



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

15 **October 2025**

DIVISION MEMORANDUM

No. 646, s. 2025

**PILOT TESTING OF THE DIVISION-BASED INSTRUCTIONAL
SUPERVISORY TOOLS FOR TEACHERS AND MASTER
TEACHERS**

To: OIC-Assistant Schools Division Superintendent (ASDS)
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs
(All Public, Elementary, Integrated, Junior and Senior High Schools)
All Others Concerned

1. The Curriculum Implementation Division (CID) in adherence to DepEd Order No. 42, s. 2017 titled, "National Adoption and Implementation of the Philippine Professional Standards for Teachers," will conduct a pilot testing of the division-based instructional supervisory tools for teachers and master teachers on November 4-6, 2025.

2. This activity aims to:

- validate the tools' alignment and relevance to the RPMS-PPST;
- assess the clarity and usability of the instructional supervisory tools;
- gather feedback for the improvement of the said tools prior to the full scale implementation;
- identify the instructional strengths and areas for improvement among teachers as basis for TA provision and;
- contextualize and localize tools for instructional supervision to be used by the TA providers.

3. The schools selected for the pilot testing of the instructional supervisory tools are as follows:

- Alapan I Elementary School
- Imus National High School
- Governor Juanito Reyes Remulla Senior High School

4. All concerned School Heads of the identified pilot schools are hereby directed to inform their teachers and master teachers who will undergo the classroom observation during the pilot testing. Kindly coordinate to the supervisors in-charge regarding the process.
5. Attached herewith are the schedule of pilot testing and the Division team members.
6. For queries, please contact Mr. Joseph R. Carreon, Dr. Leah J. Guillang and Ms. Riza C. Garcia, Education Program Supervisors at (046) 4198450 loc.221.
7. Immediate dissemination of this Memorandum is desired.



Digitally signed by
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Napenas
Date: 2025.10.13
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HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subject:
CURRICULUM

cid/reg 10/13/2025

Enclosure No. 1 to Division Memorandum No. 646s. 2025

Division Team

Homer N. Mendoza

OIC-Schools Division Superintendent
Lead

Glenda DS. Catadman

OIC-Asst. Schools Division Superintendent
Co-Lead

Members

Marciano V. Valles

OIC-CID Chief Education Supervisor

Ivan Honorpette A. Mijares

OIC-SGOD Chief Education Supervisor

Education Program Supervisors

Joseph R. Carreon
Leah J. Guillang
Riza C. Garcia
Ruby B. Heramia
June Bence L. Adelan

Enclosure No. 2 to Division Memorandum No. 646s. 2025

Schedule of Pilot Testing

School	Date	Time
Alapan I ES	November 4, 2025	9:00 am – 12:00 noon
Imus NHS	November 5, 2025	
Gov. Juanito Reyes Remulla SHS	November 6, 2025	
Post Conference and feedback giving		1:00 pm onwards