



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

24 August 2023

DIVISION MEMORANDUM  
NO. **406** S. 2023

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 401, S. 2023 TITLED  
MONITORING OF SCHOOL READINESS FOR THE OPENING OF  
CLASSES FOR THE SCHOOL YEAR 2023-2024**

To: OIC, Assistant Schools Division Superintendent  
Chief Education Supervisor  
Curriculum Implementation Division  
OIC, Chief Education Supervisor  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Relative to Division Memorandum No. 401, s. 2023 titled "*Monitoring of School Readiness for the Opening of Classes for the School Year 2023-2024*", attached is the corrected copy of Enclosure No. 1 titled Monitoring Tool of School Readiness for the Opening of Classes SY 2023-2024.
2. All other provisions in Division Memorandum No. 401, s. 2023 remain in effect.
3. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subject:

MONITORING AND EVALUATION  
SCHOOLS



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

Enclosure No. 1 to DM No. 406, s. 2023 7

**MONITORING TOOL OF SCHOOL READINESS FOR THE OPENING OF CLASSES  
 SY 2023-2024**

**SCHOOL:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

**Instructions:**

Listed below are indicators in the conduct of **Oplan Balik Eskwela (OBE)** for School Year (SY) 2023-2024. Please indicate compliance by putting a check mark ( / ) on the box that corresponds to your findings and specify MOVs and remarks if necessary.

**Part I – Compliance to Policies**

Indicators	Complied	Partially Complied	Not Complied	Remarks/ MOVs
<b>A. SCHOOL GROUNDS</b> 1. Grasses were trimmed. 2. Ornamental plants inside the school premises were trimmed and cultivated. 3. Danger zones, e.g. construction/repair sites are sealed off to pupils/students and are properly marked.				
<b>B. INFORMATION DISSEMINATION</b> 1. A streamer is hanged in front of the school announcing the opening of classes and/or welcoming the pupils/students back to school. 2. The Class Schedule (may be tentative) is posted on a conspicuous place. 3. OBE Information Desk/ Board is established.				
<b>C. BUILDINGS/CLASSROOMS</b> 1. Classrooms are clean (free of dust, walls are painted). 2. Windows are repaired. 3. Chairs in the classrooms are arranged. 4. A contingency plan for classroom use is available in case the school will undergo repair of classrooms. 5. The school ID printed on the roof of the main building.				
<b>D. PUPILS/STUDENTS</b> 1. Sectioning of pupils/students has been posted. 2. School supplies (from partners and other donors, if any) have been distributed to pupils/students.				
<b>E. TEACHERS</b> 1. Orientation for teachers and parents has been scheduled (to be conducted not later than August 26, 2023). 2. Basic supplies (Lesson Plan Notebook, Class Record, basic instructional materials) were provided to teachers.				
<b>F. UTILITIES</b> 1. Lights and electric fans (if any) in classrooms are functional. 2. Water supply is available in well-kept comfort rooms and wash areas.				
<b>G. TRASH/GARBAGE DISPOSAL/FACILITIES</b> 1. Availability of clearly labeled trash bins (biodegradable/non-biodegradable) 2. Collection services of garbage is available, if not, garbage disposal area in school is available. 3. Garbage cans have cover.				
<b>H. SCHOOL CANTEEN</b> 1. Secured the necessary permits including annual health and sanitation permits and have them posted. 2. Availability of potable drinking water and hand washing facilities.				







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Indicators	Complied	Partially Complied	Not Complied	Remarks/ MOVs
3. Other merchandise which are not for the use of the school canteen are not kept or stocked in the school canteen. 4. Food and beverage (softdrinks, junk foods, etc.) expressly prohibited in DepEd guidelines are not sold. 5. School canteen is well-maintained, clean, and well-ventilated. 6. Food safety standards and hygienic practices are strictly observed and implemented. 7. Adherence to standards on quality, handling, and serving of food, and canteen equipment/facilities in the school canteen are ensured.				
<b>I. SCHOOL SAFETY AND ENVIRONMENT</b> 1. School playground safety signage are visible. 2. Herbal and vegetable gardens are available. 3. Medical/Emergency Kit is available. 4. Health and Personality Corner are provided inside the classroom.				

**Part II - ENROLMENT as of** \_\_\_\_\_  
 (Date of Monitoring)

GRADE LEVEL			AM	PM	REMARKS
	MALE	FEMALE	TOTAL		
Kindergarten					
GRADE 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
<b>TOTAL</b>					

**Part III-(Other findings)**

Issues/Concerns	Technical Assistance provided	Remarks
Best Practices:		

Monitored by:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Designation

Conforme:

\_\_\_\_\_  
 School Head

\_\_\_\_\_  
 Date/ Time





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

22 August 2023

DIVISION MEMORANDUM  
 No. 401, s. 2023

**MONITORING OF SCHOOL READINESS FOR THE OPENING OF CLASSES  
 FOR THE SCHOOL YEAR 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID  
 OIC, Office of the Chief Education Supervisor, SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Heads of Public Elementary, Secondary, and Integrated Schools  
 All Others Concerned

1. In compliance with DepEd Order No. 22, s. 2023 titled **“Implementing Guidelines on the School Calendar and Activities for the School Year (SY) 2023-2024”**, this Office will conduct monitoring activities on school readiness for the opening of classes for SY 2023-2024 on August 23-25, 2023.
2. This activity aims to assess the readiness of schools for the opening of classes for SY 2023-2024 as well as determine issues or areas for provision of technical assistance.
3. The composition of the Division Monitoring Teams and the schedule of the monitoring activities are as follows:

Team A	Team B
1. Sephora M. Roldan	1. Andres D. Quiachon
2. Dr. Ruth C. Gervero	2. Dr. Merlie J. Rubio
3. Elenia P. Baranda	3. Dr. Rolando B. Jamora
4. Ronie C. Reteracion	4. Salvador Dale Artates
5. Dr. Joy Arnold T. Lejos	5. Alan Vincent B. Altamia
6. Nannette G. Calixterio	6. Dr. Marggie A. Obligacion
7. Dr. Immaculada J. Amores	7. Glenda Marie B. Botin
8. Ronald D. Dile/ Mary Grace Atinon	8. Jhean Mae Grace Lingco
9. Yzarda Claudette Ballera	9. One (1) Nurse II
10. Assigned PSDS	10. Assigned PSDS

**Schedule of M&E Activities**

No.	District	Date	Assigned Team
1	Maayon	August 23-25, 2023	Team B
2	Panay		
3	Panitan		
4	Pilar		
5	Pontevedra		
6	President Roxas		
7	Ivisan		
8	Cuartero	August 23-25, 2023	Team A
9	Dao		
10	Dumalag		
11	Dumarao		
12	Jamindan		
13	Mambusao East		
14	Mambusao West		
15	Sapian		
16	Sigma		
17	Tapaz East		
18	Tapaz West		





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**SCHOOLS DIVISION OF CAPIZ**

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4. Attached is the monitoring tool, for your guidance.
5. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**RONIE C. RETERACION**  
Education Program Supervisor – MAPEH  
In-charge of the Division







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

Enclosure No. 1 to DM No. 401, s. 2023

**MONITORING TOOL OF SCHOOL READINESS FOR THE OPENING OF CLASSES  
 SY 2023-2024**

**SCHOOL:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

**Instructions:**

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<b>C. BUILDINGS/CLASSROOMS</b> 1. Classrooms are clean (free of dust, walls are painted). 2. Windows are repaired. 3. Bulletin boards depict the theme for the month of August. 4. Chairs in the classrooms are arranged. 5. A contingency plan for classroom use is available in case the school will undergo repair of classrooms. 6. The school ID printed on the roof of the main building.				
<b>D. PUPILS/STUDENTS</b> 1. Sectioning of pupils/students has been posted. 2. School supplies (from partners and other donors, if any) have been distributed to pupils/students.				
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**Part III-(Other findings)**

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Best Practices:		

Monitored by:

\_\_\_\_\_ Signature over Printed Name

\_\_\_\_\_ Designation

Conforme:

\_\_\_\_\_ School Head

\_\_\_\_\_ Date/ Time

