



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

07 January 2026

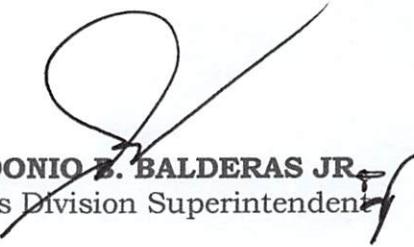
DIVISION MEMORANDUM
No. 013 s. 2026

INSTITUTIONALIZATION OF DEDICATED DAYS FOR INSTRUCTIONAL SUPERVISION (IS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the Department of Education's commitment to ensuring quality teaching and learning, and in response to the identified instructional supervision bottlenecks and challenges affecting classroom instruction, this Office hereby directs that **Tuesdays to Thursdays be strictly dedicated to the conduct of both formal and informal Instructional Supervision (IS) in all public schools.**
2. During these designated days, School Heads are expected to be actively and consistently engaged in instructional areas, including but not limited to the following key supervisory functions:
 - a. Monitoring classroom instruction, lesson implementation, and alignment to curriculum standards;
 - b. Providing timely, appropriate, and needs-based technical assistance (TA) to teachers;
 - c. Observing and documenting learners' engagement, participation, and learning behaviors; and
 - d. Supervising, assessing, and ensuring the quality, effectiveness, and responsiveness of teaching and learning processes.
3. School Heads are strongly encouraged to **minimize office-based and administrative work during these days and to be highly visible and present in classrooms and other instructional settings**, consistent with the Division's thrust to strengthen instructional leadership and improve learner outcomes.
4. To ensure the effective implementation of this initiative, **division-level and school-level meetings, conferences, trainings, and other non-instructional activities shall, as much as practicable, be scheduled on Mondays and Fridays**, thereby allowing uninterrupted and focused instructional supervision from Tuesdays to Thursdays.
5. All concerned are enjoined to extend full support and ensure strict compliance with this directive in the interest of strengthening teaching quality and learner achievement.

6. Immediate dissemination of this Memorandum is desired.


CELEDONIO E. BALDERAS JR.
Schools Division Superintendent

Encl: None

Reference: None

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

INSTRUCTIONAL SUPERVISION
LEARNS
TEACHERS

CID – institutionalization of dedicated days for instructional supervision (is)
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