



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Dipolog City 7100

DEPARTMENT OF EDUCATION  
 DIVISION OF ZAMBOANGA DEL NORTE  
 DIPOLONG CITY 7100

**RELEASED**

29 MAY 2017

Division Memorandum


No. 172 s. 2017

BY:

NAME/SIGNATURE

DATE

To: Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Elementary and Secondary Master Teachers  
 Personnel Concerned

From:   
**NATIVIDAD P. BAYUBAY, CESO VI**  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

Subject: GUIDELINES ON THE CONDUCT OF CLASS OBSERVATIONS IN THE  
 ELEMENTARY AND SECONDARY SCHOOLS

Date: May 29, 2017

1. Effective SY 2017-2018, all school principals, head teachers, and master teachers in the elementary and secondary schools are to observe classes following the given guidelines:
  - 1.1 Elementary and Secondary School Principals and Head Teachers NOT handling a cluster school are to conduct at least eight (8) class observations per month to cover all the eight (8) subject areas;
  - 1.2 Elementary and Secondary School Principals and Head Teachers handling one (1) cluster school are to conduct at least eight (6) class observations per month;
  - 1.3 Elementary and Secondary School Principals and Head Teachers handling **more than one** cluster schools are to conduct at least eight (4) class observations per month;
  - 1.4 Elementary and Secondary Master Teachers and Department Head Teachers (secondary schools) who have the actual six (6) hours teaching load are to extend their technical assistance to the teachers during the conduct of the SLAC dependent on the identified program of activities which is but not limited to class observation during a demonstration, DLL preparation, preparation of IMs, SIMs, and other teaching materials; as a resource person, demonstrator, and other related functions expected of the position; and
  - 1.5 Elementary and Secondary Master Teachers and Department Head Teachers who have less than six (6) hours teaching load due to their additional function as program/project coordinators are to conduct at least eight (4) class observations per month **in addition to the duties and responsibilities stated in paragraph 1.4.**
2. All the school heads are to submit to this office through the CID Chief the documents to justify/qualify the conditions stated in paragraphs 1.2-1.5.
3. It is further reiterated that reports/evidences in the conduct of class observations and other related functions be submitted every month to the office of the CID Chief.
4. The school heads are further directed to also submit monthly the reports of their master teachers/department head teachers.
5. Widest and immediate dissemination of this Memorandum is desired.