



Republic of the Philippines
DEPARTMENT OF EDUCATION
Schools Division of San Jose del Monte City



January 17, 2020

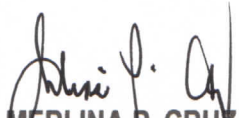
SCHOOLS DIVISION MEMORANDUM
No. 020, s. 2020



TEMPLATES FOR SUPERVISORY PLAN, REPORT AND SUMMER WORK PLAN

To: CID Chief Education Supervisor
Public Elementary and Secondary School Heads
All Others Concerned

1. The hallmark of an effective learning organization like the school is that teachers are continually learning and working interdependently in a Professional Learning Community to achieve a common goal and desired results for which members hold themselves mutually accountable (Dufour, 2006). As such, instructional supervision should lead to the establishment of Professional Learning Communities in every school anchored on the principles of teacher support, mutual trust and accountability.
2. To have a properly coordinated reporting and gathering of data from schools and learning centers on instructional supervision, attached are templates on Supervisory Plan, Supervisory Report, Summer Work Plan and Summer Work Accomplishment Report.
3. Only one copy is required for submission (SDO-Records Section, Attn.: CID Chief ES) with the following schedule:
Supervisory Plan – last week of every month
Supervisory Report – first week of every month
Summer Work Plan – last day of classes (for April) and last week of April (for May)
Summer Work Accomplishment Report – first week of May and June
4. Plans and Reports of Assistant Principals, Department Heads and Master Teachers shall be approved by/submitted to the schoolheads, following the same schedule.
5. All approved plans will be returned immediately to the schoolheads.
6. Immediate and wide dissemination of this Memorandum is enjoined.


MERLINA P. CRUZ, PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

OSDS/mpc/jdsm
on 2020-01-024



San Ignacio St. Poblacion, San Jose del Monte City, Bulacan



Management System ISO 9001:2015

SCHOOL LETTERHEAD
SUPERVISORY PLAN
MONTH, YEAR

Objectives:

- 1
- 2
- 3

DATE	NAME OF TEACHERS	SUBJECT AREA	GRADE & SECTION	TIME	FOCUS OF OBSERVATION	TYPE OF SUPERVISION	AGREEMENT

Submitted by:

_____ School Head

Recommending Approval

ROLANDO T. SOTELO DEM
CID Chief ES

Approved:

MERLINA P. CRUZ PhD, CESO VI
OIC-SDS

Note: Supervisory plans shall be submitted 5 working days before its effectivity date.

SCHOOL LETTERHEAD
SUPERVISORY REPORT
 MONTH, YEAR

DATE	NAME OF TEACHERS	SUBJECT AREA	GRADE & SECTION	TIME	STRENGTHS	WEAKNESSES	INTERVENTIONS

Submitted by:

_____ School Head

Reviewed by:

ROLANDO T. SOTELO DEM
 CID Chief ES

Approved:

MERLINA P. CRUZ PhD, CESO VI
 OIC-SDS

Note: Supervisory report of the previous month shall be submitted every 1st week of the month.

SCHOOL LETTERHEAD
SUMMER WORKPLAN
 Month, Year

Objectives:

- 1
- 2
- 3

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1			1	2	3
2	6	7	8	9	10
3	13	14	15	16	17
4	20	21	22	23	24
5	27	28	29	30	31

Submitted by:

 School Head

Reviewed by:

ROLANDO T. SOTELO DEM
 CID Chief ES

Approved:

MERLINA P. CRUZ PhD, CESO VI
 OIC-SDS