



Republic of the Philippines
Department of Education
Region VII-Central Visayas
DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

February 8, 2022

DIVISION MEMORANDUM

No. 030, s. 2022

**SY 2021-2022 MIDYEAR MONITORING AND PROVISION OF TECHNICAL ASSISTANCE
ON INSTRUCTIONAL SUPERVISION**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads

1. This office announces the conduct of the **SY 2021-2022 Midyear Monitoring and Provision of Technical Assistance on Instructional Supervision** on February 22-24, 2022. Please refer to Enclosure No. 1 for the Assignments of CID Personnel in the Conduct of SY 2021-2022 Midyear Monitoring and Provision of TA on Instructional Supervision.
2. This activity aims to gather data and provide technical assistance on the following:
 - interventions conducted to learners not meeting the curriculum standards in Quarter 2;
 - CIGPs identified relative to Class Observations of Teachers (COTs);
 - Accomplishing the Performance Monitoring and Coaching Form;
 - Star Observation Rubrics; and
 - Provision of Technical Assistance to MTs and other activities.
3. Please refer to Enclosure No. 2 for the Instructional Supervision Monitoring Templates, Enclosure No. 3 for the Performance Monitoring and Coaching Form and Enclosure No. 4 for the Star Observation Rubrics.
4. District Supervisors are requested to gather all the school heads at an area within the district where they can strictly observe social distancing (at least one (1) meter apart) and other health protocols at all times. Wearing of facemask is a must.
5. Traveling, per diem and other related expenses of Division Personnel shall be chargeable against **Division MOOE Funds**, while traveling and other related expenses of school-based personnel shall be chargeable against **local school MOOE Funds**, subject to availability and the usual accounting and auditing rules and regulations.
6. This Memorandum also serves as Authority to Travel.
7. Immediate and wide dissemination of and compliance with this Memorandum is directed.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. _____, s. 2022

**Assignments of CID Personnel in the Conduct of Midyear Monitoring
and Provision of TA on Instructional Supervision**

PAMELA A. RODEMIO	MINGLANILLA 1, MINGLANILLA 2, SAN FERNANDO 1 SAN FERNANDO 2 AND SIBONGA
MARIA ELENA T. PARAS	ARGAO 1, ARGAO 2, DALAGUETE I AND DALAGUETE 2
ROSEMARY N. OLIVERIO	ALCOY, BOLJOON, OSLOB, SANTANDER AND SAMBOAN
LUIS R. ARIJOJA	GINATILAN, MALABUYOC, ALEGRIA, BADIAN AND MOALBOAL
MA CHONA B. REDOBLE	ALCANTARA, RONDA, DUMANJUG I, DUMANJUG 2, BARILI 1 AND BARILI 2
JANE O. GURREA	ALOGUINSAN, PINAMUNGAJAN I, PINAMUNGAJAN 2, BALAMBAN I AND BALAMBAN 2
JOSE GARRY R. NAPOLES	ASTURIAS NORTH, ASTURIAS SOUTH, TUBURAN I AND TUBURAN 2
NENITA G. JARALVE	TABUELAN, SAN REMIGIO I, SAN REMIGIO 2 AND MEDELLIN
CLAVEL D. SALINAS	DAANBANTAYAN 1, DAANBANTAYAN 2, TABOGON AND BORBON
JUVIMAR E. MONTOLO	SOGOD, CATMON, CARMEN AND COMPOSTELA
ISALASH T. WAGAS	LILLOAN, CONSOLACION 1, CONSOLACION 2 AND CORDOVA
ARACELI A. CABAUG	SANTA FE, BANTAYAN 1, BANTAYAN 2 AND MADRIDEJOS
FAY C. LUAREZ MARY ANN P. FLORES	SAN FRANCISCO, PORO, PILAR AND TUDELA

Instructional Supervision Monitoring Templates

A. Data on Class Observation of Teachers

District: _____

School	School Head	Tick if school uses electronic CO templates	Target No. of COTs Q1 & Q2	Actual No. of COTs conducted Q1&Q2	Percentage of COTs conducted Q1&Q2	Reasons for not meeting the target no. of COTs

Note: Please attach 1 best sample COT per school.

B. Data on Midyear RPMS Review/Performance Monitoring and Coaching

[illegible]

C. Data on Learners Not Meeting Curriculum Standards (with subject rating/s 74% & below)

(This template is to be accomplished by each school; district consolidation not required.)

School: _____ School Head: _____ District: _____

[illegible]

Enclosure No. 3 to Division Memorandum No. _____, s. 2022

Performance Monitoring and Coaching Form

School: _____ **School Head:** _____ **District:** _____

Date	Critical Incidence Description	Output	Impact on Job Application	Signature Over Printed Name of Mentees & Mentor

Prepared by:

Approved by:

Mentor/Master Teacher

Principal



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

Observation Form for Teachers

Date: _____

STAR OBSERVATION RUBRIC

Name of Teacher: _____ Designation: _____ Rating: _____

Grade Level: _____ Section: _____ Subject: _____ Time: _____ No. of Students: _____

School: _____ District: _____

Note: If indicators have not been observed or met, the rating shall be interpreted as Needs Improvement (NI) with 1 point.

ITEMS	UNSATISFACTORY (2 pts.)	SATISFACTORY (3 pts.)	VERY SATISFACTORY (4 pts.)	OUTSTANDING (5 pts.)	RATING
S - SITUATION (Focus and observe closely on the Context of Lesson Plan and Teaching Contents)					
1. Lesson Planning	Some parts or activities are not congruent and clearly stated.	Objectives, contents, IMs, instructional activities and assessment are written.	All parts are appropriate, congruent and clearly stated.	Valuing objectives and activities enable students to enjoy learning based on assessment.	
2. Instructional Materials and Resources	Uses easily available and common IMs.	Presents various IMs with clear purpose.	Develops and utilizes creative and manipulative IMs.	Applies appropriate use of mix IMs (indigenized or localized) and technology resources.	
3. Procedure (Instructional Activities)	Gives only one learning activity to all kinds of learners.	Uses different learning activities with flexibility to different kinds of learners.	Applies creative and logical learning activities guided by demonstration of learning.	Engages students on interactive, advanced and logical activities at their own pace and learning style.	
4. Classroom Management	Needs to improve classroom restructuring and maintenance.	Ensured classroom is safe and conducive to teaching and learning process.	Practices classroom routines and positive discipline with gender sensitivity.	Manages student behavior proactively and redirects "Healthy Noise" to active participation.	
T – TASK (Focus on the Teacher's Actions)					
5. Teacher's Competence	The teacher serves as the main source of knowledge/information.	The teacher is optimistic, dynamic and with good rapport and communication skills.	The teacher has mastery of the subject-matter and logical presentation of the lesson.	The teacher serves as facilitator of learning. Maximizes learning time. More on activity.	
6. Lesson Establishment/ Development	Presents lesson without coherence and appropriate strategies.	Relates lessons to learner's experience with multiple ways to learn new things.	Paces lessons appropriately with effective transitions and presentation of materials.	Establishes clear strategies in presenting a lesson in logical way and developmental manner.	
7. Interaction or Discussion	Asks questions and listens to students answers.	Responds appropriately to students' mistakes/queries. Praises correct responses.	Modifies/Gives follow-up questions to monitor learners and to ask questions.	Encourages/Practices students to answer difficult, open-ended, higher-order thinking questions.	
8. Instructional models and strategies	Uses common instructional model and slight strategies.	Uses instructional model/s and its corresponding strategies and methods.	Applies variety of instructional model/s and different strategies and methods.	Instills variety of instructional models, strategies and methods with ICT integration (blended).	
9. Enrichment (Application)	Gives one kind of exercise to all students. (one type fits all test)	Practices students with appropriate enrichment activities or exercises.	Challenges students using enrichment activities beyond their current understanding.	Integrates values and daily-life skills addressing all types of learners and difficulties.	
A - ACTION (Focus and observe closely to the Learners Actions)					
10. Students/Class Engagement	Limited number of students are participating.	Students/Class behavior indicates strong & sustained interest in the lesson.	Student engagement is high throughout the class time with varied learning styles.	Students discuss relevant ideas and draws conclusions and generalizations.	
11. Response (Quality of Answer)	Only few students can answer questions properly.	Students are free to express what they know or able to do and to ask questions.	Some students formulate well-developed answers in complete sentence or in their own words.	Students demonstrate high knowledge, skills and own level of understanding.	
12. Outputs (Quality of Work)	Some outputs are very plain and inaccurate.	All learners/groups are active in group work with products or performance outputs.	All students take responsibility for their group output/s and work w/o teacher direction.	Learners/Groups use different strategies or materials to come up with best output/s.	
R - RESULT (Focus on the end results or outcomes)					
<i>Quantitative Analysis - relies on numerical scores or ratings of students (analytical)</i>					
<i>Qualitative Analysis - relies on descriptive rather than numbers (holistic)</i>					
13. Outcomes (Evaluation)	Students answer exercises with 65-74% mastery level.	Students are able to perform formative tests with 75-79% mastery level.	Students work on variety of evaluation tools to improve learning results with 80-90% level of proficiency.	Uses independent, collaborative and whole-class test to improve student learning outcomes with 91% and above proficiency.	
14. Assessment of Learning (Reflection)	Asks the results of formative test without interpretation.	Records assessment results (number of learners and proficiency level).	Uses assessment data to identify student strengths and areas for student growth.	Plans or differentiates activities purposely to match the full range of learner's needs and at risk.	

OBSERVATION NOTES:

CONFORME:**OBSERVED BY:**

Signature Over Printed Name (Teacher)

(Master Teacher II (Observer)

*Starting Q3, Star Observation Rubrics shall be attached to the RPMS COT.
 Electronic copy of the RPMS COT will be sent to the PSDSs.*