



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

May 7, 2024

REGIONAL MEMORANDUM

No. **530** s. 2024

**SUBMISSION OF THE 2024 DIVISION INSTRUCTIONAL SUPERVISION
ACCOMPLISHMENT REPORT (DISAR)**

To: Schools Division Superintendents
CID Chiefs
All Others Concerned

1. For the continuous improvement of the instructional delivery and supervision and provision of technical assistance in the field of teaching-learning delivery, this Office, through the Curriculum and Learning Management (CLMD), calls for the submission of the 2024 DISAR, which is a quarterly progressive data, through <https://rb.gy/7lzfx3>.

2. The Regional Office is in cognizance of the best endeavors on instructional supervisions done by the Schools Division Offices (SDOs), districts, and schools. The SDO through the Division IS coordinator shall accomplish and update the online DISAR as the need arises and finalize in the last week of the last month of each quarter.

3. The instructional supervision (IS) activities include, but not limited to, class visits or observations, instructional leaders and teachers' dialogues, and capability building and technical assistance provision focusing on improving and/or strengthening the teaching-learning process. Furthermore, the following IS information are reiterated:

- a. The minimum total target per month for the number of instructional supervisions conducted is
 - i. 15 for school instructional leaders,
 - ii. 10 for District, and
 - iii. 5 for Division.
- b. The IS focus areas are Preparation for Teaching-Learning, Teaching-Learning Resources, Learning Delivery, Learning Assessment, and Professional Development of the Teachers.
- c. The instructional supervisors are highly encouraged to accomplish and utilize the IS Plan and Report (see attached sample template).
- d. Classroom observations must be conducted to ensure quality teaching and following a process of providing feedback to the teacher's classroom practice. This provides evidence of actual teacher performance, their

strengths and areas of improvement, as well as encourages teachers to reflect and develop self-awareness about their own practice.

4. For inquiries, Ryan R. Tiu, Regional IS Coordinator, may be reached through email at clmd.region8@deped.gov.ph.

5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosures: None

References: PPST, PPSSH, PPSS

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

INSTRUCTIONAL SUPERVISION

TEACHERS

CLMD-RRT



Enclosure to the Regional Memorandum No. 530, s. 2024*(Division Header)*

**Division Instructional Supervision Accomplishment Report
CY 202_ , Quarter ___**

I. Number of Instructional Supervisions Conducted

Level	No. of Instructional Leaders	Number of Instructional Supervisions Conducted		
		Month	Month	Month
Division				
District				
School				

II. Findings and Suggested Interventions

Focus Area	IS Tool Used	Findings (Concerns and Observations)	Suggested Interventions
Preparation for Teaching-Learning			
Teaching-Learning Resources			
Learning Delivery			
Learning Assessment			

III. Professional Learning and Development Activities for Teachers Conducted

Focus Area	Participants <i>(Description)</i>	Division-led Professional Learning and Development Activities Conducted <i>(Title and Date)</i>
Preparation for Teaching-Learning		
Teaching-Learning Resources		

Learning Delivery		
Learning Assessment		

Prepared by:

Division IS Coordinator

Noted and verified by:

CID Chief

Note:

1. Part I must be of the same data as reported during the MEA. Specify the total number of actual instructional supervisors per level and the total number of accomplished IS.
2. Part II is divided into the IS Focus Areas. Per area, specify the **IS Tool(s) Used** such as the GIYA Teachers/LAMP tools/COT and/or other tools, the **Findings** which are the common concerns and observations, and the corresponding **Suggested Interventions** given to the teachers by the instructional leaders.
3. Part III are the conducted Professional L&D Activities. Specify by describing the **Participants** such as grade level, learning area, and number of teacher and the corresponding title and date of the division-led activity conducted.

Enclosure No. 2 to the Regional Memorandum No. 530, s. 2024

This is a sample template. The Division can contextualize as needed / deemed appropriate.

School Instructional Supervisory Plan & Report

For the month of _____ 20____

School Year _____

PLAN					REPORT	
Date	Teacher/s	Grade Level	Learning Area	Supervisory Concerns (IS Focus Area)	Findings	Suggested Intervention(s)

Prepared by:

School Head/Assistant School Principal/DH/MT

Noted:

Public Schools District Supervisor

Instructions:

Accomplish the IS Plan before the month stipulated in the header then have it noted by the EPS/PSDS. The IS Plan part consists of:

- ▶ **Date:** planned date of the IS activity with the teacher/s.
- ▶ **Teacher/s:** name of the teacher/s to be given/undergo the IS activity.
- ▶ **Grade Level:** the level of the class which the teacher/s is/are assigned and will be the focus of the IS activity.
- ▶ **Learning Area:** the subject or the learning area that the teacher delivers during the IS activity.
- ▶ **Supervisory Concerns:** the focus IS Area and the specific area of concern for the IS activity.

Accomplish the IS Report part once the IS activity is done then have it noted by the EPS/PSDS as part of the quarterly accomplishment reporting process. The IS Report contains:

- ▶ **Findings.** These are the observations and other key point-results aligned with the specified IS concern. These include the positive points / facilitating factors and the points for improvement / hindering factors. These may also include, but not limited to, the changes of the scheduled plan and next steps or agreements.
- ▶ **Suggested Intervention/s** These are the suggested possible interventions or solutions to the points for improvement / hindering factors. This forms part of the technical assistance provision of the Instructional Leader.