

July 19, 2024

DIVISION MEMORANDUM
No. 407, s. 2024

MONITORING ACTIVITIES OF THE OPENING OF CLASSES FOR THE
SCHOOL YEAR 2024-2025

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public & Private Elementary, Secondary and
Integrated Schools
All Others Concerned

1. In reference to DepEd Order No. 9, s. 2024 titled **“Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025”**, this Office shall conduct monitoring activities of the opening of classes for both public and private schools from July 29 to August 9, 2024.
2. This activity aims to:
 - a. monitor the first two (2) weeks of the implementation of the MATATAG and K to 12 curriculum;
 - b. gather feedback; and
 - c. provide technical assistance.
3. The composition of the Division Monitoring Officials and the schedule of the monitoring activities are as follows:

Chairperson:	Dr. Luz U. Banson, CESE OIC, Office of the ASDS
Vice-Chairpersons:	Dr. Segundina F. Dollete CES, CID Dr. Edna B. Azcarraga OIC, Office of the CES, SGOD

Team A	Team B	Team C
Dr. Luz U. Banson, CESE Salvador Dale Artates Sephora M. Roldan Alan Vincent B. Altamia Romar Jaravelo Glenda Marie B. Botin Candelaria Talabucon Jerry Mosquite Yzarda Claudette Ballera Glenn Dollete	Dr. Edna B. Azcarraga Ronie C. Reteracion Elenia P. Baranda Andres D. Quiachon Engr. Marlon Clarito Dr. Immaculada J. Amores Ronald D. Dile Joy Arnold T. Lejos, MD Jhean Mae Grace Lingco Kenneth Anoché	Dr. Segundina F. Dollete Dr. Merlie J. Rubio Dr. Rolando B. Jamora Dr. Jayson Duenas Dr. Ruth C. Gervero Dr. Marggie Obligacion Eduardo Villafuerte Mary Grace Atinon Sheralyn Baticados Francis Librando



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

Schedule of M&E Activities

Date	District	Team
July 30, 2024	Cuartero	Team A
	Dao	Team B
	Dumalag	Team C
July 31, 2024	Dumarao	Team A
	Ivisan	Team B
	Sapian	Team C
August 5, 2024	Maayon	Team A
	Pontevedra	Team B
	Panay & Capiz NHS	Team C
August 6, 2024	Panitan	Team A
	Pilar	Team B
	President Roxas	Team C
August 7, 2024	Jamindan	Team A
	Mambusao East	Team B
	Mambusao West	Team C
August 8, 2024	Sigma	Team A
	Tapaz East	Team B
	Tapaz West	Team C

4. School heads are required to accomplish the attached monitoring tool in advance, to be validated by the monitoring personnel during their onsite visit.
5. Coordination with the LGUs and local peace officers must be established to ensure peace and order in coming in and going out of learners and personnel to school.
6. During the monitoring, schools are advised to refrain from preparing food for the monitors.
7. Materials, food, and transportation expenses incurred relative to the conduct of this activity are chargeable against the Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC/D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As Stated
Reference: As Stated

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

SCHOOLS MONITORING CURRICULUM TEACHERS



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



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

Enclosure No. 1 to SDM No. 407, s. 2024

SY 2024-2025 OPENING OF CLASSES DIVISION MONITORING TOOL

School: _____ ID: _____
District: _____ LD: _____
School Head: _____ Date of Monitoring: _____

FOCUS AREAS					FINDINGS AND RECOMMENDATIONS
A. ACTUAL ENROLMENT AS OF MONITORING DATE					
1.Enrolment Data					
Grade	Previous SY 2023-2024	Current SY 2024-2025 (LIS Quick Count)	Organised Classes	Day's Attendance	
Kinder					
G1					
G2					
G3					
G4					
G5					
G6					
G7					
G8					
G9					
G10					
G11					
G12					
Total					
Remarks on Enrolment Trend: _____					
Reasons for Increase or Decrease in Enrolment:					
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
2. OBE Client Assistance Service Desk					
2.1 Presence of Attending Officer (preferably non-teaching)					
3. Incidence of Learners Enrolling on July 29 or beyond					
3.1 Common Reasons for late enrolment					
Level	Number	Reason/ s			
Kinder	_____	_____			
Elem	_____	_____			
Junior HS	_____	_____			
Senior HS	_____	_____			
Non-Graded	_____	_____			
Total	_____	_____			
4. Data on Balik-Aral, Transferred-In, etc.					
Balik-Aral _____ Transferred-In _____ School Leavers _____ Failed to enroll _____					
5. Alternative Learning System (ALS)					
Level	Actual Headcount				
	Male	Female	Total		
BLP					
ELEM					
JHS					
SHS					
Total					



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



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

FOCUS AREAS	FINDINGS	RECOMMENDATION
B. TEACHING AND LEARNING DELIVERY		
1. Class Programs and Teacher's Programs are compliant with DO 21, s. 2019 and MATATAG Curriculum, complete and duly signed by the signing authorities		
1.1 Class Program (MATATAG compliant for K,1,4, &7)	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
1.2 Teacher's Program	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
1.3 Organization of Classes	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
2. Availability of MELCs-based teaching and learning resources		
2.1 DLL/Lesson Plans	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
2.2 storage of the Learning resource materials	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
2.3 distribution scheme	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
3. Provision of adequate MELCs-based Teaching and Learning Resources		
3.1 instructional materials	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
3.2 Self-learning materials	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
3.3 digitalized learning materials	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
4. Availability of Catch-Up Plans for Full Refresher/Non-Decoders/Non-numerates/Frustration Readers		
4.1 follow-up strategy/activity after the NLC	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
4.2 Learning Recovery Plan approved programs	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
5.Preparation to address various learning needs of Inclusion and Special Interest Programs		
6.1 SNED - MFAT	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
6.2 IPED – Community mapping	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
6.3 ALS – Functional Literacy Test	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
6. Teacher Upskilling based on Training		
7.1 Capacity Building Activities	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
7.2 LAC sessions plan	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
7.3 Mentoring and Coaching Program using the PPST Learning Package	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	



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

C. SCHOOL OPERATIONS AND CRUCIAL RESOURCES		
1. School grounds, classrooms, and all its walls and other school facilities are clean and free from unnecessary artwork, decoration, and posters at all times.	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
2. Classrooms are cleared from stockpiles of materials and other unused items and disposals, including unnecessary furniture and fixtures.	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
3. Availability and Age Appropriateness of Seats	<ul style="list-style-type: none">▪ Sufficient▪ Insufficient▪ Other Findings	
4. Availability of the following		
4.1 water Supply	<ul style="list-style-type: none">▪ Sufficient▪ Insufficient▪ Other Findings	
4.3 Functional Toilet	<ul style="list-style-type: none">▪ Sufficient▪ Insufficient▪ Other Findings	
4.3 Sanitation Facilities	<ul style="list-style-type: none">▪ Sufficient▪ Insufficient▪ Other Findings	
5. Documented Partnership Engagements		
5.1 Sourced Out Donations	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
5.2 Other Forms of Services Rendered by Stakeholders Total Donations Received during Brigada Eskwela period		
D. HEALTH AND SAFETY PROTOCOLS AND PROTECTIVE MEASURES		
1. Waste Disposal System		
1.1 recycling	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
1.2 combustion (burning)	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
1.3 composting	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
2. Absence of mosquito breeding spots		
2.1 no stagnant water	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
2.2 clean gutters and drains	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
3. "Accident-free" environments		
3.1 cautions signs for all accident prone areas (presence of signages)	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
3.2 indoor and outdoor maintenance plan/activities	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
3.4 indoor and outdoor hazard inspection schedule	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	
3.5 maintenance schedule	<ul style="list-style-type: none">▪ Evident▪ Not Evident▪ Other Findings	



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

E. WELL-BEING AND PROTECTION		
1. In-placed school-based program on Psychosocial Support Services for Learners	<div><div>▪ Evident</div><div>▪ Not Evident</div><div>▪ Other Findings</div><div>Recommendation:</div></div>	
2. Functional Child Protection Committee	<div><div>▪ Evident</div><div>▪ Not Evident</div><div>▪ Other Findings</div><div>Recommendation:</div></div>	
F. Other Observations/Other Issues and Concerns		
<div></div>		

Agreement/ TA Provided:

Monitored by:

Concurred by:

Date:



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