



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
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RELEASED

JUN 18 2016

By \_\_\_\_\_  
DepED Angeles City  
Division of City Schools

**DIVISION MEMORANDUM**

No. 160 s. 2016

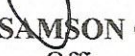
**TO:** Assistant Schools Division Superintendent  
Chiefs- C.I.D. & S.G.O.D.  
Education Program and District Supervisors  
All Public Elementary and Secondary School Heads,

**FROM:** Schools Division Superintendent

**SUBJECT:** Division Instructional Forms/Templates

**DATE:** June 16, 2016

1. Based on the findings and data gathered from the field by the Education Program Supervisors last S.Y. 2015-2016, the Curriculum Implementation Division (C.I.D.) formulated the following Instructional Forms/Templates to be used by all schools from kindergarten to Grade 11:
  - a. Revised STAR OBSERVATION Tool – to be used by the Education Program Supervisors, School Heads, Department Heads and Master Teachers during Class Observation.
  - b. Division Standard/Prototype Weekly Daily Lesson Log – to be used by all teachers from kindergarten to grade 11. It was designed on a weekly but per day basis per subject area to have an easy assessment and evaluation of the continuity of the lesson presentation and development in the entire week. Teachers who have two (2) years and above teaching experience (private and public) will use the said weekly DLL while new teachers with less than 2 years of teaching experience will prepare a semi-detailed lesson plan (as stipulated in D.O. No. 70, s. 2012) but they have to accomplish the page 2 of the weekly DLL – Remarks on Level of Learning to be attached to their lesson plans. This is to ensure that the needs of learners in need of interventions in a particular lesson are addressed accordingly as enforced in the D.O. No. 8, s. 2015.
  - c. TABLE OF SPECIFICATION – its format and parts will be followed by all teachers in all subject areas. Articulation of the Six Cognitive Process Dimension (Higher Order Thinking Skills/Levels of Questioning) stipulated in D.O. No. 8, s. 2015 is to be adhered to by all teachers ensuring that each level of HOTS is given test items in the quarterly examination following the respective percentages for the level of difficulty (60%- easy, 30%-average, 10%- difficult). However, in the construction and arrangement of the test items, the procedures given by the respective subject area supervisors will be followed.
2. The aforementioned Instructional Forms/Templates were formulated based on existing DepEd Orders and Policies. The Public Schools District Supervisors are tasked to present and discuss these forms to their respective clusters of School Heads.
3. The objective of all these measures is to provide standardized instructional forms to all schools for uniformity and efficiency of instructional delivery, supervision and administration. Soft copy of said forms are attached herewith.
4. Immediate dissemination of this Memorandum is desired.

  
LEILANI SAMSON CUNANAN, CESO VI  
Officer-In-Charge  
Office of the Schools Division Superintendent