



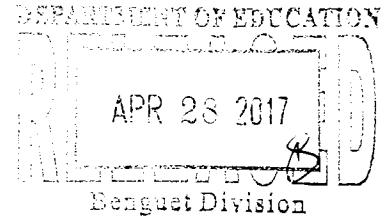
Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
Schools Division Office of Benguet
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April 24, 2017

DIVISION MEMORANDUM

No. 087, s. 2017



TO: Education Program Supervisors
 District Supervisors and Coordinating Principals
 School Principals/School Heads

SUBJECT: GUIDELINES IN THE PREPARATION AND SUBMISSION OF QUARTERLY INSTRUCTIONAL SUPERVISORY PLANS (QISP) FOR SCHOOL HEADS

1. Recognizing the vital role of instructional supervision in ensuring the delivery of quality instruction and in the implementation of the articulated basic education curriculum, school heads/principals are required to prepare Quarterly Instructional Supervisory Plan (QISP) containing the instructional needs to be addressed, target teachers to be supervised and the strategies/activities to be undertaken.
2. The QISP of school heads, which serves as reference for all instructional leaders and supervisors in providing technical assistance in the field, shall be submitted quarterly to the Curriculum Implementation Division (CID) in three (3) copies (*One copy of approved QISP shall be returned to the School Head, another copy shall be filed at the District Office while one copy shall be retained at the CID*).
3. As a matter of procedure for reference and for future monitoring and technical assistance, QISPs of school heads for both elementary and secondary schools shall be recommended for approval by the Public Schools District Supervisor in each district before the same shall be forwarded to the CID Chief for approval. For districts without PSDS, the concerned EPS- District Guardian shall recommend the QISP.
4. The table below is the suggested format for QISP.

Instructional Needs	OBJECTIVES	Focus Teacher & Signature	SUPERVISORY ACTIVITES/STRATEGIES	EXPECTED OUTPUT/OUTCOMES	REMARKS (To be filled up after the implementation)

Prepared by:

Recommending Approval:

Approved:

(Name of School Head)

(Name of PSDS or EPS Guardian)

RIZALYN A. GUZNIAN, Ed.D
 Chief, CID

5. It is recommended that the QISPs of school heads shall serve as major references in planning the yearly conduct of the Integrated Monitoring Evaluation and Supervision (IMES) in each district as well as in planning for appropriate technical assistance interventions by EPS and PSDS. As such, QISP shall be submitted at least a week before implementation as follows: *1st Grading - last week of May; 2nd Grading- third week of August; 3rd Grading- third Week of November; and 4th Grading- third week of January.*
6. Immediate and wide dissemination of this memorandum is desired.

FEDERICO P. MARTIN, Ed.D.,CESO VI
 Schools Division Superintendent