



**University of the Philippines  
INTEGRATED SCHOOL**

**GUIDELINES FOR CLASSROOM OBSERVATIONS IN THE UPIS**

1. Address the letter of request to the Principal.

**Dr. LORINA Y. CALINGASAN**

Principal

UP Integrated School

A. Ma. Regidor cor. Quirino Avenue

Diliman, Quezon City

1101, Philippines

You may also send an email to [upis@upd.edu.ph](mailto:upis@upd.edu.ph). The letter or e-mail must be signed by the Faculty-In-Charge or the Head of the unit requesting the classroom observation.

2. Indicate in the letter of request the purpose, date/s, inclusive time and the number of observers. The requesting school or company must also provide a contact number or email address.
3. The letter of request must be submitted at least five days before the scheduled date of observation.
4. The Office of the Assistant Principal for Academic Programs (OAPAP) will communicate with the requesting party regarding the arrangements for the classroom observation.
5. The observers are expected to be on time and must stay during the whole period of the class being observed unless otherwise stated in their letter.
6. The observers should be in proper attire and should also observe proper decorum (e.g. no texting in class).
7. A classroom observation form must be accomplished and submitted to the OAPAP afterwards.