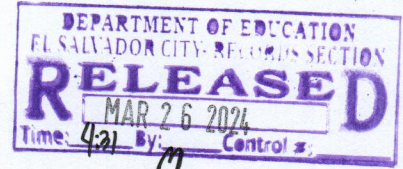




Republic of the Philippines  
Department of Education  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

March 26, 2024

DIVISION MEMORANDUM  
No. 138, s. 2024

**GUIDELINES ON THE CONDUCT OF PERFORMANCE REVIEW, INSTRUCTIONAL SUPERVISION AND PROVISION OF TECHNICAL ASSISTANCE**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Section Heads/Units Heads  
All Public Elementary & Secondary School Heads  
School-Based and Non-School-Based Personnel  
All Others Concerned  
This Division

1. In adherence to DepEd Order No. 2, s. 2015 titled Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, specifically on Phase II: Performance Monitoring and Coaching which stipulates that "Performance monitoring shall be the responsibility of both the rater and the ratee who agree to track and record significant incidents through the use of the Performance Monitoring and Coaching Form (PMCF)" this Office issues the **Guidelines on the Conduct of Performance Review, Instructional Supervision, and Provision of Technical Assistance to the Field Offices** for guidance and compliance of all concerned.
2. The following shall be observed in the performance review:
  - a. The ratee shall accomplish and submit the PMCF to the rater every first Friday of the month. This shall commence after the rater and the ratee commit on the Key Result Areas (KRAs), Objectives, and Performance Indicators and sign the Office Performance Commitment Target Form or the Individual Performance Commitment Target Form.
  - b. The PMCF shall capture the significant incidents. It shall provide a record of demonstrated behaviors, competencies, and performance, and shall be an effective substitute in the absence of quantifiable data. The rater and the ratee shall sign each significant incident recorded in the PMCF to ensure that agreement has been reached.



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REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

3. In the conduct of instructional supervision and technical assistance, education program supervisors, school heads and other technical assistance providers shall observe the following:
  - a. Monday shall be set for administrative duties and responsibilities.
  - b. Tuesday, Wednesday, and Thursday shall be for clinical supervision or differentiated supervision and provision of technical assistance.
  - c. School heads shall observe and provide technical assistance at least eight (8) teachers every month.
  - d. Education program supervisors shall observe and provide technical assistance to all school heads every quarter.
  - e. Friday shall be the implementation, monitoring, and supervision of the Catch-up Friday.
  - f. All school heads shall submit a monthly instructional supervisory plan every last Monday of the month and instructional supervision accomplishment report every first Friday of the succeeding month.
  - g. All education program supervisors shall submit a monthly instructional supervisory plan every first Monday of the month and instructional supervision accomplishment report every last Friday of the succeeding month.
4. Enclosed are the templates for reference.
5. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. Immediate and wide dissemination of this memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

PERFORMANCE REVIEW  
TECHNICAL ASSISTANCE

INSTRUCTIONAL SUPERVISION  
DIFFERENTIATED SUPERVISION

CID/NAA



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Enclosure No. 1 of Division Memorandum No. 138 s. 2024

### PERFORMANCE MONITORING AND COACHING FORM

DATE	CRITICAL INCIDENT DESCRIPTION	OUTPUT	IMPACT ON JOB/ACTION PLAN	SIGNATURE (RATER/RATEE)



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

Enclosure No. 2 of Division Memorandum No. 138 s. 2024

CID-IS-01

**CLINICAL SUPERVISORY PLAN**  
**(For School Heads)**

Month: \_\_\_\_\_ School Year: \_\_\_\_\_

PPST Classroom Observable Indicators	Objectives	Name of Teacher	Learning Area	Grade Level and Section	Alternative Classroom Observation	Pre-Conference Date	Classroom Observation Date	Post Conference Date
( ) 1.1.2 ( ) 1.4.2 ( ) 1.5.2 ( ) ( ) ( )								

Prepared by:

\_\_\_\_\_  
(Name and Signature of School Head)

Reviewed by:

Name of TA Provider

Recommending Approval:

**NINIAN A. ALCASID**

Chief ES, Curriculum Implementation Division

Approved by:

**CONNIEBEL C. NISTAL, PhD,**

Assistant Schools Division Superintendent





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

Enclosure No. 3 of Division Memorandum No. 130, s. 2024

CID-IS-02

**CLINICAL SUPERVISORY PLAN**  
**(For Education Program Supervisors)**  
Month: \_\_\_\_\_ School Year: \_\_\_\_\_

Instructional Needs	Objectives	Supervisory Tool	Date and Time			Focus Teacher	Subject and Grade Level	Name of School Head
			Pre-Conference	Classroom Observation	Post Conference			
( ) content ( ) strategies ( ) contextualization ( ) assessment								
( ) content ( ) strategies ( ) contextualization ( ) assessment								

Prepared by:

\_\_\_\_\_  
(Name and Signature of School Head)

Recommending Approval:

**NINIAN A. ALCASID**  
Chief ES, Curriculum Implementation Division

Reviewed by:

Name of TA Provider

Approved by:

**CONNIEBEL C. NISTAL, PhD**  
Assistant Schools Division Superintendent





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

Enclosure No. 4 of Division Memorandum No. 138, s. 2024

CID-IS-03

**DIFFERENTIATED SUPERVISORY PLAN**

**(For School Heads)**

**Month:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

<b>PPST Indicators (Classroom and Non- Classroom Observable Indicators)</b>	<b>Objectives</b>	<b>Supervisory Tool</b>	<b>Instructional Supervision Approach</b>	<b>Date and Time</b>	<b>Name of Teacher</b>	<b>Learning Area and Grade Level</b>
( ) ( ) ( ) ( ) ( )						
( ) ( ) ( ) ( ) ( )						

Prepared by:

\_\_\_\_\_  
(Name and Signature of School Head)

Reviewed by:

Name of TA Provider

Recommending Approval:

**NINIAN A. ALCASID**

Chief ES, Curriculum Implementation Division

Approved by:

**CONNIEBEL C. NISTAL, PhD**

Assistant Schools Division Superintendent



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Republic of the Philippines  
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REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

Enclosure No. 5 of Division Memorandum No. 136, s. 2024

CID-IS-04

**DIFFERENTIATED SUPERVISORY PLAN**

**(For Education Program Supervisors)**

Month: \_\_\_\_\_ School Year: \_\_\_\_\_

Instructional Supervisory Needs	Objectives	Supervisory Tool	Instructional Supervision Approach	Date and Time	Name of School Head
<input type="checkbox"/> content <input type="checkbox"/> strategies <input type="checkbox"/> contextualization <input type="checkbox"/> assessment <input type="checkbox"/>					
<input type="checkbox"/> content <input type="checkbox"/> strategies <input type="checkbox"/> contextualization <input type="checkbox"/> assessment <input type="checkbox"/>					

Prepared by:

\_\_\_\_\_  
(Name and Signature of School Head)

Recommending Approval:

**NINIAN A. ALCASID**

Chief ES, Curriculum Implementation Division

Reviewed by:

Name of TA Provider

Approved by:

**CONNIEBEL C. NISTAL, PhD**

Assistant Schools Division Superintendent



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

Enclosure No. 6 of Division Memorandum No. 138, s. 2024

CID-TA-01

**TECHNICAL ASSISTANCE REPORT LOG**

**Month:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

Date	Client				Comments, Remarks, and Agreements
	School	Name	Designation / Position	Signature	

Technical Assistance Provider:

\_\_\_\_\_  
Name of EPS, Signature & Date







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

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Enclosure No. 7 of Division Memorandum No. 138, s. 2024

CID-TA-02

**Technical Assistance Report**

**School:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Month:** \_\_\_\_\_

**SITUATIONAL ANALYSIS/CONTEXT:**

**TECHNICAL ASSISTANCE OBJECTIVES:**

**WHAT WAS UNDERTAKEN?**

<b>Planning Made</b>	<b>Action Taken</b>	<b>Results</b>

Technical Assistance Provider:

\_\_\_\_\_  
Name of TA Provider, Signature & Date





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

Enclosure No. 8 of Division Memorandum No. 138, s. 2024

CID-TA-03

### Action Plan for Coaching

**Month:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

Name of Coach/School Head:			School:		Developmental Steps/Action Steps		
Date	Name of Teacher	Learning Area	Observations/Concerns/Issues	Effect on School Performance	What	By When	Measures of Success

Prepared by:

\_\_\_\_\_  
(Name and Signature of School Head)

Reviewed by:

Name of TA Provider

Recommending Approval:

**NINIAN A. ALCASID**  
Chief ES, Curriculum Implementation Division

Approved by:

**CONNIEBEL C. NISTAL, PhD**  
Assistant Schools Division Superintendent

