



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

23 June 2026

DIVISION MEMORANDUM
No. **414** s. 2026

TUPAD IN SCHOOLS MONITORING

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

1. Pursuant to **DM 027 s. 2026** titled **2026 Brigada Eskwela Implementing Guidelines** and **DM 035 s. 2026** known as **Coordination and Deployment of Tupad Beneficiaries During Brigada Eskwela 2026**, this Office announces the **monitoring of TUPAD beneficiaries** in school from **June 24-29, 2026** at the respective **TUPAD in School Implementers**.
2. This activity aims to provide technical assistance and evaluate efficiency in the school implementation.
3. Please see Enclosure 1 for the List of Monitoring Officials and Enclosure 2 for the Monitoring Tool.
4. Pursuant to **CSC-DBM Joint Circular No. 2, s. 2004** entitled **Non-Monetary Remuneration for Overtime Services Rendered**, eligible non-teaching personnel who render duly authorized overtime services may be granted Compensatory Time-Off (CTO) in lieu of overtime pay, subject to existing rules, regulations, and approval procedures of the Department of Education and the Civil Service Commission.
5. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ, EdD
Chief Education Supervisor - CID
Officer-in-Charge

Encl.: As stated

References: DM 027 s. 2026

DM 035 s. 2026

CSC-DBM Joint Circular No. 2, s. 2004

To be indicated in the Perpetual Index
under the following subjects:

TUPAD
MONITORING

SGOD- tupad in schools monitoring
SGOMNIKL-005015/June 23, 2026

Enclosure 1

MONITORING OFFICIALS

NO.	NAME OF SCHOOL	MONITORING OFFICIAL
1.	Buenaventura Alandy National High School	Montano L. Agudilla Jr.
2.	Dapdap Integrated School	
3.	Luis Palad Integrated High School	Joan Kathleen Talabong – Brizuela
4.	Tayabas East Central School	
5.	Tayabas West Central School I	

Enclosure 2

TUPAD SCHOOL IMPLEMENTATION MONITORING TOOL

A. BENEFICIARY INFORMATION SHEET

NO.	NAME OF BENEFICIARY	AGE	SEX	CONTACT NUMBER	START DATE	END DATE

B. DAILY ATTENDANCE MONITORING

Directions:

- Record the attendance of each TUPAD beneficiary daily in the corresponding date column.
- Use the following attendance codes:
 - P** – Present: The beneficiary reported for work and completed the assigned duties for the day.
 - A** – Absent: The beneficiary did not report for work on the scheduled day.
 - L** – Late: The beneficiary reported for work but arrived beyond the prescribed reporting time.
- Enter only one (1) attendance code per beneficiary per day.
- Ensure that all entries are accurate and based on actual attendance records.
- The designated supervisor or focal person shall verify and update the attendance sheet daily.
- At the end of the monitoring period, review the attendance records to ensure completeness and correctness before submission.

NO.	NAME OF BENEFICIARY	DAY 1		DAY 2		DAY 3		DAY 4		DAY 5		DAY 6		DAY 7		DAY 8		DAY 9		DAY 10		TOTAL DAYS PRESENT
		Ti m e In O u t	T i m e O u t	Ti m e In O u t	T i m e O u t	Ti m e In O u t	T i m e O u t	Ti m e In O u t	T i m e O u t	Ti m e In O u t	T i m e O u t	Ti m e In O u t	T i m e O u t	Ti m e In O u t	T i m e O u t	Ti m e In O u t	T i m e O u t	Ti m e In O u t	T i m e O u t	Ti m e In O u t	T i m e O u t	

C. ACCOMPLISHMENT MONITORING CHECKLIST

NO.	TASK/ACTIVITY	TARGET	ACCOMPLISHED	REMARKS
1	Classroom Cleaning			
2	School Grounds Maintenance			
3	Waste Segregation			
4	Gardening/Landscaping			
5	Minor Repair Assistance			
6	Other Assigned Tasks			

D. PERFORMANCE RATING

Instructions: Rate each criterion from using the rating scale below.

5– Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Needs Improvement
1 Unsatisfactory

NO.	NAME OF BENEFICIARY	CRITERIA	RATING (1-5)	AVERAGE RATING	REMARKS
1		Attendance and Punctuality			
		Quality of Work			
		Compliance with Instructions			
		Initiative			
		Cooperation with School Personnel			
		Observance of Safety Protocols			
2		Attendance and Punctuality			
		Quality of Work			
		Compliance with Instructions			
		Initiative			
		Cooperation with School Personnel			
		Observance of Safety Protocols			

E. SCHOOL HEAD VALIDATION

Findings:

Recommendations:

Prepared by: _____
(Position) _____

Approved by: _____
(School Head) _____