



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



Office of the City Schools Division  
Superintendent

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Division Memorandum No. 350, s. 2015


MEMORANDUM

TO : Public Schools District Supervisors  
School Principals (Elementary and Secondary)  
Head Teachers (Elementary and Secondary)  
Teacher In Charge/School In Charge  
This Division



For and in the absence of:

FROM : DEE D. SILVA, DPA, CESO VI  
Assistant Schools Division Superintendent  
Officer-In-Charge

  
**OLIVA P. MIRANDA, MPA, CESE**  
Officer-In-Charge  
Office of the Assistant Schools Division Superintendent

SUBJECT : Conduct of Instructional Supervision

DATE : December 2, 2015

1. Pursuant to Rule 5, Sec. 5.1 IRR of RA 9155, the Public Schools District Supervisor (PSDS) is an Instructional Leader, therefore, has to perform instructional supervision.
2. Every Public Schools District Supervisor (PSDS) is a member of the Division Field Technical Assistance Team (DFTAT).
3. With our desire to strengthen monitoring and evaluation and improve classroom instruction, this Office authorizes the Public Schools District Supervisors (PSDS) to observe classes of teachers in their respective schools of assignment.
4. Teachers who are designated as Teacher-In-Charge (TIC) but with a Class Load cannot observe classes. Hence, Public Schools District Supervisor (PSDS) has to do the task of supervising teaching-learning process in that school.
5. For information, guidance and compliance.