



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region I  
 SCHOOLS DIVISION OFFICE  
 DAGUPAN CITY



**DIVISION MEMORANDUM**

No. 337, s. 2018

**RELEASED**  
 DEFED  
 DATE: 29/28/18  
 BY: [Signature] 5:39  
 Tr. & 1702

To : **Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Education Program Supervisors  
 School Heads/Principals (Public Elementary and Secondary)**

From : **Office of the Schools Division Superintendent**

Date : **September 28, 2018**

Subject: **SDO-SCHOOL TEMPLATE FOR ISO ALIGNMENT**

1. As an ISO-Certified Schools Division Office and in adherence to continuous improvement, this office would like to inform all school heads to use the following forms to align with the SDO-Quality Management System:

FORMS	DATE OF SUBMISSION	NUMBER OF COPIES TO BE SUBMITTED
a. Instructional Supervisory Plan	Last Thursday of the Month	Elem: 4 copies – for ASDS, CID Chief, PSDS, & School File JHS/SHS: 4 copies – for ASDS, CID Chief, PSDS & School File
b. Instructional Supervisor Report	First Thursday of the Month	Elem: 4 copies – for ASDS, CID Chief, PSDS & School File JHS/SHS: 4 copies – for CID Chief, EPS, PSDS & School File
c. Quarter Test Results	Seven Working Days after the conduct of the test	Elem: 4 copies – for CID Chief, EPS, PSDS & School File JHS/SHS: 4 copies – for CID Chief, EPS, PSDS & School File
d. Five Least Learned Skills Per Subject Per Quarter		
e. Quarter Test Summary Results		

2. Template of said forms will be forwarded to the School Heads through their PSDS.
3. For information, guidance and compliance of all concerned.

*[Signature]*  
**DR. LORNA G. BUGAYONG, CESO VI**  
 Schools Division Superintendent  
*[Signature]*



DAGUPAN CITY

**INSTRUCTIONAL SUPERVISORY PLAN**

For the Month of \_\_\_\_\_, 2018

Name of Teacher	Position & Career Stage	Supervisory Objective (Relevant to COT-RPMS Pre Observation Checklist given by the teacher)	Subject Area	Date	Time	Supervisory Approach	COT-RPMS Tools to be Used

Prepared by:

\_\_\_\_\_  
 School Head

Recommending Approval:

**VENUS MARIA SM. ESTONILO, Ed. D.**

Chief Education Supervisor, Curriculum Implementation Division

APPROVED:

**DR. LOURDES D. SERVITO, CESE**

Asst. Schools Division Superintendent

SDO-CID-ISP-QF-007



\_\_\_\_\_

DAGUPAN CITY

**INSTRUCTIONAL SUPERVISORY REPORT**

For the Month of \_\_\_\_\_, 2018

Name of Teacher	Position & Career Stage	Supervisory Objective <i>(Relevant to COT-RPMS Pre Observation Checklist given by the teacher)</i>	Subject Area, Date & Time	Supervisory Approach	Teacher's Rubrics Label Name	COT-RPMS TOOLS Used	REMARKS/STATUS

Prepared by: \_\_\_\_\_

School Head

Noted:

**VENUS MARIA SM. ESTONILO, Ed. D.**

Chief Education Supervisor, Curriculum Implementation Division

SDO-CID-ISR-QF-008

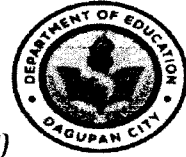
**DR. LOURDES D. SERVITO, CESE**

Asst. Schools Division Superintendent





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**



(Name of School)

DAGUPAN CITY

(For JHS)

\_\_\_\_\_ **QUARTER TEST RESULTS**  
**School Year 2018 - 2019**

SUBJECT: \_\_\_\_\_

Date of Examinations: \_\_\_\_\_

Grade: \_\_\_\_\_

SECTION	NAME OF SUBJECT TEACHER	No. of Learners Enrolled	No. of Learners Who Took the Test	No. of Learners Who Got 80% above	MEAN	PLM	AR

SDO-CID-QTR-QF-009b

Prepared by:

Checked by:

\_\_\_\_\_   
 Department Head

\_\_\_\_\_   
 Principal



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region I  
 SCHOOLS DIVISION OFFICE



\_\_\_\_\_  
 (Name of School)

DAGUPAN CITY

(For SHS)

\_\_\_\_\_  
 QUARTER TEST RESULTS  
 School Year 2018 - 2019

STRAND/TRACK: \_\_\_\_\_

Date of Examinations: \_\_\_\_\_

Grade: \_\_\_\_\_

Semester: \_\_\_\_\_

SECTION AND TEACHERS	LEARNING AREAS	No. of Learners Enrolled	No. of Learners Who Took the Test	No. of Learners Who Got 80% above	MEAN	PLM	AR

SDO-CID-QTR-QF-009c

Prepared by: \_\_\_\_\_

Checked by: \_\_\_\_\_

Grade Chairman

Asst. Principal

Noted:

\_\_\_\_\_  
 Principal



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE



DAGUPAN CITY

(Elementary)

FIVE LEAST LEARNED SKILLS IN \_\_\_\_\_  
\_\_\_\_ QUARTER TEST  
School Year 2018 - 2019

GRADE 1

GRADE 2

GRADE 3

GRADE 4

GRADE 5

GRADE 6

SDO-CID-LLS-QF-010a

Prepared by:

Checked by:

Subject Coordinator

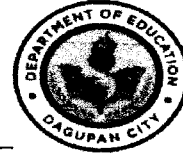
Master Teacher

Noted:

Principal



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE



DAGUPAN CITY

(For JHS)

FIVE LEAST LEARNED SKILLS IN \_\_\_\_\_

School Year 2018 - 2019

GRADE 7
GRADE 8
GRADE 9
GRADE 10

Prepared by:

SDO-CID-LLS-QF-010b

\_\_\_\_\_  
Department Head

Checked by:

\_\_\_\_\_  
Principal





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
**SCHOOLS DIVISION OFFICE**



\_\_\_\_\_  
**DAGUPAN CITY**

*(For SHS)*

**FIVE LEAST LEARNED SKILLS IN \_\_\_\_\_**  
**\_\_\_\_ QUARTER TEST**

**STRAND/TRACK:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

SUBJECT	COMPETENCIES/SKILLS

SDO-CID-LLS-QF-010c

Prepared by: \_\_\_\_\_  
 Grade Chairman

Checked by \_\_\_\_\_  
 Asst. Principal

Noted: \_\_\_\_\_  
 Principal



**DAGUPAN CITY**

(Elementary)

**QUARTER TEST SUMMARY RESULTS**

SUBJECT: \_\_\_\_\_

Grade	Section	Subject Teacher	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER									
			No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN	PLM	AR	No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN	PLM	AR	No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN	PLM	AR	No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN	PLM	AR		

Prepared by: \_\_\_\_\_

Principal



DAGUPAN CITY

QUARTER TEST SUMMARY RESULTS

(For JHS)

SUBJECT: \_\_\_\_\_

Section	Subject Teacher	FIRST QUARTER				SECOND QUARTER				THIRD QUARTER				FOURTH QUARTER			
		No. of Learners Enrolled	No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN PLM AR	No. of Learners Enrolled	No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN PLM AR	No. of Learners Enrolled	No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN PLM AR	No. of Learners Enrolled	No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN PLM AR

Prepared by: \_\_\_\_\_

Department Head \_\_\_\_\_

Checked by: \_\_\_\_\_

Principal \_\_\_\_\_



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region I  
 SCHOOLS DIVISION OFFICE



DAGUPAN CITY

(For SHS)

**QUARTER TEST SUMMARY RESULTS**  
 School Year 2018 - 2019

STRAND/TRACK: \_\_\_\_\_

GRADE: \_\_\_\_\_

Semester: \_\_\_\_\_

Subject	Unit	Subject Teacher	FIRST QUARTER						SECOND QUARTER								
			No. of Learners Enrolled	No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN	PLM	AR	No. of Learners Enrolled	No. of Learners Who Took the Test	No. of Learners Who Got 80% Above	MEAN	PLM	AR			

SDO-CID-QTSR-QF-011c

Prepared by: \_\_\_\_\_  
 Asst. Principal

Checked by: \_\_\_\_\_  
 Principal