



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

22 MAY 2026

DIVISION MEMORANDUM

No. 212, s. 2026

**MONITORING ACTIVITIES ON SCHOOL READINESS FOR THE OPENING OF
CLASSES FOR SCHOOL YEAR 2025–2026**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In reference to DepEd Order No. 009, s. 2026 titled **Guidelines on the Implementation of the Three-Term School Calendar in Basic Education**, stating that the School Year 2026-2027 shall start on June 08, 2026, this Office shall conduct monitoring activities on school readiness for the opening of classes for both public and private schools from **June 01-11, 2026**.
2. This activity aims to:
 - a. assess the readiness of schools;
 - b. ensure compliance with DepEd policies and standards;
 - c. gather issues/ concerns related to the opening of classes; and
 - d. provide technical assistance.
3. All Districts are directed to submit their District Monitoring Plan (see attached template) for the Opening of Classes to the School Management, Monitoring, and Evaluation (SMME) Section of the School Governance and Operations Division (SGOD), through the Public Schools District Supervisors, on or before 01 June 2026.
4. The List of the Division Monitoring Teams and the Division and District Monitoring Tools are attached to this memorandum.
5. The Division Monitoring Team shall meet on May 25, 2026, at 9:00 AM at the Capiz Division Multipurpose Hall, Banica, Roxas City.
6. Public Schools District Supervisors and school heads are required to accomplish the attached monitoring tools in advance, with the required Means of Verification (MOVs) duly prepared, to be validated by the monitoring personnel during their onsite visit.



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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Enclosure No. 1 to SDM No. 212, s. 2026

COMPOSITION OF THE DIVISION MONITORING OFFICIALS

Team A	Team B	Team C
1. Dr. Luz U. Banson, CESE	1. Dr. Edna B. Azcarraga	1. Alan Vincent B. Altamia
2. Ronie C. Reteracion	2. Elenia P. Baranda	2. Dr. Merlie J. Rubio
3. Dr. Ruth C. Gervero	3. Andres D. Quiachon	3. Dr. Edwin Jason Duenas
4. Dr. Reynaldo Crespo	4. Dr. Marggie Obligacion	4. Dr. Immaculada J. Amores
5. Romar Jaravelo	5. Engr. Marlon Clarito	5. Mary Grace Atinon
6. Glenda Marie B. Botin	6. Ronald D. Dile	6. Dr. Lourdelyn R. Fuentes
7. Candelaria Talabucon	7. Dionirose L. Duron, MD	7. Ann Marie Villamor
8. Jerry Mosquite	8. Jhean Mae Grace Lingco	8. Yzarda Claudette Ballera
9. PSDSs	9. PSDSs	9. PSDSs
10. Central School Principal	10. Central School Principal	10. Central School Principal

SCHEDULE OF MONITORING ACTIVITIES

Date	District	Team
June 1, 2026	Cuartero	Team A
	Dao	Team B
	Dumalag	Team C
June 2, 2026	Dumarao	Team A
	Ivisan	Team B
	Sapian	Team C
June 3, 2026	Maayon	Team A
	Pontevedra	Team B
	Panay & Capiz NHS	Team C
June 4, 2026	Panitan	Team A
	Pilar	Team B
	President Roxas	Team C
June 5, 2026	Jamindan	Team A
	Mambusao East	Team B
	Mambusao West	Team C
June 8, 2026	Sigma	Team A
	Tapaz East	Team B
	Tapaz West	Team C
June 9, 2026 (Private Schools)	Pilar, President Roxas & Maayon	Team A
	Panay, Pontevedra & Panitan	Team B
	Ivisan, Sigma & Dao	Team C
June 10, 2026 (Private Schools)	Cuartero, Dumalag & Dumarao	Team A
	Mambusao East & West and Jamindan	Team B
	Tapaz East & West & Sapian	Team C



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Enclosure No. 2 to SDM No. 212, s. 2026

ONSITE MONITORING TOOL FOR THE OPENING OF CLASSES SY 2026-2027

PART I. SCHOOL PROFILE

School:	
School Address:	
School ID:	
School Head:	
Contact Number:	
Classification:	<input type="checkbox"/> Public School <input type="checkbox"/> Private School
School Level:	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Integrated
Type of School:	<input type="checkbox"/> Central <input type="checkbox"/> Non-central <input type="checkbox"/> Integrated
Class Shift:	<input type="checkbox"/> Single Shift <input type="checkbox"/> Double Shift Triple Shift

DO 19, s. 2008 Implementation of No Collection Policy in all Public Elementary and Secondary Schools	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant Reasons for Non-Compliance:
DO 13, s. 2017 Policy and Guidelines on Healthy Food and Beverage Choices in School and in DepEd Offices	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant Reasons for Non-Compliance:
DO 10, s. 2016 Policy and Guidelines for the Comprehensive Water, Sanitation, and Hygiene in School (Wins) Program	<input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant Reasons for Non-Compliance:

PART II: SUPPLY THE FOLLOWING DETAILS AS REQUIRED

The school opened classes on June 08, 2026 (For private schools only)	Reasons for the Early/ Late Opening of Classes
<input type="checkbox"/> Yes <input type="checkbox"/> No (if "No" state the date)	



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Oplan Balik Eskwela Client Assistance Service Desk <input type="checkbox"/> Yes <input type="checkbox"/> No	Findings that Need Technical Assistance from the Division Office
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PART III: DO A QUICK COUNT ON THE FOLLOWING:

	MALE	FEMALE	TOTAL
Local School Board			
Volunteer			
Teacher I			
Teacher II			
Teacher III			
Master Teacher I			
Master Teacher II			
Master Teacher III			
TOTAL			

AS OF DATE OF MONITORING	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			
Non-Graded			

Level	Alternative Learning System Actual Headcount		
	Male	Female	Total
Basic Literacy Program			
ELEM			
JHS			
SHS			





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PART IV: Please check "EVIDENT" or "NOT EVIDENT" if the following areas are observed in school. Supply details in the "REMARKS/OBSERVATION" for further the evaluation/validation.

AREAS OF CONCERN	EVIDENT	NOT EVIDENT	REMARKS/OBSERVATION
I. School Head			
1. Present onsite			
2. Conducted orientation for the opening of classes including the new calendar structure with minutes of the meeting			
3. Have school calendar and class program aligned with the three-term calendar with ARAL Program Integration			
3. Posted schedule of classes			
4. Prepared teachers load in compliant with D.O # 002, s. 2024 (No teachers shall be subjected to administrative work)			
5. Provided a designated area for the conduct of ongoing enrollment (to be monitored starting 08 June 2026).			
6. Assigned a non-teaching and/or available teacher/s to cater to enrollees			
II. Teachers			
1. Have Curriculum Guides			
2. Present on-site			
3. In their appropriate school uniform and school ID			
4. Stood at the back of the students/pupils during the flag ceremony			
5. Started classes on time			
III. Classrooms			
1. Clean			
2. Ventilated			
3. Well-lighted			
4. With clean comfort rooms			
5. With segregated waste bins			
IV. Ancillary Services			
1. Canteen compliant with D.O No. 13, s.2017			
2. School Clinic			
3. Guidance Clinic			
4. Functional Library			

IV. Issues and Concerns and Agreement



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Issues and Concern	Agreement	Responsible Person	Target Date

Monitored by:

Concurred by:

Date: _____

