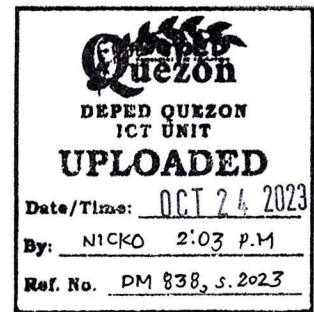




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 October 2023

DIVISION MEMORANDUM
DM No. 838, s. 2023

**UTILIZATION OF CONTEXTUALIZED KINDERGARTEN CLASS OBSERVATION TOOLS:
ENHANCING TEACHERS' INSTRUCTIONAL PRACTICES VIA TECHNICAL
ASSISTANCE PROVISION FOR SY 2023-2024**

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 through Curriculum Implementation Division - Instructional Management Section (CID-IMS) commits its full support to **KALILAYAN** Framework through **Project SHINE** (Strengthening Holistic Instructions to Nurture Teaching Empowerment) to effectively provide sound and responsive Technical Assistance to Kindergarten Teachers and promote enhanced instructional competence and teaching practices. Anent thereto, this Office requires all the elementary school heads to monitor and observe kindergarten classess utilizing the Contextualized Kindergarten Class Observation Tools attached herein. Kindergarten Class Observations must be done twice for this School Year, one for Second Quarter and one for the Fourth Quarter as follow-up observation.
2. This initiative aims to
 - a. strengthen Kindergarten teachers' teaching competence and practices through Technical Assistance;
 - b. provide Kindergarten teachers guidance to prepare instructional materials and needed play-based activities adherent to Kindergarten Blocks of Time; and

DEPEDQUEZON-TM-SDS-04-009-003



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- c. guide School Heads, Public Schools District Supervisors, Division EPS and CID Chief in monitoring Kindergarten classes so that effective Technical Assistance, support, and services can be given
3. The Contextualized Kindergarten Class Observation Tools can be downloaded from <https://tinyurl.com/2023CKCOT> and will be used for purposes of technical assistance provision. 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.
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 teachers through Appreciative Inquiry.
5. School Heads shall submit **K Form 2** - School Summary of Kindergarten Classes Observation Report to the District Kindergarten Coordinator School Head In-charge for district consolidation at the end of Second and Fourth quarters of this School Year. Provision of Technical Assistance on Curriculum Delivery and Pedagogies / Instructions to School Heads and teachers must be done by the Public Schools District Supervisor when necessary.
6. Submission of the e-copy of **K Form 3**-District Summary of Kindergarten Classes Observation Report must be done on the last week of Second and Fourth quarters of this School Year be uploaded to this link <https://tinyurl.com/2023KForm3>
7. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

cid-ims/mdsg/rqn/10/17/2023

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