



DIVISION MEMORANDUM

No. 303, s. 2016

TO: Chief Education Supervisor (CID)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/Secondary School Heads
Master Teachers
Education Program Specialists (ALS)
This Division

**SUBJECT: GUIDELINES IN THE CONDUCT OF INSTRUCTIONAL SUPERVISION
IN SCHOOLS**

DATE: November 22, 2016

1. To ensure effective supervision of instruction and provision of meaningful feedback to school heads/teachers/implementers that will contribute to improved pupil/student learning, this Division issues the guidelines in the conduct of instructional supervision. This starts Third Quarter of the current school year onwards.
2. Instructional monitors/supervisors shall observe the following minimum number of classroom observations:
 - a) Education Program Supervisors (EPS)..... 10 School Heads per month
 - b) Public Schools District Supervisors (PSDS) ... 10 School Heads per month
 - c) ALS/MTB-MLE Coordinator10 School Heads/EPS (ALS) per month
 - d) Education Program Specialists (ALS) 10 ALS Implementers per month
 - e) Elem./Sec. School Heads/Department Heads ... at least 10 observations monthly provided that all teachers are observed in a quarter
 - f) Master Teachers 4 teachers (1 teacher per Quarter)
3. School Heads shall make sure that each teacher will have four (4) classroom observations (1 per quarter) for the whole school year to be reflected in the monthly Instructional Supervisory Plan (ISP).
4. In addition, School Heads are expected to submit their monthly Instructional Supervisory Plan on the 3rd week of the prior month thru the Public Schools District Supervisors to give ample time for the EPS and PSDS in preparing their ISPs.
5. Classroom observations shall focus mainly on the components of effective teaching, strategies, techniques and procedures, utilization of appropriate learning materials, assessment of learning and its utilization for further improvement of learning outcomes.
6. Instructional Leaders (Chiefs, EPS, PSDS, School Heads and Department Heads) shall see to it that supervision is a productive and humane endeavor in all stages.
7. For information and compliance.


REBONFAMIL R. BAGUIO
Schools Division Superintendent