



1639

Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 14, 2023

REGIONAL MEMORANDUM

No. **133**, s. 2023

**UPDATES ON THE CONDUCT OF INSTRUCTIONAL SUPERVISION AND
IMPLEMENTATION OF THE GUIDE FOR INSTRUCTIONS YIELDING
ARCHETYPAL (GIYA) TEACHERS AND LEARNING ACHIEVEMENTS
VIA MENTORING PROGRAM (LAMP)**

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. For the continuous improvement of the instructional delivery and supervision and provision of technical assistance in the field of teaching-learning delivery, this Office, through the Curriculum and Learning Management (CLMD), conveys the following updates on the instructional supervision (IS) and implementation of the Guide for Instructions Yielding Archetypal (GIYA) Teachers and Learning Achievement via Mentoring Program (LAMP):

- a. The minimum total target per month for the number of instructional supervisions conducted is
 - i. 15 for school instructional leaders,
 - ii. 10 for District, and
 - iii. 5 for Division.
- b. The IS focus areas are Preparation for Teaching-Learning, Teaching-Learning Resources, Learning Delivery, Learning Assessment, and Professional Development of the Teachers.
- c. The instructional supervisors are highly encouraged to accomplish and utilize the IS Plan and Report (see attached sample template).
- d. In the conduct of instructional supervision, specifically on the class visitation, the Guide or instructional leader may utilize the GIYA Teachers tools, LAMP tools, and/or Classroom Observation Tool (COT) depending on the purpose or focus of the visit.
 - i. The GIYA Teachers tools are based on all the versions of the COT and includes teaching-learning delivery indicators for the key stages and provides



opportunities for the guide and teachers to identify other concerns and challenges with the corresponding suggested interventions.

- ii. The LAMP tools provide a more detailed indicators in the plan and the delivery of the instruction of which the results serve as focus for coaching and mentoring.
- iii. The GIYA and LAMP tools do not replace the Classroom Observation Tool (COT) which is utilized in assessing the teacher's performance and considered part of their Results-Based Performance Management System (RPMS) rating.

2. The Regional Office is in cognizance of the best endeavors on instructional supervisions done by the Schools Division Offices (SDOs), districts, and schools. In this regard, the SDO through the Division IS coordinator shall submit the consolidated Division IS Accomplishment Report (see attached template) on the last week of the last month of each quarter (i.e. March, June, September, and December) via a shared Google Sheet.

3. For inquiries, Ryan R. Tiu, Regional IS Coordinator, may be reached through email at clmd.region8@deped.gov.ph.

4. Immediate dissemination of and compliance with this Memorandum are desired.



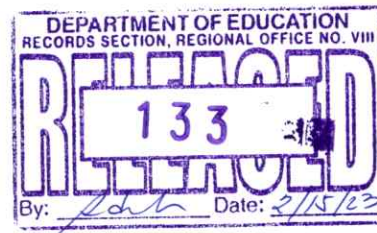
EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

CURRICULUM GIYA INSTRUCTIONAL SUPERVISION LAMP
CLMD-RRT



Enclosure No. 1 to the Regional Memorandum No. 133, s. 2023

(Division Header)

**Division Instructional Supervision Accomplishment Report
CY 202_, Quarter ___**

I. Number of Instructional Supervisions Conducted

Level	No. of Instructional Leaders	Number of Instructional Supervisions Conducted		
		_____ Month	_____ Month	_____ Month
Division				
District				
School				

II. Findings and Suggested Interventions

Focus Area	IS Tool Used	Findings (Concerns and Observations)	Suggested Interventions
Preparation for Teaching-Learning			
Teaching-Learning Resources			
Learning Delivery			
Learning Assessment			

III. Professional Learning and Development Activities for Teachers Conducted

Focus Area	Participants (Description)	Division-led Professional Learning and Development Activities Conducted (Title and Date)
Preparation for Teaching-Learning		
Teaching-Learning Resources		

Learning Delivery		
Learning Assessment		

Prepared by:

 Division IS Coordinator

Noted and verified by:

 CID Chief

Note:

1. Part I must be of the same data as reported during the MEA. Specify the total number of actual instructional supervisors per level and the total number of accomplished IS.
2. Part II is divided into the IS Focus Areas. Per area, specify the **IS Tool(s) Used** such as the GIYA Teachers/LAMP tools/COT and/or other tools, the **Findings** which are the common concerns and observations, and the corresponding **Suggested Interventions** given to the teachers by the instructional leaders.
3. Part III are the conducted Professional L&D Activities. Specify by describing the **Participants** such as grade level, learning area, and number of teacher and the corresponding title and date of the division-led activity conducted.

Enclosure No. 2 to the Regional Memorandum No. 133, s. 2023

This is a sample template. The Division can contextualize as needed / deemed appropriate.

School Instructional Supervisory Plan & Report

For the month of _____ 20____

School Year _____

PLAN					REPORT	
Date	Teacher/s	Grade Level	Learning Area	Supervisory Concerns (IS Focus Area)	Findings	Suggested Intervention(s)

Prepared by:

 School Head/Assistant School Principal/DH/MT

Noted:

 Public Schools District Supervisor

Instructions:

Accomplish the IS Plan before the month stipulated in the header then have it noted by the EPS/PSDS. The IS Plan part consists of:

- ▶ **Date:** planned date of the IS activity with the teacher/s.
- ▶ **Teacher/s:** name of the teacher/s to be given/undergo the IS activity.
- ▶ **Grade Level:** the level of the class which the teacher/s is/are assigned and will be the focus of the IS activity.
- ▶ **Learning Area:** the subject or the learning area that the teacher delivers during the IS activity.
- ▶ **Supervisory Concerns:** the focus IS Area and the specific area of concern for the IS activity.

Accomplish the IS Report part once the IS activity is done then have it noted by the EPS/PSDS as part of the quarterly accomplishment reporting process. The IS Report contains:

- ▶ **Findings.** These are the observations and other key point-results aligned with the specified IS concern. These include the positive points / facilitating factors and the points for improvement / hindering factors. These may also include, but not limited to, the changes of the scheduled plan and next steps or agreements.
- ▶ **Suggested Intervention/s** These are the suggested possible interventions or solutions to the points for improvement / hindering factors. This forms part of the technical assistance provision of the Instructional Leader.