



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. 467, s. 2025

15 JUL 2025

**SUBMISSION OF INSTRUCTIONAL MANAGEMENT
AND SUPERVISORY PLANS AND REPORTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of the City of Batac, through the Curriculum Implementation Division (CID), issues this Memorandum to prescribe guidelines on the submission of Instructional Management and Supervisory Plans (IMSP) and Reports (IMSR).

2. All public elementary and secondary school heads shall strictly adhere to the following guidelines:

- a. Plans shall be submitted on a consolidated basis.
- b. To provide sufficient time for the review of submitted plans, the deadline shall fall within the first three (3) working days preceding the last two (2) working days of the designated submission month, as follows:

Coverage Months	Submission Month
June and July	May
August, September, and October	July
November, December, and January	October
February, March, and April	January

- c. For this year only, plans for June and July shall be submitted separately. Consolidated planning for these months shall take effect in succeeding years.
- d. Reports shall be submitted monthly, on or before the last working day of the succeeding month.
- e. Contents shall follow the prescribed format indicated in Division Memorandum No. 354, s. 2022 titled *Submission of Monthly Supervisory Plan and Report*.
- f. Dates may be covered weekly. However, for demonstration teaching observations, the exact date and time must be indicated.
- g. Details in the plan may be presented in bullet format for clarity and ease of reference.
- h. The following curriculum-related activities may be included in both the plan and the report:
 - i. Checking of Daily Lesson Logs/Lesson Exemplars
 - ii. Utilization of Learning Resources
 - iii. Curriculum Audit
 - iv. Classroom Observations
 - v. Monitoring of Learning Environment
 - vi. Monitoring of Remedial/Enhancement Programs



SDCB RECORDS UNIT

2510473

- vii. Review of Learning Assessments
 - viii. Provision of Learning and Development Activities
 - ix. Validation of Report Cards and School Forms
 - x. Monitoring of the Implementation of Teacher's Workplace Application Plan after attendance in curriculum-related activities
 - xi. Other curriculum-related activities
- i. Signatories of the plan and report shall be as follows:
- i. **Prepared by:** School Head
 - ii. **Reviewed by:** Monitoring Supervisor
 - iii. **Checked and Verified by:** CID Chief
 - iv. **Approval Recommended by:** ASDS
 - v. **Approved by:** SDS
- j. Only curriculum-related activities must be included. Administrative or non-instructional activities shall be reported under separate plans as may be asked by other functional divisions/units.
- k. If the endorsement indicating approval of the submitted plans is not received prior to or within the first five (5) working days of the month of implementation, the plans are deemed approved.
- l. If the assigned monitoring supervisors are on official business or on leave during the checking period, the Chief of the Curriculum Implementation Division shall designate alternate supervisors to ensure continuity of functions.
- m. All approved plans and reports shall be filed accordingly for the rolling evaluation of performance and other curriculum-related functions.
4. Attached is the Evaluation Tool on the Submission of IMSP and IMSR for reference.
5. All provisions of previous issuances inconsistent herewith are hereby repealed.
6. For information and guidance.


ANSELMO R. ALUDINO
 Schools Division Superintendent

Encl.: As stated
 Reference: none
 To be included in the Perpetual Index
 Under the following subject:

CORRESPONDENCE
 FORMS
 ORGANIZATIONS
 REPORTS
 SCHOOLS

EBN/DO_19_Submission of IMSP and IMSR
 /25158/July 14, 2025

Enclosure 1. Evaluation Tool on the Submission of IMSP and IMSR

School Head: _____ School: _____

Indicator	Evident (/)	Remarks
1. Plans and reports are submitted on or before the prescribed deadline		
2. Format follows Division Memorandum No. 354, s. 2022		
3. Contents are clear, accurate and feasible.		
4. Activities included are:		
i. Checking of Daily Lesson Logs/Lesson Exemplars		
ii. Utilization of Learning Resources		
iii. Curriculum Audit		
iv. Classroom Observations		
v. Monitoring of Learning Environment		
vi. Monitoring of Remedial/Enhancement Programs		
vii. Review of Learning Assessments		
viii. Provision of Learning and Development Activities		
ix. Validation of Report Cards and School Forms		
x. Monitoring of the Implementation of Teacher's Workplace Application Plan after attendance in curriculum-related activities		
xi. Other curriculum-related activities (please specify under remarks)		
5. Names of signatories are complete.		
6. Signature of school head is present.		

DECISION: _____ For revision _____ For Approval

Comments and Suggestions:

Prepared by:

Monitoring Supervisor/Alternate Supervisor

Noted:

MARILOU B. SALES, EdD

Chief Education Supervisor

Curriculum Implementation Division