



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

22 Jan 2024

DIVISION MEMORANDUM

No. **023** , s. 2024

MONTHLY SUBMISSION OF INSTRUCTIONAL SUPERVISORY
ACCOMPLISHMENT REPORTS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary Schoolheads

1. This is to remind all public elementary and secondary schoolheads to attach monthly instructional supervisory accomplishment reports (ISARs) in their respective Daily Time Records (DTRs) to be submitted to the Office of the Assistant Schools Division Superintendent.
2. Enclosed are the template and sample ISAR for easy reference.
3. Widest dissemination of this Memorandum is desired.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

REPORTS
SUPERVISION

RLE/OSDS-PROPER/DM – monthly submission of instructional supervisory accomplishment reports for the school year 2023-2024
0107/January 22, 2024



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SCHOOLS DIVISION OF SARANGANI
DISTRICT
SCHOOL

INSTRUCTIONAL SUPERVISORY ACCOMPLISHMENT REPORT

January 2024

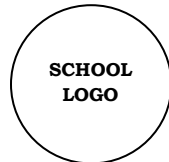
DATE	RECEIVER OF THE TECHNICAL ASSISTANCE	AREA/S OF FOCUS	FINDINGS	ACTION REQUIRED / AGREEMENTS	TARGET DATE	REMARKS

Prepared by:

Schoolhead

Verified by:

District Head



Address:
Telephone Nos.:
Website:
Email Address:

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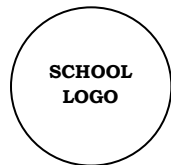
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SAMPLE ONLY

INSTRUCTIONAL SUPERVISORY ACCOMPLISHMENT REPORT

January 2024

DATE	RECEIVER OF THE TECHNICAL ASSISTANCE	AREA/S OF FOCUS	FINDINGS	ACTION REQUIRED / AGREEMENTS	TARGET DATE	REMARKS
January 3, 2024 8:00-11:00 AM 2:00-3:00 PM	➤ Grades 1-2	➤ Pedagogy/Teaching Strategies ➤ Curriculum Planning	<ul style="list-style-type: none"> ✓ Only one teacher or 13% out of 8 teachers utilized varied activities. All the rest used the lecture method. ✓ One teacher failed to follow her DLL having differentiated teaching-learning strategies from the reference being logged. Instead. ✓ All teachers integrated reading in their respective 	<ul style="list-style-type: none"> • Provided technical assistance on the use of the different teaching strategies. • Briefly discussed the teaching strategies that are interesting to the learners. • Agreed to make use of the different 	February 5 onwards February 3 onwards	<p>Done through MBWA</p> <p>Checking of DLLs submitted in the office</p> <p>MBWA</p>



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DATE	RECEIVER OF THE TECHNICAL ASSISTANCE	AREA/S OF FOCUS	FINDINGS	ACTION REQUIRED / AGREEMENTS	TARGET DATE	REMARKS
3:00-4:30 PM		➤ Literacy	classes/learning areas taught. ✓ Ideas/Concepts were given emphasis in reading.	teaching strategies. <ul style="list-style-type: none">Briefly discussed her purpose of using the DLL.Agreed to follow the DLL. If not possible, DLP must be prepared.To be sustained		Meeting with the PTA officers
January 4-5, 2024						Attended Regional Leadership



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DATE	RECEIVER OF THE TECHNICAL ASSISTANCE	AREA/S OF FOCUS	FINDINGS	ACTION REQUIRED / AGREEMENTS	TARGET DATE	REMARKS
January 8, 2024 8:00 AM - 11:00 1:00 PM - 4:00	K-Grade 3	Assessment	✓ Only 8 out of 15 teachers or 53% observed Higher-Order Thinking Skills (HOTS) in the formative assessment.	<ul style="list-style-type: none">To be mentored by a master teacher.For inclusion in the SLAC.To observe HOTS in asking questions in classroom instruction and in the preparation of both formative and summative assessments.	January 13 and onwards 4 th Friday of the month January 9 and onwards	Training Checking the DLLs with formative test Preparation of School reports



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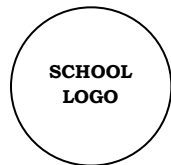
DATE	RECEIVER OF THE TECHNICAL ASSISTANCE	AREA/S OF FOCUS	FINDINGS	ACTION REQUIRED / AGREEMENTS	TARGET DATE	REMARKS
January 9, 2024						Attended Division orientation on SBFP
January 10, 2024 8:00-11:00 AM	Grades 7-10	Teaching -Learning Instruction	✓ 12 out of 12 or 100% of the teachers engaged in classroom instructions ✓ Learners were participative.	<ul style="list-style-type: none">• To be sustained• Share best processes or teaching strategies during LC sessions	January 2024	IS done through MBWA

Prepared by:

Schoolhead

Verified by:

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