



DIVISION MEMORANDUM
No. 633, s. 2014

NOV 18 2014

SCHEDULE OF RFTAT MONITORING AND PROVISION OF TECHNICAL ASSISTANCE (TA) IN THEIR ASSIGNED SCHOOLS DIVISIONS

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. Attached herewith is Regional Memorandum No. 711, s. 2014, entitled "Schedule of RFTAT Monitoring and Provision of Technical Assistance (TA) in their Assigned Schools Division", for the information of all concerned.
2. The members of the RFTAT will observe classes in randomly-selected elementary and secondary schools in the Division.
3. The focus of the classroom observation are the following:
 - a. preparation of the lesson plan focused on a well-organized instructional plan that has direction and shows integration of all elements of learning
 - b. congruency in the elements of the lesson plan (3Ps and 2As)
 - c. teaching strategy/ art of questioning/ facilitating skills; and
 - d. to ensure that the teachers will follow the standard processes in the classroom instructions.
4. Expenses incurred in the conduct of the activity shall be charged against the Division Training Funds, subject to its availability and the usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as "Travel Order" of the ASDS and Division Supervisors/Coordinators who will be involved in the activity.
4. Immediate and wide dissemination of this Memorandum is directed.

ARDEN D. MONISIT, ED.D.
Schools Division Superintendent

ADM/rng14

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



NOV 12 2014

REGIONAL MEMORANDUM

No. 711 s. 2014

SCHEDULE OF RFTAT MONITORING AND PROVISION OF TECHNICAL ASSISTANCE (TA) IN THEIR ASSIGNED SCHOOLS DIVISIONS

TO : All Schools Division Superintendents
Officers-in-Charge of Regular Divisions

1. The Regional Field Technical Assistance Teams (RFTATs) will monitor their assigned Schools Divisions to observe classes and provide technical assistance in the randomly-selected elementary and secondary schools on November 19, 20 and 21, 2014, respectively.
2. The focus areas of the classroom observation are the following:
 - a. preparation of the lesson plan focused on a well-organized instructional plan that has direction and shows integration of all the elements of learning;
 - b. congruency in the elements of the lesson plan (3Ps and 2As);
 - c. teaching strategy / art of questioning /facilitating skills; and
 - d. to ensure that the teachers will follow the standard processes in the classroom instructions.
3. The data gathered will serve as valuable inputs in the provision of technical assistance to EPS, PSDS and School Heads in instructional supervision.
4. Your utmost cooperation is highly appreciated.
5. Immediate and wide dissemination of this Memorandum is highly desired.


CARMELITA T. DULANGON
Director III
Officer-in-Charge

CTD/FCS/mds
Regional Memo

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