Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte
website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

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DIVISION MEMORANDUM
No. 97 s. 2015

INSTRUCTIONAL SUPERVISION AND MONITORING OF SCHOOL HEADS

To: **Education Program Supervisors**
Public Schools District Supervisors
Elementary and Secondary School Heads

1. In accordance with the mission of protecting and promoting the right of every Filipino to quality, equitable, culture-based and complete basic education specifically aimed towards improved pupil/student achievement/performance level, all school heads (Principal, head Teachers, officers In –Charge) are directed to conduct in-class supervision and clinical observation starting June 2015.

2. In the conduct of in-class supervision and clinical observation, each school head shall at all times promote a pleasant and friendly atmosphere so as to achieve positive relationship between mentor and the teacher-client.

3. Classroom management and other aspects related to effective delivery of instruction shall also be covered in the supervision and monitoring. Non-prescriptive method shall be adopted during the post conference.

4. Instructional supervision Form 3A contained in Enclosure No. 1 shall be used as the observation tool. Each school shall have a minimum in-class observation of one teacher a day.

5. In addition, the Monthly Supervisory and Monitoring Plans and Accomplishment Reports shall each be submitted to the office of the PSDS and the Office of the CID every 5th of the month.

6. Immediate and wide dissemination of this memorandum is desired.

GHPascual
GERMELINA H. PASCUAL
Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 97 s. 2015

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte, Bulacan

INSTRUCTIONAL SUPERVISION FORM 3A
TEACHER OBSERVATION GUIDE FOR INSTRUCTIONAL COMPETENCE

Name of Teacher: _____
School: _____ District: _____
Class: _____ Subject: _____
Date & Time of Observed: _____

Legend: 1 - Below Basic (BB) 2 - Basic (B)
3 - Proficient (P) 4 - Highly Proficient (HP)

Circle the number that describes best you observation of the Teacher. Start here.....

	Performance Behavior	Observation Rating				Verifiable Indicators
		BB	B	P	HP	
	A. Diversity of Learners					
1	Sets lesson objectives within the experiences and capabilities of the learners	1	2	3	4	Curriculum Guide/Teacher's Guide/Learner's Manual
2	Utilizes varied techniques and strategies suited to different kinds of learners	1	2	3	4	Visual aids/Learning resources
3	Shows fairness in dealing with learners.	1	2	3	4	Classroom-initiated activities
4	Paces lessons appropriate to the needs and difficulties of learners.	1	2	3	4	With Progress Chart
5	Provides appropriate intervention activities for learners at risk.	1	2	3	4	Varied Classroom Structuring

Total Score: _____ Average: _____ Description: _____

Narrative Observation:
_____
_____
_____

	Performance Behavior	Observation Rating				Verifiable Indicators
		BB	B	P	HP	
	B. 1 Teacher's Behavior in Actual Teaching					
1	Teaches accurate and updated content using appropriate approaches and strategies.	1	2	3	4	Teacher's Guide/Learner's Manual
2	Aligns lesson objectives, teaching methods, learning activities, and instructional materials.	1	2	3	4	Teacher's Guide/Learner's Manual
3	Encourage learners to use higher order thinking skills in asking questions.	1	2	3	4	Test Data Bank
4	Engages and sustains learner's interest in the subject matter by making content meaningful and relevant.	1	2	3	4	Bulletin Boards
5	Establishes routines and procedures to maximize use of time and instructional materials.	1	2	3	4	School Learning Resources
6	Integrates language, literacy, skills and values in teaching.	1	2	3	4	Guidance Records
7	Presents lesson logically in a developing manner.	1	2	3	4	Work books/sheets
8	Utilizes technology resources in planning, designing, and delivery of lesson.	1	2	3	4	ICT
9	Creates situations that encourages learners to use higher order thinking skills.	1	2	3	4	HOTS Questions/MPS-RAT/NAT

Total Score: _____ Average: _____ Description: _____

Narrative Observation:
_____
_____
_____

	Performance Behavior	Observation Rating				Verifiable Indicators
		BB	B	P	HP	
	B. 2 Content and Pedagogy					
1	Answers in own words at the desired cognitive level.	1	2	3	4	MPS - NAT/RAT, Lesson Plans/DLL
2	Participates actively in the learning tasks with some levels of independence.	1	2	3	4	MPS
3	Asks questions relevant to the lesson.	1	2	3	4	HOTS in Lesson
4	Sustains interest in the lesson/activity.	1	2	3	4	Work book/sheet
5	Follows routines and procedure to maximize instructional time.	1	2	3	4	With Class program
6	Shows appropriate behavior of individualism, cooperation, competition in classroom interactions.	1	2	3	4	MPS
7	Imbibes and values learning from the teacher and from classmates.	1	2	3	4	Involvement in Activities
8	Demonstrate in varied ways, learning achieved in the activities.	1	2	3	4	Awards in Bulletin Boards

Total Score: _____ Average: _____ Description: _____

Narrative Observation:

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	Performance Behavior	Observation Rating				Verifiable Indicators
		BB	B	P	HP	
	C. Planning, Assessing, Reporting Learner's Outcomes					
1	Provides timely, appropriate reinforcement/feedback to learner's behavior.	1	2	3	4	Record of the issuance of cards per grading period
2	Uses appropriate formative, summative, tests congruent to the lesson.	1	2	3	4	Classroom test data bank
3	Uses non-traditional authentic assessment techniques when needed.	1	2	3	4	With portfolio of learner's project
4	Keeps accurate records of learner's performance level.	1	2	3	4	Progress Charts
5	Gives assignment as reinforcement or enrichment of the lesson.	1	2	3	4	Class Organization
6	Provides opportunity for learners to demonstrate their learning.	1	2	3	4	Co-curricular activities

Total Score: _____ Average: _____ Description: _____

Narrative Observation:

_____

_____

_____

_____

Comments of the Teacher:

_____

_____

_____

_____

Agreement of the Teacher and the Observer:

_____

_____

_____

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_____ _____

Teacher's Name & Signature Observer's Name & Signature

* Signatures indicate that observations have been clarified by both parties.