assessment
- 4.5 Professional Development of Teachers

5.0 **Documentation Requirements**

- 5.1 All IS shall be recorded in the Objective Record Sheet (ORS) with specific details of observed practices and coaching points;
- 5.2 The PMCF must be accomplished for each observation;
- 5.3 Evidence from COT with PMCF shall be collated;
- 5.4 All forms must be duly signed by both observer and observed teacher.

6.0 **Submission Protocol**

- 6.1 Proposed Schedule Details

The monthly proposed schedule must clearly indicate the following:

- 6.1 Date of observation
- 6.2 Time of observation
- 6.3 Grade level and subject area
- 6.4 Name of teacher to be observed
- 6.5 Critical Area of Focus for IS (choose from Areas I-V above)

“The concerned School Head shall identify and place an asterisk (*) and/or underline the names of his/her five (5) most preferred IS targets who need intensive coaching, mentoring, and Technical Assistance for prioritization in IS monitoring by the Division Monitoring Team.”