



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023- 41

TO : **ASDSs**
Chiefs, CID & SGOD Offices
Division Education Program Supervisors
**Concerned Public Schools District Supervisors/In-
Charge/Caretakers, School Heads & Master Teachers**

By the authority of the SDS:

FROM : **MARCELO K. PALISPIS, EDD**
Assistant Schools Division Superintendent

SUBJECT : **Conduct of Monitoring and Evaluation on the Pilot
Implementation of the RO7 Manual of Instructional Supervision**

DATE : January 16, 2023

1. This office informs all the Chiefs in the CID & SGOD offices, Division Education Program Supervisors, Concerned Public Schools District Supervisors, Schools Heads & Master Teachers of the pilot schools in Zamboanguita CS, Valencia CS, Sibulan CS, SASMES, & Tayasan NHS on the conduct of the regional monitoring and evaluation on the implementation of the Manual of Instructional Supervision on **January 31, 2023 at 1:00 o'clock in the afternoon in Sibulan CS, Sibulan District 1.** (pls see attached communication)
2. However, due to the conduct of the National Achievement Test in the secondary schools, only the PSDS in Tayasan District 1 will attend for tayasan NHS.
3. The concerned participants are requested to be in the venue on time.
4. Travel and other expenses related to the activity shall be charged against Division/School MOOE or other local funds subject to the usual accounting rules and regulations.
5. This serves as an **Authority to Travel** for the Chiefs, DEPS, PSDSs while the PSDSs and School Heads are requested to issue travel authority to the School Heads and Master Teachers respectively.
6. For information and compliance.

ISPP/ MKP-JMA-NLR/OASDS-R/ NLR

27 JAN 2023



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

Office of the Regional Director

January 24, 2023

Dr. Senen Paulin

Schools Division Superintendent
Negros Oriental 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 in the afternoon of January 31, 2023 by the Regional MIS Core Team composed of the following:

Dr. Maria Jesusa C. Despojo	- CLMD Chief/MIS Consultant
Dr. Gilda G Bancog	- MIS Focal Person
Dr. Eduardo Omana	- MIS Proponent
Dr. Elaine Perfecio	- MIS Proponent
Dr. Judith Abellaneda	- MIS Proponent
Dr. Roland Villegas	- 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,

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

STJ/CAE/CLMD/MJCD/GGB



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Enclosure No. 1 - Activity Matrix

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.