MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools Only

EDUCATION PROGRAM SUPERVISORS’ KRA-BASED SUPERVISORY MONITORING TOOL FOR SCHOOL VISITS

This is to inform the field that starting this month, our Education Program Supervisors will be using the attached “KRA-BASED SUPERVISORY MONITORING TOOL” during their school visits for effective monitoring on curriculum implementation and other related activities.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakalikasan at Makabansa
August 20, 2019

DR. JOEL T. TORRECAMPO
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent
SDO-Marikina City

SIR:

Submitting herewith the copy of the proposed and validated “KRA-BASED SUPERVISORY MONITORING TOOL” to be used by Education Program Supervisors during our monitoring of the schools, for your evaluation and approval.

Thank you and more power!

Respectfully yours,

GALCOSO G. ALBACER
EPS in Filipino

JANET S. CAJUGUIRAN
EPS in English

JOSEPH T. SANTOS
EPS in TLE

DOMINADOR J. VILLAFRIA
EPS in Mathematics

JOVITA CONSORCIA F. MANI
EPS in MAPEH

JESSICA S. MATEO
EPS in Science

LEILANI N. VILLANUEVA
EPS in Edukasyon sa Pagpapakatao

LEAH A. DE LEON
EPS in Kindergarten

Recommending Approval:

ELISA O. CERVEZA
Chief Education Supervisor-CID
OIC-Office of the Asst. Schools Division Superintendent

Approved:

JOEL T. TORRECAMPO
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent
<table>
<thead>
<tr>
<th>Quarter for the Work of the Budget</th>
<th>Prepared Within the Time Needed</th>
<th>Evidence Provided</th>
<th>Objectives Achieved</th>
<th>Activities Confronted</th>
<th>Objectives Unmet</th>
<th>Competencies Complied</th>
<th>From Complete/Uncomplete Parts</th>
<th>Name of Teachers (complete/field)</th>
<th>Grade Level</th>
</tr>
</thead>
</table>

A. Teachers III and Master Teachers

1. MANAGEMENT OF CURRICULUM IMPLEMENTATION

General Instructions: Put a check (/) if the item is performed and supported with evidence and X if not. Add comments when necessary and additional pages if needed.

DATE: ___________________________ PRINCIPAL: ___________________________

SUBJECT AREA: ______________________ SCHOOL: ___________________________

SUPERVISORY MONITORING TOOL

SCHOOLS DIVISION OF CEBU MARIAHIDS CITY
National Capital Region
Department of Education
<table>
<thead>
<tr>
<th>Date:</th>
<th>Curriculum Development, Enrichment, Localisation and Utilization of Learning Resources</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Teachers Taught Learning Resources to Cover a Range of Evidence Provided (Evidence: Practice/Proven)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supervision Managed by the Implemented Plan (Plan: 11 to 15)</td>
</tr>
<tr>
<td></td>
<td>CoT (11 to 15)</td>
</tr>
<tr>
<td></td>
<td>DTL/DP</td>
</tr>
</tbody>
</table>

**Instruction:** Provide data for columns 2 and 3. For the rest of the columns, put a check (✓) if the item is performed and supported with evidence.

B. Principal, Head Teacher and Head Teacher:

---

*For Teachers III and Master Teachers*
<table>
<thead>
<tr>
<th>A. KINDERGARTEN</th>
<th>B. GRADE 1 TO 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitored the conduct of learner's assessment using the Pre and Post ECD checklist.</td>
<td>Implemented the ISLA checklist and submitted monitoring report.</td>
</tr>
<tr>
<td>Reported the no. of learners who are delayed/slightly delayed in development.</td>
<td>Used the Division prepared PR sheet, rubrics, and test booklets.</td>
</tr>
<tr>
<td>Monitored the conduct of remediation/enrichment activities to learners with delayed/slightly delayed development.</td>
<td>Submitted test records, activity items analysis interpretation.</td>
</tr>
<tr>
<td>Monitored the use of Rubrics in assessing the learners needs.</td>
<td>Submitted the Least Mastered skills/other concerns.</td>
</tr>
</tbody>
</table>

Date: 

III. LEARNING OUTCOMES AND ASSESSMENT (For Master Teacher/Head Teacher/Principal)
<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**School Head:**

**Education Program Supervisor:**

**Monitored by:**

**Agreement:**

**Other Comments/Suggestions:**

---

**IV. RESARCH, SPECIA CURRICULAR PROGRAMS AND SUPPORT ACTIVITIES**

(Principal/HT/MT/Local Person)

---

**Date:**
II. Curriculum Development, Enhancement, Localization and Utilization of Learning Resources

1. TDL/DLP
2. Other evidence on curriculum development, enhancement and localization
3. Localized materials
4. Proof of utilization of the localized learning materials
5. List of references from LAMS or LMDS Logs

III. To refer from EPG/PDS

1. Training plan and content
2. Post-conference report
3. Summary of observation using COT
4. COT's
5. Summary of checked TDL/DLP

B. Principal/Teacher and Head Teachers
1. Budget of work
2. Test booklet/last notebook or folder
3. Activity sheets
4. Curriculum guide
5. TDL/DLP

A. Teachers' Guide

MOV* TO BE PREPARED:
9. Other evidence
8. Program/Programmatics implementation
7. Proof of concept
6. Outline of the activities
5. Matrix and narrative report of training/contests
4. Weekly schedule of activities
3. Copy of findings/research
2. Proof of the ongoing conduct of the research
1. Approved research proposal

Researched curricular programs and support activities

Interventions
8. Identified/assessed needed skills
7. MFL report
6. Learn English
5. Class records/lesson plans/activities/weights
4. Actual copy of FL taken from classroom
3. Report on diagnosis/medication of CLA
2. Printed copy of the ESA
1. Learning competency checklist/TOIS

B. Grades 1 to 12
3. DLI CoT and numerals
2. Progress report card
1. ECD catches

A. Kindergarten

III. Learning Outcomes and assessment