



Republic of the Philippines  
**Department of Education**  
Central Visayas, Region VII  
Province of Bohol  
**DIVISION OF CITY SCHOOLS**  
**Tagbilaran City**



MEMORANDUM

TO : All Elementary and Secondary School Heads

FROM : VIRGINIA C. ZAPANTA, Ed. D., CESO V  
Schools Division Superintendent

SUBJECT : CLASSROOM OBSERVATION NOTES

Date : November 15, 2016

1. Per Results-based Performance Management System (RPMS), particularly the Individual Performance Commitment and Review Form (IPCRF), one of the important Key Result Area (KRA) is the Instructional Leadership.
2. In this connection, this Office is monitoring through the Curriculum Implementation Division (CID) the actual number of observation notes. Noted remarkably that most of the School Heads were not able to reach the desired target as compared to the actual observation notes per month. Kindly refer to the hereto attached report.
3. Furthermore, this Office reminds all the School Heads to double the effort in the conduct of actual classroom observations as an important mechanism to improve Teachers' performance.
4. For guidance and compliance.

  
**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
Schools Division Superintendent 

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Department of Education  
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**TAGBILARAN CITY SCHOOLS DIVISION**  
City of Tagbilaran



**NUMBER OF OBSERVATION NOTES**  
**SY: 2016-2017**

NAME OF SCHOOL	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>Elementary</b>							
BOOL	0	7	7	0	4		
BOOY	2	7	0	0	0		
BOOY SOUTH	0	10	11	0	0		
CABAWAN	9	8	12	7	0		
CITY EAST	6	10	9	7	7		
COGON	8	6	4	9	0		
DAMPAS	0	0	23	9	0		
DAO	4	6	4	7	4		
EASTERN COGON	13	15	15	15	15		
MANGA	0	2	4	3	0		
MANSASA	0	0	0	0	0		
SAN ISIDRO	0	6	3	0	0		
TCCES	4	Pondoc -18 Doroy - 8	Pondoc -20 Doroy - 6	Pondoc -6 Doroy -14	Doroy -5		
TCCES-SSES	7	0	6	6	6		
TCCES-SPED	5	7	8	8	7		
TALOTO	12	7	11	19	6		
TIPTIP	4	4	5	0	2		
UBUJAN	0	0	0	5	0		
<b>SECONDARY</b>							
COGON HS	6	10	8	9	4		
DCPNHS	A. Purgarillas -4 N. Incog - 3 S. Fortich -3 N. Sendrijas -4	Bahalla- 2 Nisnisan - 2 Purgarillas -4 Isaga - 3 Cagatin-3 Salutan -4 Fortich - 4 Castaño- 2 Calipes - 6	Salutan - 3 Fortich - 3 Castaño - 2	Cañon -1 Del Rosario-13 Purgarillas- 4 Calacat - 2 Barrete -3 Salutan -4 Fortich- 5 Castaño-11 Calipes- 3 Gutas-11 Pungay -8	Cañon -2 Del Rosario-7 Purgarillas -1 Incog - 3 Isaga-3 Pungay -2 Fortich-4 Castaño -6		
MANGA HS	0	8	8	4	3		
MANSASA HS	0	20	22	21	11		
SAN ISIDRO HS	5	0	10	0	0		
TAGB. HIGH SCHOOL (HI)	2	2	6	5	4		
TCSHS	0	3	0	0	0		