



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

12 December 2025

DIVISION MEMORANDUM
No. 872 s. 2025

SUBMISSION OF INSTRUCTIONAL SUPERVISORY PLAN (ISP) FOR CALENDAR YEAR 2026

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, **all school heads are required to submit** their **Instructional Supervisory Plan (ISP)**. This plan serves as a guide for monitoring, mentoring, and providing support to teachers, ensuring alignment with curriculum standards and school improvement priorities.
2. The activity aims to ensure timely submission of the ISP for calendar year 2026 and to facilitate proper review, monitoring, and support by the Schools Division Office.
3. The following are the guidelines for submission:

- a. All school heads and Education Program Specialist for ALS shall submit their ISP to the Schools Division Office through the Curriculum Implementation Division;
- b. The ISP shall follow the prescribed template as provided in the **Division Memorandum No. 016, s. 2025** of this SDO. It should clearly indicate planned supervisory focus, timelines, target teachers or programs, and instructional supervision strategy; and
- c. The deadline for submission:

Template	Date of submission	Persons Responsible
Supervisory Plan	Last week of previous month (e.g. Last week of December 2025)	School Heads/ Head Teacher/ Master teacher
Supervisory Report	First week of the month (e.g. first week of January 2026)	School Heads/ Head Teacher/ Master teacher

4. Submitted ISPs shall be reviewed by the Chief Education Supervisor for Curriculum Implementation with the Education Program Supervisors to ensure completeness, relevance, and alignment with division goals and standards.

5. For clarification and queries, contact EDWIN R. RODRIGUEZ, Chief Education program Supervisor Curriculum Implementation Division (CID) at tayabas.city@deped.gov.ph.

6. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: None

Reference: DM No. 016, s. 2025

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

INSTRUCTIONAL SUPERVISION
LEARNERS
TEACHERS

CID – submission of instructional supervisory plan (isp) for calendar year 2026
CIDTNCJK-002477/December 12, 2025