



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

25 MAY 2021

Division MEMORANDUM

No. 223, s. 2021

CONDUCT OF CLASSROOM OBSERVATIONS FOR THE FOURTH QUARTER

To: Chief of Curriculum Implementation Division
Education Program Supervisors
Division Program Coordinators
Public Schools District Supervisors & Districts In-Charge
Secondary and Elementary School Heads
This Division

1. The Professional Standards for Teachers incorporate the teacher quality criterion of K to 12, which contains the quality of teacher's classroom performance. In the Revised Results-Based Performance Management System Manual of 2018, classroom observation will be regularly done to provide feedback to teachers' classroom practices and encourage them to reflect and develop self-awareness about their practice, and provides evidence of actual teacher performance, their strengths, and areas of improvement.
2. Since the new normal delivery of education posed limitations in the way school heads and teachers conduct the classroom observation, monitoring and evaluation also find ways to continue looking at the quality of classroom observations done in schools.
3. To ensure alignment of curriculum and instructional delivery in schools even in distance learning, all EPSs and Division Coordinators shall **CONDUCT CLASSROOM OBSERVATIONS IN SCHOOLS FOR THE FOURTH QUARTER**. This is in line with the PPST-RPMS mandate to assess classroom observation practices of school heads and provide appropriate technical assistance if needed.
4. The conduct of the classroom observation shall use an alternative platform due to limited access to travels and face-to-face activities brought by health protocols and restrictions.
5. Anent to this, all schools shall submit at least 1 Classroom Observation to be conducted for the fourth quarter. The following shall be submitted:
 - a. Full video of the actual classroom observation (*in mp4 format*)
 - b. Full video of the actual post-conference with a teacher (*in mp4 format*)
 - c. Lesson Plan used in classroom observation (*in pdf format*)
 - d. Copy of School Head's Observation Notes (*in pdf format*)
6. Since a full video is needed, school heads shall at least produce a video recording of one classroom observation as well as full coverage of the post-conference done with the teacher.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
surigaodelsur.division@deped.gov.ph



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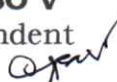
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7. Videos utilized and uploaded must take maximum considerations on data privacy. Since these videos are purposely done for evaluation, information and results and findings must be kept with utmost confidentiality.
8. Public Schools District Supervisors and Districts In-charge shall see to it that subject areas are represented (*if not all*) when schools will submit their CO documents.
9. Submission of the above-mentioned documents will be uploaded to this link on or before June 11, 2021:

<https://tinyurl.com/SDSClassObserve>
10. Public Schools District Supervisors and Districts In-charge shall monitor the submission of their schools.
11. All EPSs and Division Coordinators shall also monitor the submission of their assigned districts.
12. Immediate dissemination of this memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent


Encl.: NONE
Reference:

Revised Results-Based Performance Management System Manual of 2018

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

CLASSROOM OBSERVATION
CURRICULUM IMPLEMENTATION

INSTRUCTIONAL SUPERVISION

CTCCC//DM-MEMO CONDUCT OF CLASSROOM OBSERVATIONS FOR THE FOURTH QUARTER
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