



Republic of the Philippines  
Department of Education  
Region X

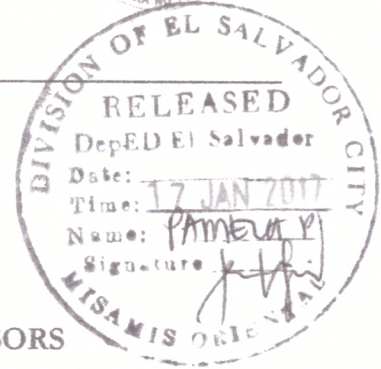
**DIVISION OF EL SALVADOR CITY**

Zone 3, Poblacion, El Salvador City  
Telefax No: (088) 555-0475/ Mobile No: +639199942421  
Email address: elsalvador.city@deped.gov.ph  
Website: depedelsalvadorcity.weebly.com



**DIVISION MEMORANDUM**

No. 017, s. 2017



**To: PUBLIC ELEMENTARY SCHOOLS  
PUBLIC SECONDARY SCHOOLS  
EDUCATION PROGRAM SUPERVISORS**

**From:**   
**ALLAN G. FARNAZO, PhD, CESO IV**  
Regional Director IV, Concurrent SDS

**Subject: Unifying Conduct of Instructional Supervision through a  
Regional Initiated Instructional Supervisory Tool for School  
Heads to be Rated by Supervisors**

**Date: January 17, 2017**

1. The field is hereby enjoined to take part in the Conduct of Instructional Supervision through a Regional Initiated Instructional Supervisory Tool for School Heads to be Rated by Supervisors.
2. This tool shall likewise serve as basis in the provision of Technical Assistance for School Heads by supervisors in the conduct of Instructional supervision effective immediately and for the purposes related to instructional competency enhancement of the former
3. The field is required to secure a copy of the Regional Memorandum No. 19, s. 2016 entitled "Unifying Conduct of Instructional Supervision through a Regional Initiated Instructional Supervisory Tool for School Heads to be Rated by Supervisors". You may download this document from this link:  
<http://210.213.201.147/Files/Deped10/Memo/memo4674.pdf>
4. Furthermore, it is advised that you coordinate with your assigned Education Program Supervisor regarding this matter. Please follow the format indicated in the memo.
5. For information, guidance and strict compliance.