



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL


Office of Schools Division Superintendent

MEMORANDUM

MLA-2022- 502

TO : **DR. NILITA L. RAGAY**, OIC-CID Chief
DR. RACHEL B. PICARDAL, SGOD Chief
DR. EMELYN D. BOLONGAITA, PSDS, Tayasan I
DR. RENANTE A. JUANILLO, EPS

(Through the Public School District Supervisor)
MRS. ELVIRA DIONES, Principal, Sibulan C/S
MRS. ROSE LEAH DAGOY, Principal, Valencia C/S
MRS. LADY ELGIN ABUNDO, Principal, Maashum E/S

FROM : 
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **MEETING OF DIVISION MIS CORE GROUP**

DATE : October 10, 2022

1. This office informs the above list for a meeting on **October 14, 2022 at 9:00 o'clock in the morning at the Division Conference Room** in relation to Regional Memorandum No. 0847, s. 2022 titled “ Test Run of RO7 Manual Of Instructional Supervision”. Important matters will be discussed.
2. Health protocols like wearing of facemask, social distancing, etc. shall be observed.
3. Travel and other incidental expenses related to the activity shall be charged against Division/School MOOE or other local funds subject to the usual accounting rules and regulations.
4. This serves as an **Authority to Travel** to the PSDS while the PSDSs are requested to issue Travel Authority to the School Principals.
5. Immediate dissemination of, and compliance with this Memorandum are directed.

SPP/JMA/MKP/NLR/CID/NLR/jan
October 10, 2022



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

Office of the Regional Director

OCT 3 2022

REGIONAL MEMORANDUM

No. **DB-67**, s. 2022

TEST RUN OF RO7 MANUAL OF INSTRUCTIONAL SUPERVISION

To: Schools Division Superintendents

1. Instructional Supervision is the process of assisting teachers for the improvement of instruction. It is characterized by guidance, assistance, sharing of ideas, and facilitation to help teachers improve learning situation and quality of learning in the schools. In this light and with reference to Regional Memorandum No. 767 s. 2022, this Office, through the Curriculum Learning and Management Division will conduct a Test Run of the RO7 Manual of Instructional Supervision (MIS) in the selected schools of the 20 schools division offices from November, 2022 to February, 2023 prior to its full-scale implementation.
2. The activity aims to check any hitches or gaps in the developed manual and gather feedback and information on the effectiveness of its utilization. Data generated are essential in improving the manual as well as its standards of implementation.
3. The schools division offices, through the Division MIS Core Team are expected to have conducted the orientation on MIS prior to the scheduled pilot implementation and have provided all the necessary materials to the concerned.
4. The following are hereto attached for information, and guidance:
 - a. List of Identified Pilot Schools
 - b. Matrix of Review and Comments in the Field Testing of the MIS
5. Expenses incurred relative to the conduct of pilot testing and monitoring and evaluation activities shall be charged against School/Division/Regional MOOE or local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of, and compliance with this Memorandum are directed.

SALUSTIANO T. JIMENEZ EdD, JD, CESO V
Director IV
Regional Director

STJ/CAE/CLMD/MJCD/ggb



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Enclosure No.1 - Identified Pilot Schools

Division	Pilot Schools	Division	Pilot Schools
Cebu Province	F. Rallos Elementary School Luyang Elementary School Carmen National High School (Day Class)	Lapulapu City	Buyong High School Pta. Engano High School Lapulapu City Central School
Cebu City	Sinsin National High School Regino Mercado Elementary School Talamban Elementary School	Bohol Province	Cambayaon Elementary School Corella Central Elementary School San Miguel Tech Voch High School
Guihulngan City	Bakid Elementary School Mckinley Elementary School Don Vicente Lopez Memorial Elementary School	Tanjay City	Tanjay National High School (Opao) Tanjay City Science High School San Jose Elementary School
Dumaguete	Babajuba Elementary School Candau-ay Elementary School Dumaguete City National High School	City of Naga	Calavera Elementary School Placido L. Senor National High School Naga Central Elementary School
Mandaue	Casili Night High School Pagsabungan National School Canduman Elementary School	Carcar City	Puesto Elementary School Perrelos National High School
Canlaon	Linothangan Elementary School Masulog Elementary School Jose B. Cardenas Memorial High School	Danao City	Ocana National High School Cambubho Integrated School Taytay Integrated School Ramon M. Durano Sr. Foundation Science- Technology Education Center
Toledo City	Bunga National High School Awihao Elementary School Luray II Barangay High School	Siquijor	To be identified
Bayawan City	H BIDO Memorial Elementary School Kalumbuyan High School Bayawan National High School-Senior High School	Negros Oriental	To be identified <i>Sibulan CH</i> <i>Masabon CH</i> <i>Valencia CH</i>
Tagbilaran City	Taloto Elementary School Mansasa National High School Mangga Elementary School	Bais City	To be identified
Talisay City	Talisay City Science High School Camp 4 Elementary School Lawaan National High School	Bogo City	To be identified



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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/yckre8uu>.
7. Wait for the schedule of the Focus Group Discussion and bring this review form with you.

Name of the Reviewer: _____		Position: _____			
SDO: _____		District: _____			
School: _____		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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Definition of Terms	9-12				
IS Framework	13-17				
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
Organizational Structure	18				
Functions and Responsibilities	19-23				
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Cycle of Instructional Supervision	27-34				
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MIS Form 1.1 Instructional Supervisory Plan	55				
MIS Form 1.2 M&E Instructional Supervisory Plan	56				
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
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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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	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
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				