



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

MEMORANDUM:

MLA No. 059, 2023

TO: FAUSTINO N. TORADIO PhD – Assistant Schools Division Superintendent  
(SDO MIS Core Team Leader)  
CARMELA M. RESTIFICAR PhD – CID Chief (SDO MIS Core Team Member)  
DEBRA P. SABUERO – OIC, SGOD Chief (SDO MIS Core Team Member)  
EVELYN CODILLA PhD – Education Program Supervisor in Kindergarten  
(SDO MIS Core Team Member)  
GENEROSA CASTILLO PhD – Education Program Supervisor in Science  
WILFREDA FLOR PhD – Education Program Supervisor in Filipino  
PABLITO VILLALON – Education Program Supervisor in English  
LOPE HUBAC – Education Program Supervisor in Values  
FELIX GALACIO JR. PhD – Education Program Supervisor in Mathematics  
LOPE HUBAC – Education Program Supervisor in Values Education  
PABLITO VILLALON – Education Program Supervisor in English  
GRACE MENDEZ PhD – Education Program Supervisor in TLE  
JUPITER MABOLOC PhD – Education Program Supervisor in Araling Panlipunan  
JOSEPHINE ERONICO PhD – Education Program Supervisor in LRMS  
JEANYLETTE AYSON PhD – Education Program Supervisor in MAPEH  
NICEFORO SURIC – PSDS, Corella District  
EXEQUIEL CIFRA – PSDS, San Miguel District  
SUSANA LIMBAGO – Principal 2, Corella CES, Corella (SDO MIS Core Team Member)  
JAIME QUINGA – Principal 1, Cambayaon ES, Dimiao  
MARTIN RAMIS PhD – Principal 1, San Miguel Technical Vocational High School  
JEAN SATURINAS – EPS in ALS

FROM:  **BIANITO A. DAGATAN EdD, CESO V**  
Schools Division Superintendent 

SUBJECT: **MONITORING AND EVALUATION AND ON THE PILOT IMPLEMENTATION OF RO7 MANUAL OF INSTRUCTIONAL SUPERVISION CUM PROVISION OF TECHNICAL ASSISTANCE**

Date: March 21, 2023

Relative to the letter from **SALUSTIANO T. JIMENEZ EdD, JD, CESO V, Director IV, DepEd RO7 re: Monitoring and Evaluation on the Pilot Implementation of RO7 Manual of Instructional Supervision (MIS)** the **Regional MIS Core Team** shall conduct onsite monitoring and evaluation on the pilot implementation of the RO7 MIS on **March 23-24, 2023 in the three (3) pilot schools in SDO Bohol, namely: Cambayaon Elementary School, Dimiao, Corella Central Elementary School, Corella and San Miguel Technical Vocational High School, San Miguel.**



In view hereof, you are advised to report to **Reynas the Haven and Gardens, New Calceta St., Tagbilaran City on March 23, 2023 at 8:00 o'clock** in the morning.

The following shall join the focused group discussion and onsite school visits on **March 23-24, 2023** and shall fill-out and submit to the RO Team the **Matrix of Review and Comments in the Field (please refer to the attachment)**.

NAME	DESIGNATION/ POSITION	NAME	DESIGNATION/ POSITION
CARMELA M. RESTIFICAR PhD	CID Chief (SDO MIS Core Team Member)	NICEFORO SURIC	PSDS
DEBRA P. SABUERO	OIC, SGOD Chief (SDO MIS Core Team Member)	EXEQUIEL CIFRA	PSDS
EVELYN CODILLA PhD	Education Program Supervisor in Kindergarten (SDO MIS Core Team Member)	SUSANA LIMBAGO	Principal 2, Corella CES, (SDO MIS Core Team Member)
GENEROSA CASTILLO PhD	Education Program Supervisor in Science	JAIME QUINGA	Principal 1
WILFREDA FLOR PhD	Education Program Supervisor in Filipino	MARTIN RAMIS PhD	Principal 1
LOPE HUBAC	Education Program Supervisor in Values Education		
FELIX GALACIO JR. PhD	Education Program Supervisor in Mathematics		

Relevant expenses such as food and accommodation, travel and incidental expenses shall be charged against Division/School MOOE/local funds subject to the usual COA rules and regulations.

For details please refer to the attached documents.

This Memorandum serves as **Travel Order**.







Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

**Office of the Regional Director**

March 15, 2023

*Dr. Restyria,  
Take charge*

*AR 3/14/23*

**Dr. Bianito Dagatan**  
Schools Division Superintendent  
Bohol Province Division

This has reference to RM No. 0010 s. 2023, RE: **Conduct of Monitoring and Evaluation on the Pilot Implementation of the RO7 Manual of Instructional Supervision**. The activity aims to:

- check any hitches in the developed manual and gather feedback and information on the effectiveness of its utilization;
- track the efficiency with which the different components of MIS are being implemented;
- determine whether or not the set objectives, outputs, and desired outcomes are met; and
- identify gaps so that appropriate adjustments can be made prior to its full-scale implementation.

The M & E will be conducted on March 23-24, 2023 by the Regional MIS Core Team composed of the following:

Dr. Bryant Acar	- MIS Proponent
Dr. Roland Villegas	- MIS Proponent
Dr. Melona Lumantao	- MIS Proponent

In this regard, this office humbly requests that appropriate assistance be accorded during the conduct of the activity in your division.

Attached is the activity matrix. Thank you.

Yours,

*fan: [Signature]*  
**SALUSTIANO T. JIMENEZ EdD, JD, CESO V**  
Director IV  
Regional Director

STJ/CAE/CLMD/MJCD/GGB



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (032) 231:1433; (032) 414-7399  
**Email Address:** region7@deped.gov.ph

Enclosure No. 1 - Activity Flow

### ACTIVITY FLOW

1. Courtesy call to SDS/ASDS
2. Meet the Division MIS Core Team
3. Visit a school.

#### A. Focus Group Discussion (30mins)

- Group 1 - 3 teachers (directive, collaborative, non-directive)
- Group 2 - 3 school heads of the pilot schools
- Group 3 - PSDSs of the 3 pilot schools and division MIS core team

#### B. Actual class observation (1hr)

##### SET A

School head- to teacher  
PSDS - to school head  
EPS - PSDS

##### SET B

Master Teacher - Teacher  
PSDS - Master Teacher  
EPS - PSDS

#### C. Post Observation Conference (1hr)

##### SET A

School head- to teacher (IS)  
PSDS - to school head (IS)  
EPS - PSDS (TA)

##### SET B

Master Teacher - Teacher (IS)  
PSDS - Master Teacher (IS)  
EPS - PSDS (TA)

#### D. Feedback Giving (1hr)

#### E. Other matters

#### F. Wrap Up

#### G. Closing prayer

**Note:** The RO7 MIS Core Team will collect the **Matrix of Review and Comments in the Field Testing of the MIS** from the 3 pilot schools, PSDS and EPS involved.



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**MATRIX OF REVIEW AND COMMENTS IN THE FIELD TESTING OF THE MANUAL OF INSTRUCTIONAL SUPERVISION**

**General Instructions:**

1. Each SDO will accomplish the Matrix
2. Personnel to accomplish the review will be the following: CID Chief, EPS, PSDS, School Head and Master Teacher of the pilot school.
3. The review is based on the parts of the Manual and all necessary corrections, observations, minor and major suggestions should be reflected in the Matrix.
4. Please encode the review for clear and easy reference.
5. Use additional tab spaces if necessary for lengthy recommendations.
6. Please provide a copy to the CID chief. Regional office requires submission of the accomplished forms through this link <https://tinyurl.com/yw8re8m1>.
7. Wait for the schedule of the Focus Group Discussion and bring this review form with you.

Name of the Reviewer: \_\_\_\_\_  
SDO: \_\_\_\_\_  
School: \_\_\_\_\_

Position: \_\_\_\_\_  
District: \_\_\_\_\_  
Date of Review: \_\_\_\_\_

Parts of the MIS	Pages in MIS	Comments for Improvement			
		(Indicate page number)	As stated (direct quote of word, words, statement from the MIS)	Suggestion (use the word: delete, edit or change)	Recommended Change
Rationale	5-6	Page 6	The need is further established in the consultation conducted during the MIS validation in October 2021	Edit	Spell out MIS - Manual of Instructional Supervision
Legal Bases	6-8				



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MIS Form 4.2 M&E in Instructional Supervision of IS Provider Observing Collaborative	66-69				
MIS Form 4.3 M&E in Instructional Supervision of IS Provider Observing Directive	70-72				
MIS Form 5 OtOP	73-75				
MIS Form 6 M&E Tool in the Implementation of Instructional Supervision and Processes	76-78				
Parts of the MIS	Pages in MIS	<b>Comments for Improvement</b>			
		<b>(Indicate page number)</b>	<b>As stated (direct quote of word, words, statement from the MIS)</b>	<b>Suggestion (use the word: delete, edit or change)</b>	<b>Recommended Change</b>
MIS Form 7 Efficiency Tool (for IS Provider)	79-82				
MIS Form 8.1 Consolidated Report for IS Provider	83				
MIS Form 8.2 Consolidated Report for IS Monitor	84				





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Annex 1: Sample Classroom Observation Script	48-54				
MIS Form 1.1 Instructional Supervisory Plan	55				
MIS Form 1.2 M&E Instructional Supervisory Plan	56				
<b>Parts of the MIS</b>	<b>Pages in MIS</b>	<b>Comments for Improvement</b>			
		<b>(Indicate page number)</b>	<b>As stated (direct quote of word, words, statement from the MIS)</b>	<b>Suggestion (use the word: delete, edit or change)</b>	<b>Recommended Change</b>
MIS Form 2 Teachers' Needs Form	57-59				
MIS Form 3 Classroom Observation Checklist (COC) T-MT	60-62				
MIS Form 4.1 M&E in Instructional Supervision of IS Provider Observing Non-Directive	63-65				



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Definition of Terms	9-12				
IS Framework	13-17				
<b>Parts of the MIS</b>	<b>Pages in MIS</b>	<b>Comments for Improvement</b>			
		<b>(Indicate page number)</b>	<b>As stated (direct quote of word, words, statement from the MIS)</b>	<b>Suggestion (use the word: delete, edit or change)</b>	<b>Recommended Change</b>
Organizational Structure	18				
Functions and Responsibilities	19-23				
Features of Supervisory Approaches	24				
Types of Visits	25-26				
Cycle of Instructional Supervision	27-34				
Observe the Observer Process (OtOP)	35-39				
IS Stages	39-40				



## ITINERARY OF TRAVEL FOR TAGBILARAN CITY, BOHOL PROVINCE AND SIQUIJOR PROVINCE FOR THE MIS MONITORING AND VALIDATION

**REGIONAL TEAM:** DR. BRYANT C. ACAR – EPS SCIENCE  
DR. ROLAND VILLEGAS – EPS TLE  
DR. MELONA LUMANTAO – EPS ALS

➤ **MARCH 20, 2023 (MONDAY)**

3:00 A.M. – 8:00 A.M. --- TRAVELLING TO LILOAN PORT, SANTANDER  
10:00 A.M. – 12:00 N.N. --- TRAVELLING TO SIQUIJOR PROVINCE  
12:00 N.N. – 1:30 P.M. --- TRAVELLING TO SIQUIJOR DIVISION OFFICE  
1:30 P.M. – 2:00 P.M. --- ARRIVAL & COURTESY CALL TO SDS & ASDS OF SIQUIJOR DIVISION  
2:00 P.M. – 3:00 P.M. --- OPENING PROGRAM & MIS FGD  
3:00 P.M. – 4:00 P.M. --- PILOT SCHOOL 1 VISIT  
4:00 P.M. – 5:00 P.M. --- CLASSROOM OBSERVATION, AND POST CONFERENCE

➤ **MARCH 21, 2023 (TUESDAY)**

8:00 A.M. – 9:00 A.M. --- PILOT SCHOOL 2 VISIT  
9:00 A.M. – 10:00 A.M. --- MIS FGD  
11:00 A.M. - 12:00 N.N. --- CLASSROOM OBSERVATION, AND POST CONFERENCE  
12:00 N.N. – 3:00 P.M. --- TRAVELLING TO TAGBILARAN CITY  
4:00 P.M. – 5:00 P.M. --- ARRIVAL & COURTESY CALL TO SDS & ASDS OF TAGBILARAN CITY DIVISION

➤ **MARCH 22, 2023 (WEDNESDAY)**

8:00 A.M. – 9:00 A.M. --- COURTESY CALL TO SDS & ASDS OF TAGBILARAN CITY  
9:00 A.M. – 12:00 N.N. --- OPENING PROGRAM & MIS FGD  
1:00 P.M. – 2:00 P.M. --- PILOT SCHOOL VISIT  
3:00 A.M. – 5:00 P.M. --- FGD, CLASSROOM OBSERVATION, AND POST CONFERENCE

➤ **MARCH 23, 2023 (THURSDAY)**

8:00 A.M. – 9:00 A.M. --- COURTESY CALL TO SDS & ASDS OF BOHOL PROVINCE  
9:00 A.M. – 12:00 N.N. --- OPENING PROGRAM & MIS FGD  
1:00 P.M. – 2:00 P.M. --- PILOT SCHOOL 1 VISIT  
3:00 P.M. – 5:00 P.M. --- CLASSROOM OBSERVATION, AND POST CONFERENCE

➤ **MARCH 24, 2023 (FRIDAY)**

8:00 A.M. – 9:00 A.M. ---PILOT SCHOOL 2 VISIT  
9:00 A.M. – 12:00 N.N. --- MIS FGD  
1:00 P.M. – 5:00 P.M. --- CLASSROOM OBSERVATION, AND POST CONFERENCE

What to prepare:

1. Inform pilot school/s for the visit and validation
2. Class observation 1-2 teachers
3. Cluster of EPS (at least 3 subject areas), concerned PSDS and School Heads of the pilot schools for the FGD and feedbacking
4. MIS Tools for class observation and supervision