



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM
NO. 100 s. 2018

TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED

FROM : CATHERINE P. TALAVERA, Ph. D. CESO VI
Schools Division Superintendent

SUBJECT : ADDENDUM: RE CONDUCT MONITORING OF THE OPENING OF
CLASSES IN PUBLIC AND PRIVATE ELEMENTARY AND
SECONDARY SCHOOLS

DATE : June 4, 2018

In addition to information from the Division Memorandum No.153, s. 2018 dated May 31, 2018 entitled "Monitoring of the Opening of Classes in public and private Elementary and Secondary schools on June 4-6, 2018". Attached is the copy of the monitoring tools and the assigned monitoring officials on the additional two (2) days more for gathering enrolment data and other information related thereto in the morning only, in the afternoon they will report at the office to submit gathered data & information and to attend other office routine.

This activity aims to ensure the implementation of specific guidelines especially in the areas of instruction and progress monitoring & evaluation.

For the guidance and information of all concerned.

SGOD/Addendum in monitoring of the opening of classes in public & private elementary and secondary schools.
DM____/2018





Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



Enclosure No. 1

MONITORING OFFICIALS FOR THE OPENING OF CLASSES SY 2018-2019

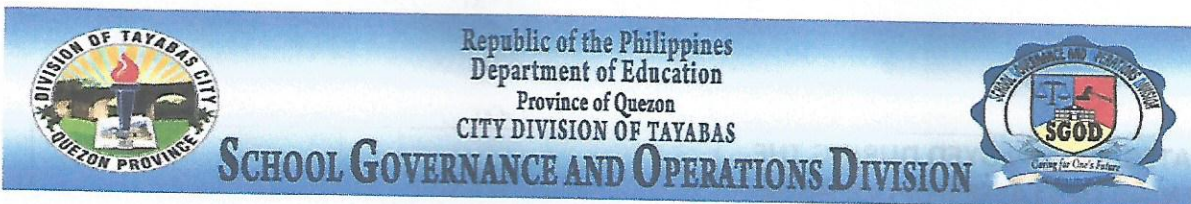
SCHOOLS	MONITORING OFFICIALS	DATE
TECS 1, 2, & 3	Mr. Pelagia L. Manalang	June 4-6, 2018
TWCS 1,3 & 4	Dr. Connie S. Sia	June 4-6, 2018
Ipilan-Alitao ES & LPIHS	Ms. Marife R. Lagar	June 4-6, 2018
Gibanga ES & Kalumpang ES	Ms. Georgia P. Talabong	June 4-6, 2018
Domoit ES & FELES	Nurse Alleli Padillo	June 4-6, 2018
Wakas ES & RQM NHS	Ms. Generosa F. Zubieta	June 4-6, 2018
Dapdap IS & Lalo ES	Mr. Ermelo A. Escobinas	June 4-6, 2018
Pandakaki ES & Mate ES	Mr. Louie Fullido	June 4-6, 2018
Lakawan ES & TWCS 2	Ms. Mildred Z. Galleno	June 4-6, 2018
WPNHS, WPES & NPES	Dr. Joseph Jay Aureada	June 4-6, 2018
EPES & SPES	Ms. Fideliza V. Lucas	June 4-6, 2018
Katigan-Alupay ES & Ilasan ES	Mr. Aldwin Capistrano	June 4-6, 2018
Valencia ES & Masin ES	Ms. Luzviminda Saldares	June 4-6, 2018
Alsam ES & Lawigue ES	Dr. Christian J. Bables	June 4-6, 2018
Bukal ES & Poto ES	Ms. L.C. Richelle F. Quintero	June 4-6, 2018
Malao-a/Calantas ES & SHS- Stand Alone	Mr. Sherwin C. Quesea	June 4-6, 2018
All Private Schools	Ms. Joan Kathlen T. Brizuela Mr. Sancho Calatrava	June 4-6, 2018

Note:

1. The Schools Division Superintendent and Chiefs of School Governance & Operations Division and Curriculum Implementation Division will likewise conduct monitoring for the opening of classes on a random basis.

2. All monitoring reports will be submitted on or before 5 o'clock PM each day for consolidation at SGOD office to be ready for submission to the regional office on the same date.

3. **This also serves as Travel Order.**



**MONITORING TOOL FOR THE OPENING OF CLASSES/OPLAN BALIK ESKWELA
SCHOOL YEAR 2018-2019**

School: _____ Private _____ Public _____
 Address: _____ School ID: _____
 School Head: _____ Monitoring Official: _____

General Impression: ____ Not organized; ____ Organized; ____ Highly organized.

***Interpretation:** 1-5 points = not organized; 6-10 points = Organized; 11- 16 points = Highly organized.*

DIRECTIONS: Please check the appropriate column based on your observation. Write your significant or insignificant observation/remarks in any of the following indicators/ item/s below.

INDICATORS	BEST PRACTICE	WEAK PRACTICE	REMARKS
STRATEGIES EMPLOYED DURING PRE-PLANNING STAGE			
1. Early display of tarpaulin was done.			
2. The School Heads gathered the teachers and oriented on the opening of classes.			
3. Varied advocacy campaign strategies were applied (proper coordination w/ the barangay council,tanod or police).			
4. Queries/Issues and concerns were addressed by the school heads in coordination with the Division Personnel.			
READINESS			
5 . The surrounding is clean and orderly.			
6. The classrooms are clean.			
7. The classrooms are well structured.			
8. School furniture are sufficient enough to accommodate all learners in each classrooms.			
9. 100% of learners enrolled per class are present.			
10. 100% of teachers are present including the School Head.			



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**MONITORING TOOL FOR THE OPENING OF CLASSES
SY 2018-2019**

NAME OF SCHOOL:

DATE:

NAME OF SCHOOL HEAD:

A. BASIC INFORMATION

LEVEL	Enrollment as of June 4, 2018			No. of Early Enrollment Registrants		Number of Classrooms		Number of Teachers	
	Male	Female	Total						
Kindergarden									
Grade I / Grade VII									
Grade II / Grade VIII									
Grade III / Grade IX									
Grade IV / Grade X									
Grade V / Grade XI									
Grade VI / Grade XII									

B. READINESS

School Facilities	Highly Evident	Evident	Not Evident
Instructional Rooms			
Laboratories (Science, Computer, TLE/EPP rooms)			
Instructional Materials / School Furniture			
Ancillary Facilities (Library, Canteen, Guidance, Clinic, etc.)			

Remarks _____

C. Compliance to Enclosure No. 2 of DO no. 23 s. 2016

	Date Conducted	Highly Evident	Evident	Not Evident
Orientation/1 st PTA Conference				
Conduct of Brigada Eskwela*				
Conduct of INSET*				
Conduct of Regular Classes				
Accommodations of late Registrants				

*Not applicable for Private Schools

D. Compliance to DO No.31 s. 2012 (Zero Collection Policy)-for Public Schools Only.

Highly Evident	Evident	Not Evident

E. Over All Remarks/Evaluation

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**MONITORING TOOL FOR PUBLIC SENIOR HIGH SCHOOL (SHS)
SY 2018-2019**

NAME OF SCHOOL:	DATE:
NAME OF SCHOOL HEAD:	SHS CATEGORY

Curriculum Offering

TRACK	STANDARD	SPECIALIZATION
<input type="checkbox"/> Academic	<input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMSS <input type="checkbox"/> ABM	
<input type="checkbox"/> Technical-Vocational	<input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT	Please Specify _____ _____ _____ _____
<input type="checkbox"/> Arts and Design	<input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production	Please Specify _____ _____ _____ _____
<input type="checkbox"/> Sports		

A. LEARNERS' ENLISTED

Course Offering	Enrolment	No. of Sections Provided	No. of LIS Registrants
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMSS <input type="checkbox"/> ABM			
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT			
Arts and Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production			
Sports			

Note: Add sub-bullets under Strands indicating Specialization if necessary.

B. TEACHERS HIRED AND TRAINED

Course Offering	No of Sections Provided	No. of Specialized Teachers Needed	No. of Specialized Teachers Trained	No. of Specialized Teachers Need in the Pooling	No. of Specialized Teachers Applicants
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMSS <input type="checkbox"/> ABM					
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT					
Arts and Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production					
Sports					

C. PRINCIPALS' DULY TRAINED AND GIVEN WITH FINAL ASSIGNMENT

Nature of Assignment of Principal	Have been trained under SHDP-SHS	
	Yes	No

D. CURRICULUM GUIDES (CGs)

COURSE OFFERING	Availability of curriculum Guide verified from www. Deped.ph.gov (Put ✓)
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMSS <input type="checkbox"/> ABM	
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT	
Arts and Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production	
Sports	

Note: Add sub-bullets under Strands indicating Specialization if necessary.

E. CLASS/INSTRUCTIONAL ROOMS, WORKSHOP AND OTHER ANCILLIARY SERVICES

	Science Laboratory General Science Biology Chemistry Physics		
	Workshop Room		
	Studio		
	Library, LRC		
	Internet Facility		

F. CHAIRS FURNITURES

ENROLMENT	No. of Chairs Available	No. of Sections/Class Provided	No. of Teachers 'table,chair,etc.

G. TVL TOOLS AND EQUIPMENT

Course Offering	Have the tools and equipment been delivered? If YES, state if "sufficient" and if not write shortage.
<p>Academic</p> <p><input type="checkbox"/> STEM</p> <p><input type="checkbox"/> GA</p> <p><input type="checkbox"/> HUMSS</p> <p><input type="checkbox"/> ABM</p>	

Note: Add sub-bullets under Strands indicating Specialization if necessary.

A. IMMERSION VENUES, ASSESSMENT CENTERS, OTHER STAKEHOLDERS' SUPPORT

Please check the items applicable by course (tracks/strands/specialization) offered.

Leadership Commitment	Name of Organization/Firm	With finalized Memorandum of Agreement already? (Put ✓)
Work Immersion		
Assessment Centers		
Curriculum Design (Localization, need-based assessment, etc.)		
Assistance in the provision of curriculum materials		
Apprenticeship		
Assistance in Research		
Provision of Equipment: laboratories, workshops and other facilities		
Career Guidance		
Additional Finance Assistance (For Students)		
TOTAL		

H. CLASS PROGRAMS

Class Program Available	Yes	No

I. TUITION & OTHER SCHOOL FEES

Track, Strand & Specialization	Amount of Tuition and other School Fees per Year

Over All Remarks/Evaluation

Monitored by: