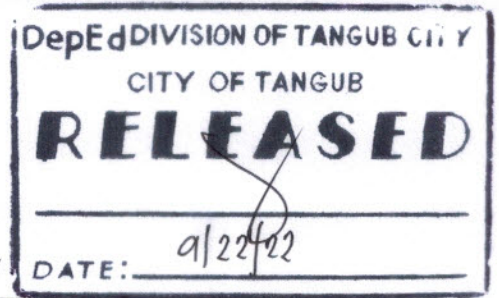




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



September 21, 2022

DIVISION MEMORANDUM
No. 268, s. 2022

CONDUCT OF MONITORING AND CLASS OBSERVATIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District In-Charge (PSDICs)
Elementary and Secondary School Heads
All Others Concerned
This Division

1. Relative to the mandates of this department on quality teaching and on the attainment of desired learning outcomes, this Office reiterates the conduct of monitoring and class observation beginning this October, school year 2022-2023.
2. The activity aims to achieve the following objectives:
 - a. Gather feedback, issues, and concerns on the implementation of in-person classes;
 - b. Provide technical assistance in the learning delivery and interventions through the school Learning Recovery and Continuity Plans (LRCP); and
 - c. Monitor the progress of division-led programs and activities that support learner's achievement.
3. All instructional leaders (supervisors/school heads) are expected to conduct at least 12 class observations monthly using Classroom Observation Tool per DO 004, s. 2022 and or any available division-contextualized monitoring tool. For districts without full-fledged school heads and Master Teachers, the PSDICs shall manage the class observations to at least five (5) teachers in addition to the required 12.
4. The team of monitors may include regional and division office personnel. Only one observer will join the school head during the class observation.
5. The districts and schools to be visited shall be determined a week before the actual visit through the PSDICs. Unannounced visits are also expected in the schools.



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6. Division Office monitors are required to submit the filled-out monitoring tool to the division chiefs for consolidation and reference of policy recommendations.
7. This Office directs the immediate and wide dissemination of this Memorandum.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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

CURRICULUM TECHNICAL ASSISTANCE LRCP

CID/Radj

*CONDUCT OF MONITORING AND CLASS OBSERVATION



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