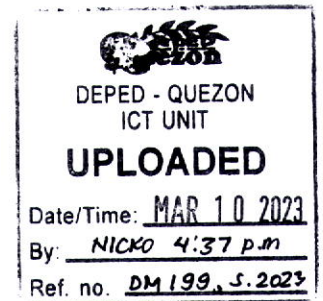




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 March 2023

DIVISION MEMORANDUM
DM No. 199, s. 2023

**UTILIZATION OF CONTEXTUALIZED KINDERGARTEN CLASS OBSERVATION TOOLS:
ENHANCING TEACHERS' INSTRUCTIONAL PRACTICES VIA TECHNICAL
ASSISTANCE PROVISION**

To: Assistant Schools Division Superintendents,
Public Schools District Supervisors,
District Kindergarten School Head In-charge
Elementary School Heads,
Kindergarten Teachers
All Others Concerned

1. The DepEd-Quezon and Curriculum Implementation Division-Instructional Management Section (CID-IMS) through **Project SHINE** (Strengthening Holistic Instructions to Nurture Teaching Empowerment) commit their full support to effectively promote enhanced instructional competence and practices of Kindergarten Teachers through technical assistance provision. Anent thereto, the CID-IMS requires all the elementary school heads to monitor and observe kindergarten classes utilizing the contextualized Kindergarten Class Observation Tools and forms attached herein. Kindergarten Class Observations must be done twice for this School Year, one (1) for 3rd Quarter and one (1) for the 4th Quarter as follow-up observation.
2. Kindergarten class observations may be conducted for purposes of technical assistance to improve the teachers' teaching practices and strengthen School Heads' support to academic initiatives in Kindergarten. However, class observations conducted for technical assistance purposes will not be a factor in the determination of a Ratee's performance Rating in their IPCRF.

DEPEDQUEZON-TM-SDS-04-009-003



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3. This initiative aims to:
 - a. provide Kindergarten teachers guidance to prepare instructional materials and needed play-based activities adherent to Kindergarten Blocks of Time;
 - b. strengthen Kindergarten teachers' teaching competence through Technical Assistance provided;
 - c. guide School Heads, Public Schools District Supervisors, Division EPS and CID Chief in monitoring Kindergarten classes so that effective Technical Assistance and support and services can be given; and
 - d. ensure that Kindergarten teachers and learners will receive quality education services and support.

4. School Heads should monitor and observe Kindergarten Classes using the K Form 1- Kindergarten Class Observation Tool . Appropriate technical assistance and other educational support must be given to improve teachers' competence in teaching to achieve higher learners' academic performance. Monitoring tools are accessible at <https://tinyurl.com/SDOQuezonKCOI>.

5. School Heads shall submit Kindergarten Class Observation Report using K Form 2- School Summary of Kindergarten Classes Observation Report to the Public Schools District Supervisors at the end of 3rd and 4th quarters of this School Year.

6. Public Schools District Supervisors should collate the submitted K Form 2-School Summary of Kindergarten Classess Observation Report and provide technical assistance to Schools Heads and teachers based on the data gathered using the K Form 3-District Summary of Kindergarten Classes Observation Report . PSDSs shall submit/send the e-copy of K Form 3 to <https://tinyurl.com/SDOQuezonKCOI> every first week of the following quarter.




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7. The Education Program Supervisors should provide Technical Assistance to School Heads and Kindergarten Teachers based on the results gathered using the K Form 4-Division Summary of Kindergarten Classess Observation Report.

8. Division Online Orientation of Public Schools District Supervisors and District School Head In-charge of Kindergarten regarding this initiative will be conducted on March 14 , 2023 at 8:00 am to 11:00 am via Zoom platform with **Meeting ID:** 871 9380 9223 and **Passcode:** 12345. Online registration to **tinyurl.com/DivOnIDSHICKin** is highly encouraged.

9. Immediate dissemination of this Memorandum is desired.


ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
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cid-ims/mdsg/rqn/03/07/2023

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