



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

February 4, 2021

DIVISION MEMORANDUM
No. 028, s. 2021

CONDUCT OF INSTRUCTIONAL SUPERVISION FOR SCHOOL YEAR 2020-2021

To: **Asst. Schools Division Superintendent**
Chiefs CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned

1. Pursuant to Memorandum DM-PHROD-2021-0010 dated January 11, 2021 entitled Guidelines on the Implementation of the Results-based Performance Management System for School Year 2020-2021, master teachers, school heads, and education program supervisors shall conduct **INSTRUCTIONAL SUPERVISION for School Year SY 2020-2021** effective February 2021.
2. All school heads shall submit a monthly instructional supervisory plan every last Monday of the month to this Office.
3. The education program supervisors shall submit a monthly instructional supervisory plan every first Monday of the succeeding month. Moreover, a monthly instructional supervisory report shall be submitted to the Chief of the Curriculum Implementation Division every last Friday of the month.
4. Enclosed is the template of the instructional supervisory plan for reference.
5. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD., CESE
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

Instructional Supervision

Technical Assistance

CID/ NAA



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REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

CID-IS-01

INSTRUCTIONAL SUPERVISORY PLAN

Month: _____ School Year: _____

Date	Time	Name of Teacher	Learning Area	Grade Level and Section	Alternative Classroom Observation	Pre-Conference Date	Post Conference Date

Prepared by: _____

(Name and Signature of School Head)

Reviewed by:

NINIAN A. ALCASID

Chief, Curriculum Implementation Division

Recommending Approval:

Approved by:

ALICIA E. ANGHAY, PhD, CESE

Assistant Schools Division Superintendent

OLGA C. ALONSABE, PhD, CESE

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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