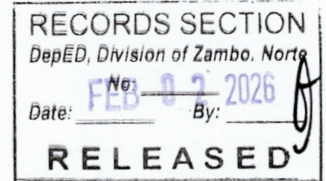




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



**Office of the Schools Division Superintendent**

January 29, 2026

**DIVISION MEMORANDUM**

No. 02, s. 2026

To: Assistant Schools Division Superintendents  
CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/Principals In-Charge of the District  
Elementary and Secondary School Heads  
All Others Concerned

**CURRICULUM IMPLEMENTATION AND INSTRUCTIONAL SUPERVISION  
MONITORING ACTIVITIES**

1. In line with the Division's continuing efforts to strengthen instructional leadership and ensure the effective implementation of curriculum and instruction, this Memorandum is issued to guide the Curriculum Implementation and Instructional Supervision Monitoring activities of Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS), and School Heads, effective February 2026 and onwards.

2. The activity aims to enhance instructional leadership and improve the quality of teaching and learning by systematically monitoring classroom instruction, assessing learner progress, providing technical assistance, and ensuring compliance with DepEd policies and programs in schools.

3. The EPS are directed to take the lead, with PSDS serving as co-leads, and School Heads and Head Teachers as members—limited to their respective districts—in conducting instructional monitoring, providing technical assistance, and delivering supervisory support to schools. Monitoring shall focus on classroom instruction, learner progress, instructional supervision practices, and adherence to existing DepEd policies and programs. Please **see Annex A for the standard protocol and procedures for your guidance** in the conduct of the said activity.

4. In consideration of Human Resource Merit Promotion and Selection Board (HRMPSB) activities related to the hiring of Teacher I applicants, the following adjustments shall apply:

a. Instructional monitoring schedules may be adjusted or rescheduled to accommodate EPS participation in HRMPSB activities.

b. EPS/PSDS/School Heads involved in HRMPSB processes shall prioritize hiring-related duties during scheduled dates, ensuring that missed monitoring activities are properly reprogrammed within the month or immediately thereafter.

c. Coordination with the Offices of the CID Chief and SGOD Chief is encouraged to prevent schedule overlaps and ensure efficient deployment of EPS.

d. All instructional monitoring activities shall be properly documented, and



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)



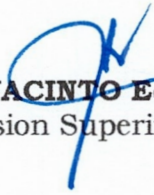

Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

---

corresponding reports submitted to the Curriculum Implementation Division (CID) for consolidation.

5. PSDS and School Heads are enjoined to extend full cooperation and support during the conduct of instructional monitoring activities.
6. This Memorandum takes effect immediately and shall remain in force until otherwise repealed.

  
**MAJARANI M. JACINTO EdD, CESO V**  
Schools Division Superintendent 

---

IDgtdc/ INSTRUCTIONAL MONITORING and SUPPORT to SCHOOLS/05-2026/01292026



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**Annex A of Division Memorandum No. \_\_\_\_, s. 2026**

**STANDARD PROTOCOLS AND PROCEDURES for CURRICULUM IMPLEMENTATION  
and INSTRUCTIONAL SUPERVISION MONITORING ACTIVITIES**

**I. PURPOSE**

These standard protocols and procedures are established to ensure the **systematic, consistent, and developmental conduct of instructional monitoring** by Education Program Supervisors (EPS)/Public Schools District Supervisors (PSDS)/School Heads to schools during the month of February and onwards, while allowing **flexibility for HRMPSB activities related to Teacher I hiring**.

**II. SCOPE OF MONITORING**

Instructional monitoring shall cover:

- Classroom instruction and learning delivery
- Instructional supervision practices of school heads
- Learner progress and assessment practices
- Implementation of curriculum standards and division programs
- Provision of technical assistance (TA) to teachers and school heads

**III. GUIDING PRINCIPLES**

1. **Instruction-focused** – Monitoring shall prioritize improvement of teaching and learning.
2. **Supportive and developmental** – Emphasis is on coaching, mentoring, and technical assistance.
3. **Evidence-based** – Observations and feedback shall be anchored on documented evidence.
4. **Flexible and responsive** – Schedules may be adjusted to accommodate HRMPSB/HRMPSN duties.
5. **Collaborative** – Monitoring shall be conducted in coordination with PSDS and school heads.

**IV. STANDARD PROTOCOLS AND PROCEDURES**

**A. PRE-MONITORING PHASE**

1. CID Chief orients EPS/PSDS/School Heads on protocol, standard procedures, tools and focus of monitoring activities.
2. EPS prepares a **Monitoring Plan** indicating:
  - Target schools
  - Monitoring focus
  - Tentative dates
3. EPS coordinates schedules with:
  - PSDS
  - School Heads/Head Teachers
  - CID/SGOD Offices
4. School Heads are informed at least **3 days prior** to the visit.
5. EPS/PSDS/School Heads reviews relevant school data (e.g., ECCD, CRLA, Phil-IRI, RMA, assessment results, MPS-related data).

**B. DURING-MONITORING PHASE**



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

1. Conduct an **entry conference** with the School Head to clarify objectives and scope.
2. Perform instructional monitoring activities, which may include:
  - o Classroom observations
  - o Review of lesson plans and instructional materials
  - o Random selection of learners for oral reading
  - o Review of learner assessment records
  - o Interviews with teachers and school heads
3. Use the **standard Instructional Monitoring Tool** (see Section VI).
4. Provide **on-the-spot technical assistance** when necessary.
5. Document TA provision and agreement.

**C. POST-MONITORING PHASE**

1. Conduct an **exit conference** highlighting:
  - o Commendable practices
  - o Priority areas for improvement
  - o Agreed technical assistance actions
2. Accomplish and submit the **Monitoring Report** within **5 working days** after the visit.
3. Schools prepare an **Action Plan** based on recommendations, if required.

**D. ADJUSTMENT DUE TO HRMP SB ACTIVITIES**

1. EPS/PSDS/School Head officially involved in Teacher I hiring shall:
  - o Temporarily suspend scheduled monitoring on hiring dates
  - o Reprogram missed monitoring activities
2. Adjusted schedules shall be communicated to concerned schools and PSDS.
3. Monitoring not completed in February shall be conducted **immediately after hiring-related activities**.

**V. ROLES AND RESPONSIBILITIES**

**Education Program Supervisors (EPS)**

- Plan and conduct instructional monitoring
- Provide technical assistance
- Document and submit monitoring reports

**Public Schools District Supervisors (PSDS)**

- Coordinate and support EPS monitoring activities
- Assist in follow-through of recommendations

**School Heads**

- Facilitate monitoring activities
- Provide access to instructional documents
- Implement agreed action steps

**VI. STANDARD INSTRUCTIONAL MONITORING TOOL**

**A. BASIC INFORMATION**

Item	Details
School	
District	
Date of Monitoring	
EPS	



Address: Capitol Drive, Estaka, Dipolog City 7100

Tel. No.: (065) 212- 5843

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

PSDS	
School Head	
Grade Level / Subject	

**B. CURRICULUM IMPLEMENTATION AND INSTRUCTIONAL SUPERVISION**

Area	Indicators	Evident (✓)	Partially Evident	Not Evident	Remarks
<b>1. Instructional Planning and Delivery</b>	a. Alignment of Lesson Plan with curriculum standards				
	b. Learning competencies match the curriculum guide for the quarter				
	c. Unpacking of learning competencies into clear, measurable and achievable objectives				
	d. Use of appropriate learner-centered strategies				
	e. Use of formative and summative assessment				
	f. Appropriate use of Instructional materials or Learning Tools and Equipment				
	g. Access to SilverTek				
	h. Use of eClass Record				
<b>2. Learner Engagement</b>	Active participation of learners				
<b>3. Learning Environment</b>	Safe, inclusive, and organized classroom				
<b>4. Instructional Supervision</b>	a. Formative classroom observations conducted				
	b. PMES-Based classrooms observations conducted				
	c. Walkthrough classroom observations				
	d. Collaborative Expertise				
	e. Learning Action Cell (LAC)				
	f. Instructional Supervisory Plan				
	g. Mentoring and Coaching Sessions				

**C. READING and NUMERACY ASSESSMENT TOOLS AND RECORDS CHECKING**  
*(ECCD, CRLA, Phil-IRI, RMA, and Reading Programs Monitoring)*

Area	Indicators	Yes	No	Remarks
<b>Availability of</b>	Learners' Individual ECCD Checklist			





Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

<b>ECCD Checklist and Testing Kit</b>	(with entries of learner's profile and date of administration), Complete set of ECCD Kit available.			
<b>Availability of CRLA Tools</b>	Complete set of CRLA administration tools available (test booklets, scoring sheets, manuals)			
<b>CRLA Administration</b>	CRLA administered within the prescribed schedule (BoSY/MoSY/EoSY, as applicable)			
<b>CRLA Records</b>	Accomplished CRLA individual learner records properly filed and updated			
<b>Phil-IRI Tools</b>	Complete Phil-IRI administration tools available (forms, passages, scoring sheets)			
<b>Phil-IRI Administration</b>	Phil-IRI administered following standard procedures and guidelines			
<b>Phil-IRI Records</b>	Phil-IRI individual and class records properly accomplished and filed			
<b>RMA Tools</b>	RMA tools and templates available and properly reproduced			
<b>RMA Administration</b>	RMA administered to identified learners following standard guidelines			
<b>RMA Records</b>	RMA results and learner reading profiles properly documented and filed			
<b>Reading/Numeracy Profile</b>	Consolidated learner reading/numeracy profiles (CRLA/Phil-IRI/RMA) available and updated			
<b>SARP Monitoring</b>	SARP interventions aligned with assessment results and regularly monitored			
<b>ZN READ Monitoring</b>	ZN READ implementation evident and supported by assessment data			
<b>ODRNP Monitoring</b>	ODRNP interventions documented and linked to learner reading progress			
<b>Availability of ODRNP Tools</b>	Learner's Reading and Numeracy Progress Record and Passport (individual learner)			
<b>ARAL Monitoring</b>	ARAL reading interventions implemented based on identified learner needs			
<b>BBMP Monitoring</b>	BBMP activities conducted and documented as part of reading intervention support			
<b>Data Utilization</b>	CRLA, Phil-IRI, and RMA results used in planning instruction and reading interventions (SARP, ZN READ, ODRNP, ARAL, BBMP)			



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

**D. TECHNICAL ASSISTANCE PROVIDED** *(by the monitor)*

Area of Concern	TA Provided	Person Assisted	Immediate Outcome

**E. SUMMARY OF FINDINGS**

**Strengths Observed:**

---



---



---

**Areas for Improvement:**

---



---



---

**F. AGREED ACTION STEPS**

Action Needed	Responsible Person	Timeline

**VII. TIMELINE OF ACTIVITIES (FEBRUARY 2026)**

Week	Activity	Responsible
Week 1	Preparation of monitoring plans and coordination	EPS / CID
Week 1-3	Conduct of instructional	EPS





Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

	monitoring to schools	
As scheduled	HRMPSB/HRMPSN activities (Teacher I hiring)	Concerned EPS
Week 4	Completion/reprogrammed monitoring visits	EPS
Within 5 days after visit	Submission of monitoring reports	EPS
End of February	Consolidation of monitoring results	CID

**VIII. EFFECTIVITY**

These protocols, procedures, monitoring tool, and timeline shall take effect immediately and shall guide the conduct of **EPS/PSDS?School Heads instructional supervision and monitoring.**

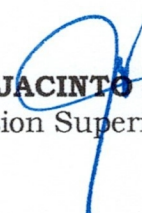
Prepared by:

  
**GRACE T. DELA CRUZ**  
 OIC CID Chief

Recommending Approval:

  
**ZYHRINE P. MAYORMITA EdD**  
 OIC ASDS

Approved:

  
**MAJARANI M. JACINTO EdD, CESO V**  
 Schools Division Superintendent