



Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

21 July 2025

DIVISION MEMORANDUM

No. 583 s.2025

**SUBMISSION OF INSTRUCTIONAL SUPERVISORY PLAN (ISP) AND REPORT ON
TEACHERS OBSERVED AND GIVEN TECHNICAL ASSISTANCE**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Curriculum Implementation Division Personnel
Schools Governance and Operations Division Personnel
All Elementary and Secondary School Heads
This Division

1. Referring to Division Memorandum No. 548, s. 2025 on Monthly Monitoring Assignment and Schedule, all elementary and secondary school heads are required to submit the following documents:

Document	Date of Submission
Approved Monthly Instructional Supervisory Plan (intended for the following month)	Last Monday of the month
Duly signed Report on Teachers Observed and Given Technical Assistance	

2. Submit the required documents at: bit.ly/2025-26_ISPlan_TOGA. The templates are indicated in Enclosure 1.

3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

5. This Office directs immediate and wide dissemination of this Memorandum.

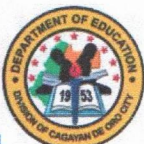
ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects:

INSTRUCTIONAL SUPERVISION TEACHERS SCHOOL HEADS
DM-120-CID-IM-(JGTV)/submission of instructional supervisory plan and teachers observed & given ta
July 21,2025



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Doc. Ref. Code		Rev	
Effectivity		Page	1 of 1



Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
DIVISION OF CAGAYAN DE ORO CITY

INSTRUCTIONAL SUPERVISORY PLAN (ISP)

School Year _____, Quarter _____

Objectives:

Focus: COT-RPMS PPST Indicators _____/Walkthrough Classroom Observation

N O.	NAME OF TEACHER	Focus Area	RESOURCES		LEARNING AREA	TIME FRAME (DATE & TIME OF OBSERVATION)	EXPECTED OUTPUT/RESULT	Teacher's Signature
			HUMAN	MATERIAL				
1							-	-
2							-	-
3							-	-

Prepared and submitted by:

Approved:

Attested:

(Program Coordinator)

(School Head)

(PSDS)

OR

Prepared and submitted by:

Approved:

(School Head)

(PSDS)



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REGION X-NORTHERN MINDANAO
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REPORT ON TEACHERS OBSERVED AND GIVEN TECHNICAL ASSISTANCE
SCHOOL YEAR _____

DATE & TIME	NAME OF TEACHER	SUBJECT/GRADE LEVEL	TECHNICAL ASSISTANCE GIVEN	AGREEMENT

Prepared and submitted by:
(Program Coordinator)

Approved:
(School Head)

Attested:
(PSDS)

OR
Prepared and submitted by:
(School Head)

Approved:
(PSDS)