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

27 MAY 2021

DIVISION MEMORANDUM  
No. 210 s. 2021

**TIMELINE FOR ACCOMPLISHING SCHOOL'S MONITORING TOOL  
FOR QUALITY**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. To further reinforce and accelerate the institutionalization of Quality Assurance and Accountability in schools and in relation to Strand 2.1 (Records Management), Domain 2: Managing School Operations and Resources of Philippine Professional Standards for School Heads, this office informs the field of the timeline of accomplishing School's Monitoring Tool for Quality.
2. The activity aims to:
  - a. Capture relevant data needed to provide schools and stakeholders information on the implementation of BE - LCP;
  - b. Institutionalize school's management of basic education information system; and
  - c. Provide information to school management to review and sustain the strategies than can improve the school's implementation of PPAs on Quality
3. All school heads are advised to create school's information management team to facilitate smoothly the accomplishment of the School's Monitoring tool for Quality.
4. Enclosed is the timeline for accomplishing the tool.
5. Immediate dissemination and strict compliance of this memorandum is desired.

  
**GELIE M. ILAGAN, CESO VI**

Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

Enc. As stated.



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Enclosure

NO.	ACTIVITY	TIMELINE	RESPONSIBLE PERSON
1.	Management of Curriculum Implementation	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>School Head</li> <li>School's Information Management Team</li> </ul>
2.	Learning Resources	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>School Head</li> <li>LR Coordinator</li> </ul>
3.	Curriculum Development, Enrichment and Localization	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>School Head</li> <li>School's Information Management Team</li> </ul>
4.	Utilization of LR Portal	Semestral (Covering 2 Quarters of Implementation)	<ul style="list-style-type: none"> <li>School Head</li> <li>School's Information Management Team</li> <li>LR Coordinator</li> </ul>
5.	Learning Delivery – ELLN	Semestral (Covering 2 Quarters of Implementation)	<ul style="list-style-type: none"> <li>School Head</li> <li>Schools Information Management Team</li> <li>ELLN Coordinator</li> </ul>
6.	Learning Delivery – Numeracy	Semestral (Covering 2 Quarters of Implementation)	<ul style="list-style-type: none"> <li>School Head</li> <li>Schools Information Management Team</li> <li>ELLN Coordinator</li> </ul>
7.	Learning Delivery – 3Bs		
	7.1 Learners' Reading Profile (Pre and Post)	Beginning of the First Quarter (November 2021) and Before the end of the S.Y. (July 2021)	<ul style="list-style-type: none"> <li>School Head</li> <li>Schools Information Management Team</li> <li>3Bs/Reading Coordinator</li> </ul>
	7.2 Innovation, Professional Development Activities, Learning Resources, Reading Clinic, Stakeholders' Support, Research, CIGP and TA	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>School Head</li> <li>Schools Information Management Team</li> <li>3Bs/Reading Coordinator</li> </ul>
8.	Learning Delivery – MG	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>School Head</li> <li>School's Information Management Team</li> </ul>
9.	Learning Delivery – SLAC	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>School Head</li> <li>School's Information Management Team</li> </ul>



10.	Learning Delivery – LS	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>• School Head</li> <li>• School's Information Management Team</li> </ul>
11.	Learning Delivery – Classroom Observation	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>• School Head</li> <li>• School's Information Management Team</li> </ul>
12.	Learning Outcome Assessment	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>• School Head</li> <li>• School's Information Management Team</li> <li>• Testing/Assessment Coordinator</li> </ul>
13.	LOA – Learners' Academic Performance	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>• School Head</li> <li>• School's Information Management Team</li> <li>• Testing/Assessment Coordinator</li> </ul>
14.	Special Curricular Program	Quarterly (1 week after the end of each quarter)	<ul style="list-style-type: none"> <li>• School Head</li> <li>• School's Information Management Team</li> </ul>
15.	Continuous Improvement	2 <sup>nd</sup> Week of June 2021	<ul style="list-style-type: none"> <li>• School Head</li> <li>• School's Information Management Team</li> <li>• CI Team Leader</li> </ul>
16.	Action Research	2 <sup>nd</sup> Week of June 2021	<ul style="list-style-type: none"> <li>• School Head</li> <li>• School's Information Management Team</li> <li>• Action Research Coordinator</li> </ul>

*Note: Schools may encode data on some activities conducted within the quarter provided that sufficient information/ data is obtained.*