



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 January 2023

DIVISION MEMORANDUM

No. 001 s. 2023

ON/OFF SITE MONITORING OF SCHOOL READINESS AND RESUMPTION OF CLASSES

To: Chief Education Supervisors
 Education Program Supervisors – Public Schools District Supervisors
 School Heads, Public Elementary and Secondary
 All Others Concerned

1. Relative to D.O. No. 34 s. 2022, also known as the "School Calendar and Activities for S.Y. 2022- 2023, this office announces the **on/off site monitoring of school readiness and resumption of classes** from January 4 – 6, 2023.
2. This is to ensure a safe sound working and learning environment where all queries, concerns and issues relative to learning delivery that are commonly encountered by the schools are properly addressed and relevant and timely technical assistance are provided.
3. Refer to the enclosure for the division monitoring officials and the monitoring tool.
4. For queries and concerns relative to this school monitoring activity you may send an email to sgodsmme@depedtayabas.com.
5. For information and guidance of all concerned.

ANTONIO P. FAUSTINO JR.

Education Program Supervisor
 Officer-In-Charge

Office of the Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@dep.gov.ph



<https://depedtayabas.com/>

Enclosure 1
Division Monitoring Officials

EPS-PSDS	SGOD- MONITORING PERSONNEL	SCHOOL ASSIGNMENTS
Sancho Calatrava	Marvin Rosales	Gibanga ES, Tayabas West CS I, Tayabas West CS III, West Palale NHS, Lawigue ES
Dr. Jerome A. Chavez	Dr. Luzviminda Saludaes	Alsam ES, Rosario Quesada Integrated HS, Tayabas East CS, Wakas ES, Tayabas West CS II
Louie L. Fulleo	Dr. Jean Rose Rabano.	Ipilan-Alitao ES, Malao-a Calantas ES, Luis Palad Integrated HS, Pandakake ES
Richelle F. Quintero	Nicole May Lagar	BANHS, Eugenio Francia ES, Lakawan ES, Poto ES
Sherwin C. Quesea	Engr. Jaypee Escobar	Dapdap Integrated School, Lalo ES, Tayabas West CS IV, West Palale ES
Dr. Christian J. Bables	Dr. Montano Agudilla Jr.	Busal ES, East Palale ES, North Palale ES, South Palale ES
Mildred Z. Galleno	Dr. Maria Corazon Borbon	Domit ES, Kalumpang ES, Froilan E. Lopez ES, Mayuwi Community School, Mate ES
Dr. Jay U. Aureada	Joan Kathleen Talabong	Katigan-Alupay ES, Ilasan ES, Masin ES, Valencia ES



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

Enclosure 2
Monitoring Tool

Name of School: _____
Name of School Head: _____
Date of Monitoring: _____

Directions: Please check the appropriate column based on your monitoring.

Area of Observation		Evident	Not Evident
Community Readiness	1. The school head has issued a memo to inform the community of the schedule of re-opening of classes.		
	2. The school head has ensured that the school is safe and secure for the students before the resumption of classes.		
Work and Learning Space Readiness	3. The chairs are properly arranged and the room is clean.		
	4. The class adviser has checked the attendance of the students before giving any other activity.		
Teacher Readiness	5. The class adviser has recorded the attendance of the students.		
	6. The class adviser has immediately called up the parents of the absentee/s to make a follow up.		
	7. The teacher has prepared lesson plan/s for January 4 – 6, 2023.		
Remarks			

Name and Signature of School Head

Name and Signature of the Monitoring Official



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>