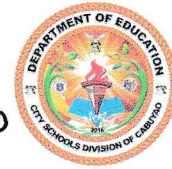


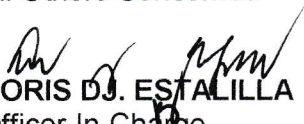


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO
City of Cabuyao, Laguna



MEMORANDUM

To: OIC – Assistant Schools Division Superintendent
OIC – Chief, School Governance Operation Division
All Elementary and Secondary Heads
All Education Program Supervisors
All District Supervisors
All Officers-In-Charge
All Others Concerned

FROM: 
DORIS D.J. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT: **REGULAR MONITORING AND VISIT OF PUBLIC SCHOOLS DISTRICT SUPERVISORS AND EDUCATION PROGRAM SUPERVISORS**

DATE: January 10, 2018

This office informs the field of the 10-minute evaluation checklist which shall be utilized for the regular monitoring and visit of Public Schools District Supervisors and Education Program Supervisors.

There shall be a separate observation guide for upcoming Division Field and Technical Assistance and Observation of Classes which will be issued on a separate memorandum.

Attached are the checklist and composition of teams for reference.

Immediate and wide dissemination of this Memorandum is desired.

UM - 016 s. 2018

@EFH



Republic of the Philippines
Department of Education
 Region IV A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



CURRICULUM IMPLEMENTATION DIVISION
10-MINUTE CLASS EVALUATION CHECKLIST,

Name: _____

Date: (mm __ dd __yyyy __)

Subject: _____

Time: _____ am ____pm

No. of Pupils: Male _____ Female _____ Total _____

Level: _____ Elem. _____ JR. _____ SR _____

Directions: Below are criteria by which teachers will be evaluated. Check the numerical rating corresponding to the observations on blanks opposite the criteria.

	Excellent	Very Good	Good	Fair	Unsatisfied	Not Applicable
	5	4	3	2	1	NA
A. PREPARATORY ACTIVITIES						
1. The teacher comes to class prepared with the lesson plan.						
2. Instructional materials for the lesson are available and appropriate						
3. Teacher monitors the attendance of pupils.						
B. LESSON ACTIVITIES						
1. Content of the lesson congruent with the objectives						
2. Teacher provides appropriate activities to prepare pupils for the lessons.						
3. Teacher makes/prepares excellent lesson through creative strategies.						
4. Developmental activities are varied appropriate						
5. Draws maximum participation of pupils.						
6. Teacher guides pupils to formulate generalization.						
7. Provide activities for pupils to apply new learning.						
8. Formative evaluation congruent with the objective.						
9. Provides evaluation congruent with the objective.						
10. Teacher gives clear and meaningful assignments when necessary.						
C. CLASSROOM MANAGEMENT						
CLASSROOM is						
1. Clean and orderly						
2. Structured to according to level						
3. Display of quotes, sceneries, heroes and relevant data in information about the class.						

COMMENTS/SUGGESTIONS: _____

 Name of Teacher

 School Head/HT/Principal

 Observer (Signature overprinted name)



DEPARTMENT OF EDUCATION
Region IV-A, CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO
Cabuyao City



TEAM MONITORING OFFICIALS

Team A (Filipino, English)

1. Jonathan H. Marquez
2. Jonathan F. Bernabe, Ed. D.
3. Belen G. Gimutao
4. Jennettee F. Haro, Ed. D.

Team B (Mathematics)

1. Alberto P. Labigan, Ed. D.
2. Aida V. Maraña
3. Raquel D. Austria, Ed. D.

Team C (Science, Kinder)

1. Ma. Leonora A. Natividad
2. Irene P. Pantonial
3. Buena G. Villanueva

Team D (Araling Panlipunan, ESP)

1. Magdalena S. Aragon, Ed. D.
2. Reynaldo A. Talavera, Ed. D.
3. Philip D. Cruz
4. Maria Fe L. Cantillano, Ed. D.

Team E (EPP, MAPEH)

1. Marites O. Isleta, Ed. D.
2. Allan D. Cantalejo, Ed. D.
3. Lourdes A. Terrones