



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2023-534

To : CID Chief  
Public Schools District Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary School Teachers  
All Others Concerned

Subject : **GUIDELINES ON CLASS OBSERVATIONS AND MONITORING OF TEACHERS FOR SCHOOL YEAR 2023-2024 AND THE SUCCEEDING SCHOOL YEARS**

Date : December 19, 2023

Quality education is the primary goal of class observations. This process helps identify what areas teachers excel and need improvement. By setting guidelines and policies, institutions can systematically assess and enhance the quality of instruction.

To facilitate the learning process, guidelines are set in the preparation of the lesson and in the conduct of the teaching-and-learning process to guide teachers in carrying out quality instruction in the classroom.

With the commitment to achieve learner's success, the following pointers are considered, to wit:

**1. Lesson Planning**

- Lesson plan is prepared considering DepEd Order No. 42, s. 2016 on Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program.
- The teacher is expected to:
  - a. analyze thoroughly the objective of the lesson capturing clearly WHAT to teach, WHAT the learner should learn, HOW should it be taught, and HOW should the learner be assessed, which includes the focus of the lesson, the strategies, the learning materials to use, and the questions to ask from the drill/review down to evaluation and assignment;
  - b. consider student attention spans and learning styles in designing lessons;
  - c. ensure congruency of objective, tasks and assessment.
- Per DO No. 42, s. 2016, teachers, who are at least 3 years in the service, are not required to prepare a Daily Lesson Plan (DLP), but a Daily Lesson Log (DLL) even during class observation.



- Suggested Time Allotment

<b>Parts of the Lesson</b>	<b>% of the Time</b>	<b>Time Allotment</b>
Prefatories	6%	3 minutes
Review and Motivation	14%	7 minutes
Development of the Lesson	60%	30 minutes
Assessment	20%	10 minutes
Total	100%	50 minutes

- Teacher may deviate from suggested time allotment provided that the bigger percentage is apportioned for the development of the lesson.

## 2. Development of the Lesson

The teacher is expected to:

- employ differentiated activities that help learners to “learn the concept” and “demonstrate skills, abilities, values and attitudes” in connection with the content standard and the development of the 21<sup>st</sup> century skills as articulated/defined in DepEd Order No. 21, s. 2019 on Policy Guidelines on K to 12 Basic Education Program;
- process the activities utilizing appropriate questioning technique (guided with Gradual Psychological Unfolding (GPU) Framework, HOTS-SOLO);
- act as a learning facilitator guiding students to establish connections between and among ideas/concepts/etc. following the constructivist approach;
- monitor the progress when students do the collaborative work with their classmates and provide clarification of the task if needed;
- guide students to relate the lesson to real-life scenario by providing facilitative questions.

## 3. Strategies

The lesson must be:

- delivered considering the theory on constructivism and making it inquiry/problem-based, reflective, collaborative, differentiated, and integrative.
- learner-centered, inclusive, developmentally relevant and appropriate, and contextualized.

## 4. Assessment and Art of Questioning

- In utilizing the art of questioning in assessment for learning, the teacher is expected to:
  - a) ensure that assessment is aligned with the learning objective, competency, content standard and performance standard;
  - b) constantly immerse the learners to HOTS in consideration to Gradual Psychological Unfolding (GPU) Framework; and



- c) utilize “performance tasks”, which are integrative in nature, and “knowledge in use” in assessment.

### 5. Classroom Management

- The class shall have established classroom routines that reflect application of core values.

The teachers are required to have one journal for all technical assistance given and agreements forged during class observations.

Further, teachers are reminded to post learning competencies per week for all learning areas in the entrance of their classroom.

Immediate dissemination and compliance of this Memorandum is desired.

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OIC – Schools Division Superintendent

DepEd Schools Division of Digos City  
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