



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 13, 2021

REGIONAL MEMORANDUM

No. **000377** s. 2021

ONLINE MANAGEMENT OF THE CONSOLIDATED 2021 DIVISION INSTRUCTIONAL SUPERVISION ACCOMPLISHMENT REPORT

To: Schools Division Superintendents
School Heads
All Others Concerned

1. Relative to the provision of enhanced technical assistance and in consonance with the performance targets of the Regional Office and Schools Division Offices (SDOs), this Office, through the Curriculum and Learning Management Division (CLMD), requires the SDOs the submission of the consolidated 2021 Division Instructional Supervision Accomplishment Report (DISAR) through online management using the link <https://bit.ly/2021DISAR> on or before the tenth day following the end of every quarter.
2. The online management of the DISAR allows faster submission of the report, relevant and timely technical assistance provision on instructional supervision, and improves or sustains the level of quality instruction.
3. The online DISAR is divided into sheets per learning area or system and programs – special curricular and inclusive education, as enumerated below. The SDO focal persons of the identified areas must accomplish the sheets on the rows provided for the division.
 - a) Alternative Learning System (ALS)
 - b) Kindergarten
 - c) Senior High School
 - d) Mother Tongue
 - e) *Araling Panlipunan* (AP)
 - f) English
 - g) EPP / TLE
 - h) *Edukasyon sa Pagpapakatao* (EsP)
 - i) Filipino
 - j) MAPEH
 - k) Mathematics
 - l) Science
 - m) Special Program in the Arts (SPA)
 - n) Special Program in Foreign Languages (SPFL)
 - o) Special Program in Sports (SPS)
 - p) Science Science Education School / Science, Technology, and Engineering (SSES/STE)
 - q) Special Program in Technical Vocational Education (SPTVE)
 - r) Indigenous Peoples Education (IPEd)
 - s) MADRASAH
 - t) MultiGrage (MG)
 - u) Special Education (SPED)



4. The submission of the signed monthly Division Instructional Supervision Plan (DISP) and DISAR shall be done by sharing the SDO Google Drive folder containing the scanned copies to the clmd.region8@deped.gov.ph. The 2021 DISP and DISAR Google Drive Management Guide is provided as enclosure.
5. The SDOs, through the Chiefs of the Curriculum Implementation Division, must facilitate, monitor, give technical assistance, and check the entries in the online management of DISAR.
6. Attached is the template of the shared Google Sheet DISAR with instructions.
7. Immediate dissemination of and compliance with this Memorandum are desired.


for **MA. GEMMA MERCADO LEDESMA**
Regional Director 

Enclosures: As stated
References: As stated

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

DISAR DISP INSTRUCTIONAL SUPERVISION

CLMD-RRT



Enclosure No. 1 of Regional Memorandum No. _____, s. 2021

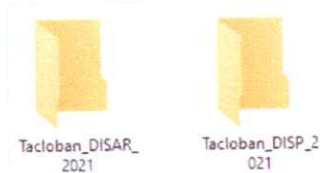
2021 DISP and DISAR Google Drive Management Guide

The following serves as a guide in the management of the Google Drive for the 2021 DISP and DISAR. An illustrative example is provided.

1. Every division must create a folder from their official DepEd account's Google Drive. This will be shared (*as Editor*) with the clmd.region8@deped.gov.ph.



2. In the SDO folder, create two mother folders for the DISP and DISAR following the filenames "SDO_DISAR_2021" and "SDO_DISP_2021"



3. For each of the mother folders, create four (4) folders to store the quarterly accomplished files and of the filename format "SDO_DISAR_2021_Q#" as exemplified.

For DISAR:



For DISP:



4. In each quarter folder, place or store the accomplished and signed monthly DISP or DISAR, in PDF or Word or Excel format, and using the filename format "DISAR_2021_Month."



Enclosure No. 2 of Regional Memorandum No. _____, s. 2021

Online Consolidated 2021 Division Instructional Supervision Accomplishment Report (DISAR) Template

Division	Number of Instructional Supervision (T - Target, A - Accomplished)												SUMMARY (P/s include only salient points)				Remarks/Results		
													Findings	Intervention					
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec							
	T	A	T	A	T	A	T	A	T	A	T	A	T	A	Q1	Q1	Q1	Q1	
Baybay City															Q2	Q2	Q2	Q2	
															Q3	Q3	Q3	Q3	
															Q4	Q4	Q4	Q4	
Butuan															Q1	Q1	Q1	Q1	
															Q2	Q2	Q2	Q2	
															Q3	Q3	Q3	Q3	
															Q4	Q4	Q4	Q4	

Directions:

1. Fill under column T the TARGET and column A the ACCOMPLISHED number of instructional supervisions.
2. Identify the salient points under columns Supervisory Concerns, Findings, Intervention(s), and Remarks/Results per Quarter/row.

Note:

- Be careful in accessing the sheets. DO NOT encode nor put entries for other SDOs and areas, nor on the colored cells.
- Entries in the DISAR Google Sheet must be based on the monthly accomplished and signed DISAR.

