Republic of the Philippines

Department of Education

CARAGA REGION

SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Title:	**CY 2026 INSTRUCTIONAL SUPERVISORY AND MANAGEMENT IMPLEMENTATION PLAN**				
Goal:	Improves the management of curriculum implementation in the schools and learning centers towards the achievement of holistic, quality learners, equipped with 21st century skills within an inclusive learning environment, who are ready for employment, entrepreneurship, and/or higher education, and will find joy in lifelong learning				
Outcomes:	1. Schools and learning centers can implement the curriculum effectively and efficiently.				
	2. Schools and learning centers can continuously improve management of instruction for the attainment of desired learning outcomes.				
	3. School Heads and Master Teachers enhance their Instructional Leadership competence,				
	Critical Action	**Responsible/ Accountable Unit (FD)**	**Time Frame**	**Estimated Budget**	**Budget Source**
KRA 1 INSTRUCTIONAL SUPERVISION					
OUTPUT 1.1	**IS Plan/IS Report**				
Activity 1.1.1	Conduct Self-Assessment for 11 School Heads using IS Tool FOR SHs/OPCR-Part IV-Development Needs.	PSDS & School Principal/Head	January ,2026	0	NONE
Activity 1.1.2.	Consolidate the gathered data based on the school heads self-assessment on their strengths and development needs of 8 school heads.	PSDS	January, 2026	0	NONE
Activity 1.1.3.	Craft IS Plan.	PSDS	Jan – Dec, 2026 Monthly	0	NONE
Activity 1.1.4	Conduct 5 instructional supervision (triad) to provide guidance and instructional supervision to school heads monthly	PSDS & School Principal/Head	Jan – Dec, 2026 Monthly	10,000.00	Division MOOE
Activity 1.1.5.	Make an IS Report monthly.	PSDS	Jan – Dec, 2026 Monthly	0	NONE

OUTPUT 1.2	**Mentoring & Coaching Report**				
Activity 1.2.1	Craft Mentoring and Coaching Plan based on the consolidated SHs WAP/Part IV-Developmental Needs.	PSDS & School Principal/Head	January-December,2026/Monthly	0	NONE
Activity 1.2.2.	Conduct quarterly mentoring and coaching to 11 school heads/8 master teachers	PSDS & School Principal/Head	Every 1st month of Every Quarter/as the need arises.	0	NONE
Activity 1.2.3	Make quarterly Mentoring and Coaching Report	PSDS & School Principal/Head	Last month of Every Quarter/as the need arises.	0	NONE
OUTPUT 1.3	**Student Lead School Watching & Hazard Mapping Consolidated Report**				
Activity 1.3.1	Assess the situations of 9 schools and 1 learning center, and identify actions needed to put in place an enabling environment for School Heads and Teachers to deliver quality basic education.	PSDS & School Principal/Head	July,2026/ Annually	0	NONE
KRA 2	**TECHNICAL ASSISTANCE IN SCHOOL MANAGEMENT**				
OUTPUT 2.1	**TA Priority Needs for School Heads / Schools' SIPs**				
Activity 2.1.1	Provide technical assistance to 11 school heads in the formulation of school Plans (e.g. SIP) and its adjustments by conducting workshops, doing follow ups through coaching and providing appraisal and feedback on their draft plans, so that all schools can have approved plans as basis	PSDS & School Principal/Head	October,2026 /As the need arises	4,000.00	School MOOE

	for budgeting and resourcing.				
OUTPUT 2.2	**AIP /OPCR Review Accomplishment Report**				
Activity 2.2.1	Monitor and evaluate 9 schools implementation of their plans and submit reports to the schools Division Management team to provide feedback.	PSDS & School Principal/Head	October, 2026/As the need arises	10,000.00	Division MOOE
OUTPUT 2.3	**Annual Report**				
Activity 2.3.1.	Coach and guide the 11 school heads to effectively implement their programs and projects and attain its objectives.	PSDS & School Principal/Head	January, 2026	0	NONE
Activity 2.3.2	Assess the AIPs accomplishment of 9 schools	PSDS & School Principal/Head	January, 2026	0	NONE
OUTPUT 2.4	**TIP Completion Report**				
Activity 2.4.1.	Coordinate and facilitate the conduct of the orientation on the Induction for Beginning Teachers Program to all newly hired teachers.	PSDS & School Principal/Head	October 2026/as the need arises	P10,000.00	Division MOOE/any other sources
OUTPUT 2.5	**Accomplishment Reports collected and analyzed**				
Activity 2.5.1.	Collect TIP mentees portfolio.	PSDS & School Principal/Head/TIP mentees & mentors	October 2026/as the need arises	5,000.00	School/Division MOOE / any other sources
KRA 3	**MONITORING AND EVALUATION**				
OUTPUT 3.1	SBM Schools' Manifestations Report				
Activity 3.1.1	Collect and analyze 9 SBM Schools' Manifestations Reports	PSDS & School Principal/Head	July 2026/ as the need arises	0	NONE

OUTPUT 3.2	**SBM Schools' Manifestations Report**				
Activity 3.2.1.	Conduct SBM Schools' Manifestation reports to 9 schools of their documents and outputs to determine areas for development and possible provisions of technical assistance to improve school performance'	PSDS & School Principal/Head	July,2026/ As the need arises	0	NONE
OUTPUT 3.3	**M & E Report for Private Schools**				
Activity 3.3.1.	Monitor and evaluate 2 private schools through validation of their documents and outputs to determine areas for development and possible provision of technical assistance to improve school performance.	PSDS & School Principal/Head/Aos/ADAs	October, 2026/Annually	0	NONE
KRA 4	**CURRICULUM DEVELOPMENT, ENRICHMENT, AND LOCALIZATION**				
OUTPUT 4.1	**M & E Report on the Implementation of Localized Curriculum**				
Activity 4.1.1.	Monitor and evaluate 9 schools on the implementation of Localized Curriculum	PSDS & School Head	Ist Month of every Quarter	10,000	Division MOOE
KRA 5	**LEARNING OUTCOMES ASSESSMENT**				
OUTPUT 5.1	**Quarterly Assessment Results analyzed & provided interventions**		Last		

Activity 5.1.1.	Conduct monitoring and evaluation of the 9 schools' implementation of the localized curriculum to provide feedback to management towards continuous enhancement of the curriculum.	PSDS & School Head	Jan. to Dec. 2026 Monthly/ Quarterly	0	NONE
OUTPUT 5.2	**Policy Recommendations drafted and submitted**				
Activity 5.2.1	Gather result of assessment reports to schools, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gaps.	PSDS & School Head	Last month of every quarter/As the need arises	0	NONE
KRA 6 RESEARCH					
OUTPUT 6.1	**District Innovative Project based on Schools' PIAs**				
Activity 6.1.1	Conduct 1 action research on curriculum implementation, needs and issues, appropriate interventions for assigned district as well as best practices and submit findings and recommendations for management action and policy formulation.	PSDS & School Head	November, 2026	10,000	Division MOOE
KRA 7	**TECHNICAL ASSISTANCE**				
OUTPUT 7.1	**District Innovative Project based on Schools' PIAs**				
Activity 7.1.1	Assess the situation and analyzes the needs of schools in the district to identify the appropriate and relevant actions and interventions. for assigned district as well as best practices and submit findings and recommendations for	PSDS & School Head	September,2026	0	NONE

	management action and policy formulation.				
OUTPUT 7.2	**TA Priority Needs for School Heads and Teachers/IS Plan /TA Reports**				
Activity 7.2.1.	Coordinate with the EPS concerned to arrive at a technical assistance plan for the district.	PSDS & School Head	Jan. – Dec. ,2026 Monthly	0	NONE
OUTPUT 7.3	**Instructional Supervision (IS) Plan/ Report**				
Activity 7.3.1.	Coach 11 school heads in implementing interventions related to curriculum implementation and instructional delivery.	PSDS & School Head	January - December, 2026 Monthly	0	NONE
OUTPUT 7.4	**Quarterly TA /IS Reports**				
Activity 7.4.1.	Prepare and submit 4 periodic reports on the progress of the technical assistance being provided to the schools.	PSDS & School Head	Last month of every Quarter	0	NONE
OUTPUT 7.5	**TA Report /Policy Recommendations drafted and submitted**				
Activity 7.5.1.	Prepare and submit reports on the results of technical assistance and corresponding policy recommendations for management's consideration.	PSDS & School Head	Last month of every quarter	0	NONE
KRA 8	**ADD-ONS/PLUS FACTOR**				
OUTPUT 8.1	**Certificate of Appreciation/Recognition/Commendation for facilitation of trainings in the District and Division .**				
Activity	Speakership/Facilitator of some topics during Training Workshop (Divisional and School) cascading	PSDS/Division Focals	1st -4th Quarter and as the need arises	0	None

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