



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF CAPIZ

September 13, 2021

DIVISION MEMORANDUM

No. 179, s. 2021

MONITORING OF THE OPENING OF CLASSES FOR SCHOOL YEAR 2021-2022

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors- CID& SGOD
Education Program Supervisors
Public Schools District Supervisors/ OIC of the Districts
School Heads of Public and Private Elem., Secondary & Integrated Schools
All Others Concerned

1. In reference to DepEd Order No. 29, s. 2021 entitled, "School Calendar and Activities for School Year 2021-2022", this office shall conduct monitoring of the opening of classes of both public and private schools on September 13-30, 2021.
2. Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Specialists and other SDO personnel with monitoring and evaluation functions are required to monitor the opening of classes using the attached Monitoring and Evaluation Tool.
3. School heads are requested to accomplish the monitoring tool in advance, to be validated by the monitoring personnel during their onsite visit.
4. The conduct of this activity complies with the minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH). Wearing of face masks, face shields and observance of social distancing and other protocol standards should be observed at all times.
5. Expenses relative to the conduct of this activity shall be charged against Division MOOE Funds subject to the usual government accounting and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this memorandum is directed.

SALVADOR O. OCHAVO JR. EdD, CESO V
Schools Division Superintendent

SEP 13 2021



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**MONITORING AND EVALUATION OF THE
OPENING OF CLASSES SY 2021-2022**

School Name: _____
School ID: _____ District: _____
Address: _____ Date of Monitoring: _____

This Monitoring and Evaluation Tool is intended to check/validate the various activities/preparations done by schools thru the Schools Division Offices with regard to the opening of classes for School Year 2021 – 2022 under the new normal.

Part I. Direction: Kindly fill-out the required data.

A. Number of Teachers:

Teacher Position Level	Number of Teachers		
	Male	Female	Total
LSA (Learning Support Aide)			
LSB (Local School Board)			
Volunteer			
Teacher I			
Teacher II			
Teacher III			
Master Teacher I			
Master Teacher II			
Master Teacher III			
TOTAL			

B. Enrolment (as of date of monitoring):

Grade Level	Number of Learners		
	Male	Female	Total
Kindergarten			
Grade 1/Grade 7			
Grade 2/Grade 8			
Grade 3/Grade 9			
Grade 4/Grade 10			
Grade 5/Grade 11			
Grade 6/Grade 12			
Non-Graded			
TOTAL			





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Part II. Directions: Kindly check “YES” if the school is adopting the following LDMs or “NO” if not.

Does the school adopt the following LDMs:	Yes	No
a. Modular Distance Learning (Print)		
b. Modular Distance Learning (Digital)		
c. Online Distance Learning (ODL)		
d. TV-Based Instruction		
e. Radio-Based Instruction		
f. Blended		
If “Blended”, please specify:		

Part III. Directions: Please mark “√” the observed status in each item. Write under Remarks/Observation Column the details of the Status.

Areas of Concern	Evident	Not Evident	Remarks/Observation
A. Operational Plan			
1. School LCP			
2. Distribution and Retrieval Scheme for the Learners’ Learning Packets/Modules			
3. Packing, Distribution and Retrieval Schedule and Arrangement			
4. Approved Workloads and other Alternative Work Arrangement for teachers prepared by the school			
5. Organization of classes			
6. Sample Weekly Home Learning Plan approved by the School Head			
7. Instructional supervision and/or Technical Assistance Plan on LDMs			
8. Help Desk for OBE			





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Areas of Concern	Evident	Not Evident	Remarks/Observation
B. Learning and Other Resources			
1. Completeness of Learning Packets/SLMs for the 1 st qtr (K to Grade 12)			
2. Distribution of Learning Packets/SLMs was done prior to the opening of classes on September 13, 2021 (K to Grade 12)			
3. Availability of eSLMs/RBI/TBI learning episodes to support the preferred modality			
4. Existing functional ICT and internet connectivity in school			
5. Budget allocation to support the operation of the adopted learning modality			
C. Partnership, Linkages and Other support			
1. List of existing partners/stakeholders			
2. Areas of support provided (pls specify) (e.g., support to teachers training, provision of gadgets to learners/teachers)			
3. Copies of MOA/MOU or any supporting documents			
D. Health and Safety Protocols			
1. Adherence of school to minimum health standards			
2. School is used as quarantine facility.			





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Areas of Concern	Evident	Not Evident	Remarks/Observation
E. Community			
1. Availability of learning space			
2. Availability of Learning facilitators			
3. Hang Official Campaign Material for the Opening of Classes tarpaulin			

Challenges Encountered:

Technical Assistance needed from DO:

School Head:

Monitored by:

Printed Name over Signature

Printed Name over Signature

Designation

Date

