



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran City

**Office of the Schools Division
Superintendent**

August 1, 2025

DIVISION MEMORANDUM
No. 500, s. 2025

IMPLEMENTATION OF THE OBSERVE THE OBSERVER PROCESS

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
All Public Elementary and Secondary Principals.
All Others Concerned

1. The Department of Education (DepEd), through the Curriculum Implementation Division (CID), will commence in August 2025 the implementation of Instructional Supervision (IS) using the Observe the Observer Process as articulated in RA 9155 that it is a primordial responsibility of School Heads and Education Program Supervisors aimed at providing guidance, assistance, support, feedback, and continuous assessment to help teachers improve the learning situation and quality of learning in schools.
2. Further, IS is a mandate to all Public Schools District Supervisors/Education Program Supervisors who are expected to provide guidance to school heads and coach them towards the improvement of instructional supervision practices.
3. For proper guidance, the schools are required to submit the monthly instructional supervisory plan together with the Daily Time Record (DTR).
4. For immediate dissemination and strict compliance.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/JAAL/CID/jtb



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