



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

August 25, 2023

DIVISION MEMORANDUM

No. 416, s. 2023

**MONITORING ACTIVITIES OF 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
School Heads of Public & Private Elementary, Secondary and
Integrated Schools
All Others Concerned

1. In reference to DepEd Order No. 22, s. 2023 titled **“Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024”**, this Office shall conduct monitoring activities of the opening of classes for both public and private schools from August 29 to September 8, 2023.
2. This activity aims to:
 - a. monitor the first two (2) weeks of the implementation of the K to 12 curriculum;
 - b. gather feedback; and
 - c. provide technical assistance.
3. The composition of the Division Monitoring Officials and the schedule of the monitoring activities are as follows:

Chairperson: Ma. Lunie B. Sampani
OIC, Office of the ASDS

Vice-Chairpersons: Dr. Segundina F. Dollete
CES, CID

Dr. Edna B. Azcarraga
OIC, Office of the CES, SGOD





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| Team A | Team B | Team C |
|--|--|---|
| Ma. Lunie B. Sampani Salvador Dale Artates Sephora M. Roldan Alan Vincent B. Altamia Nannette G. Calixterio Glenda Marie B. Botin Candelaria Talabucon Jerry Mosquite | Dr. Edna B. Azcarraga Ronie C. Reteracion Elenia P. Baranda Andres D. Quiachon Engr. Marlon Clarito Dr. Immaculada J. Amores Ronald D. Dile Joy Arnold T. Lejos, MD Romar Jaravelo | Dr. Segundina F. Dollete Dr. Merlie J. Rubio Dr. Rolando B. Jamora Mary Grace Atinon Dr. Ruth C. Gervero Dr. Marggie Obligacion Eduardo Villafuerte Sheralyn Baticados |

Schedule of M&E Activities

| Date | District | Team |
|-------------------|-----------------|--------|
| August 29, 2023 | Cuartero | Team A |
| | Dao | Team B |
| | Dumalag | Team C |
| August 30, 2023 | Dumarao | Team A |
| | Ivisan | Team B |
| | Sapian | Team C |
| August 31, 2023 | Maayon | Team A |
| | Pontevedra | Team B |
| | Panay | Team C |
| September 5, 2023 | Panitan | Team A |
| | Pilar | Team B |
| | President Roxas | Team C |
| September 6, 2023 | Jamindan | Team A |
| | Mambusao West | Team B |
| | Mambusao East | Team C |
| September 7, 2023 | Sigma | Team A |
| | Tapaz East | Team B |
| | Tapaz West | Team C |
| September 8, 2023 | Capiz NHS | EPSs |

1. All Public Schools District Supervisors and Education Program Supervisors are requested to attend the schools' flag ceremony in their assigned districts on August 29, 2023. They shall not only focus on central schools but must also monitor schools which need technical assistance.
2. School heads are required to accomplish the attached monitoring tool in advance, to be validated by the monitoring personnel during their onsite visit.



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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6. Coordination with the LGUs and local peace officers must be established to ensure the safety of all the learners and personnel in going to and from the school.
7. Expenses incurred relative to the conduct of this activity are chargeable against the Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are 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 subjects:

SCHOOLS
MONITORING AND EVALUATION
CLASSES
BASIC EDUCATION





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Enclosure No. 1 to SDM No. 416, s. 2023

SY 2023-2024 OPENING OF CLASSES DIVISION MONITORING TOOL

School: _____ ID: _____
 District: _____ LD: _____
 School Head: _____ Date of Monitoring: _____

| FOCUS AREAS | | | | | FINDINGS AND RECOMMENDATIONS |
|---|-------------------|------------------------------------|-------------------|------------------|------------------------------|
| A. ACTUAL ENROLMENT AS OF MONITORING DATE | | | | | |
| 1. Enrolment Data | | | | | |
| Grade | Previous SY 22-23 | Current SY 23-24 (LIS Quick Count) | Organised Classes | Day's Attendance | |
| Kinder | | | | | |
| G1 | | | | | |
| G2 | | | | | |
| G3 | | | | | |
| G4 | | | | | |
| G5 | | | | | |
| G6 | | | | | |
| G7 | | | | | |
| G8 | | | | | |
| G9 | | | | | |
| G10 | | | | | |
| G11 | | | | | |
| G12 | | | | | |
| Total | | | | | |
| Remarks on Enrolment Trend: _____ | | | | | |
| Reasons for Increase or Decrease in Enrolment: | | | | | |
| 1. _____ | | | | | |
| 2. _____ | | | | | |
| 3. _____ | | | | | |
| 4. _____ | | | | | |
| 5. _____ | | | | | |
| 2. OBE Client Assistance Service Desk | | | | | |
| 2.1 Presence of Attending Officer (preferably non-teaching) | | | | | |
| 3. Incidence of Learners Enrolling on Aug 29 or beyond | | | | | |
| 3.1 Common Reasons for late enrolment | | | | | |
| Level | Number | Reason/ s | | | |
| Kinder | _____ | _____ | | | |
| Elem | _____ | _____ | | | |
| Junior HS | _____ | _____ | | | |
| Senior HS | _____ | _____ | | | |
| Non-Graded | _____ | _____ | | | |
| Total | _____ | _____ | | | |
| 4. Data on Balik-Aral, Transferred-In, etc. | | | | | |
| Balik-Aral _____ | | Transferred-In _____ | | | |
| School Leavers _____ | | Failed to enroll _____ | | | |
| 5. Alternative Learning System (ALS) | | | | | |
| Level | Actual Headcount | | | | |
| | Male | Female | Total | | |
| BLP | | | | | |
| ELEM | | | | | |
| JHS | | | | | |
| SHS | | | | | |
| Total | | | | | |



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| FOCUS AREAS | FINDINGS | RECOMMENDATION |
|---|--|----------------|
| B. TEACHING AND LEARNING DELIVERY | | |
| 1. Class Programs and Teacher's Programs are compliant with DO 21, s. 2019, compete and duly signed by the signing authorities | | |
| 1.1 Class Program | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 1.2 Teacher's Program | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 1.3 Organization of Classes | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 2. Availability of MELCs-based teaching and learning resources | | |
| 2.1 DLL/Lesson Plans | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 2.2 storage of the Learning resource materials | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 2.3 distribution scheme | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 3. Provision of adequate MELCs-based Teaching and Learning Resources | | |
| 3.1 instructional materials | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 3.2 Self-learning materials | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 3.3 digitalized learning materials | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 4. Availability of Catch-Up Plans for Full Refresher/Non-Decoders/Non-numerates/Frustration Readers | | |
| 4.1 follow-up strategy/activity after the NLC | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 4.2 Learning Recovery Plan approved programs | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 5. Observance of Academic Focus and Non-Disruption of Classes | | |
| 5.1 decluttering scheme or plan | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 6.Preparation to address various learning needs of Inclusion and Special Interest Programs | | |
| 6.1 SNED - MFAT | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 6.2 IPED – Community mapping | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 6.3 ALS – Functional Literacy Test | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |





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| 7. Teacher Upskilling based on Training | | |
|--|--|--|
| 7.1 Capacity Building Activities | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 7.2 LAC sessions plan | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 7.3 Mentoring and Coaching Program using the PPST Learning Package | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |

C. SCHOOL OPERATIONS AND CRUCIAL RESOURCES

| | | |
|---|--|--|
| 1. School grounds, classrooms, and all its walls and other school facilities are clean and free from unnecessary artwork, decoration, and posters at all times. | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 2. Classrooms are cleared from stockpiles of materials and other unused items and disposals, including unnecessary furniture and fixtures. | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 3. Availability and Age Appropriateness of Seats | <ul style="list-style-type: none"> ▪ Sufficient ▪ Insufficient ▪ Other Findings | |

4. Availability of the following

| | | |
|---------------------------|--|--|
| 4.1 water Supply | <ul style="list-style-type: none"> ▪ Sufficient ▪ Insufficient ▪ Other Findings | |
| 4.3 Functional Toilet | <ul style="list-style-type: none"> ▪ Sufficient ▪ Insufficient ▪ Other Findings | |
| 4.3 Sanitation Facilities | <ul style="list-style-type: none"> ▪ Sufficient ▪ Insufficient ▪ Other Findings | |

5. Documented Partnership Engagements

| | | |
|--|--|--|
| 5.1 Sourced Out Donations | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 5.2 Other Forms of Services Rendered by Stakeholders Total Donations Received during Brigada Eskwela period | | |

D. HEALTH AND SAFETY PROTOCOLS AND PROTECTIVE MEASURES

1. Waste Disposal System

| | | |
|--------------------------|--|--|
| 1.1 recycling | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 1.2 combustion (burning) | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
| 1.3 composting | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |

2. Absence of mosquito breeding spots

| | | |
|-----------------------|--|--|
| 2.1 no stagnant water | <ul style="list-style-type: none"> ▪ Evident ▪ Not Evident ▪ Other Findings | |
|-----------------------|--|--|





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| | | |
|--|--|--|
| 2.2 clean gutters and drains | <ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings | |
| 3. "Accident-free" environments | | |
| 3.1 cautions signs for all accident prone areas (presence of signages) | <ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings | |
| 3.2 indoor and outdoor maintenance plan/activities | <ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings | |
| 3.4 indoor and outdoor hazard inspection schedule | <ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings | |
| 3.5 maintenance schedule | <ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings | |

E. WELL-BEING AND PROTECTION

| | | |
|---|--|--|
| 1. In-placed school-based program on Psychosocial Support Services for Learners | <ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings Recommendation: | |
| 2. Functional Child Protection Committee | <ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings Recommendation: | |

F. Other Observations/Other Issues and Concerns

Agreement/ TA Provided:

Monitored by:

Concurred by:

Date: _____

