



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

June 3, 2025

DIVISION MEMORANDUM  
No. 249, s. 2025

MONITORING ACTIVITIES OF SCHOOL READINESS FOR THE OPENING OF CLASSES  
SY 2025-2026

To: OIC, Office of the Assistant Schools Division Superintendent  
OIC, Chief Education Supervisors  
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. 12, s. 2025 titled **“Multi-Year Implementing Guidelines on the School Calendar and Activities”**, this Office shall conduct monitoring activities of school readiness for the opening of classes for both public and private schools from **June 10-20, 2025**.
2. This activity aims to:
  - a. assess school readiness for the opening of classes;
  - b. identify potential challenges that may affect school operations;
  - c. gather feedback; and
  - d. provide technical assistance.
3. The composition of the Division Monitoring Officials and the schedule of the monitoring activities are as follows:

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 PSDSs	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 Anocha PSDSs	Dr. Rolando B. Jamora Dr. Merlie J. Rubio Dr. Edwin Jason Duenas Dr. Ruth C. Gervero Dr. Marggie Obligacion Eduardo Villafuerte Mary Grace Atinon Dr. Lourdelyn R. Fuentes Ann Marie Villamor Francis Librando PSDSs

Schedule of M&E Activities

Date	District	Team
June 10, 2025	Cuartero	Team A
	Dao	Team B
	Dumalag	Team C



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June 11, 2025	Dumarao	Team A
	Ivisan	Team B
	Sapian	Team C
June 17, 2025	Maayon	Team A
	Pontevedra	Team B
	Panay & Capiz NHS	Team C
June 18, 2025	Panitan	Team A
	Pilar	Team B
	President Roxas	Team C
June 19, 2025	Jamindan	Team A
	Mambusao East	Team B
	Mambusao West	Team C
June 20, 2025	Sigma	Team A
	Tapaz East	Team B
	Tapaz West	Team C

- School heads are required to accomplish the attached monitoring tool in advance, to be validated by the monitoring personnel during their onsite visit.
- 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.
- During the monitoring, schools are advised to refrain from preparing food for the monitors.
- 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.
- Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**

Schools Division Superintendent

Enclosure: As Stated

Reference: As Stated

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

SCHOOLS      MONITORING      CLASSES      TEACHERS      LEARNERS





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Enclosure No. 1 to SDM No. 249, s. 2025

MONITORING TOOL OF SCHOOL READINESS FOR THE OPENING OF CLASSES  
SY 2025-2026

Name of School: \_\_\_\_\_

District: \_\_\_\_\_

Address: \_\_\_\_\_

School ID: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Part I. Enrollment Status

Date: \_\_\_\_\_

Direction: Please provide the required information.

FOCUS AREAS					FINDINGS	RECOMMENDATIONS
A. ACTUAL ENROLMENT AS OF MONITORING DATE						
1.Enrolment Data						
	Number of...					
Grade	Previous Enrolment SY 2024-2025	Current Enrolment SY 2025-2026 (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. Oplan Balik Eskwela (OBE) Client Assistance Service Desk						
2.1 Presence of Attending Officer (preferably non-teaching)						
3. Incidence of Learners Enrolling on June 16 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.						
Number of...						
Balik-Aral _____		Transferred-In _____				
School Leavers _____		Failed to enroll _____				
5. Alternative Learning System (ALS) – for school-based CLCs only						
Level	Actual Headcount					
	Male	Female	Total			
BLP						
ELEM						
JHS						
SHS						
Total						





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Part II. School Preparedness Checklist

Directions: Put a check mark (/) on the appropriate column that corresponds to the observed indicators.

CATEGORY	PREPAREDNESS STATUS			REMARKS
	Fully prepared -100% Compliance	Partially Prepared – does not meet any one of the requirements/ features/ characteristics	Not Prepared – does not meet all requirements	
I. Facilities and Infrastructure				
▪ Classrooms are clean, well-ventilated, in good condition, and conducive to learning				
▪ Electrical wiring, outlets, and lighting system are inspected and functional				
▪ Water supply, plumbing, and sanitation facilities are clean and operational				
▪ Furniture (desks, chairs, tables) is in good condition and sufficient for enrolled learners				
▪ Emergency exits are clearly marked and accessible				
▪ School grounds are free from hazards (e.g., debris, broken glass, etc.)				
II. Learning Resources				
▪ Sufficient resources are available: *Textbooks				
*Learning exemplars				
*Learning activity sheets				
*Worksheets				
*Modules				
*EPP/ TLE equipment				
*Science and Math equipment				
*Other learning materials				
▪ Support Instructional Materials (SIMs) (projectors, visual materials, etc.) are functional and accessible				
▪ CT equipment (ICT packages /computers, tablets) is tested and ready for use				
▪ Libraries/ Mini-Learning Resource Center and				





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reading corners are organized and equipped				
<b>III. Health and Safety</b>				
▪ First aid kits are complete and easily accessible				
▪ Emergency contact information is updated and displayed prominently				
▪ School disaster preparedness plan is reviewed and communicated to staff				
▪ *Health protocols (e.g., handwashing stations, sanitation supplies) are in place				
▪ Toilets are clean and functional				
<b>IV. Staff and Personnel</b>				
• Teachers have received orientation or briefing on school policies and programs				
• Security personnel are properly assigned and briefed on protocols				
• Guidance counselors and support staff are available as needed				
<b>V. Enrollment and Documentation</b>				
• Updated student records, including contact details and medical information				
• Class schedules, sections, and teacher assignments are finalized				
• Parent-teacher communication channels are established				
<b>VI. Partnerships and Community Engagement</b>				
• Partnerships with local stakeholders (e.g., LGUs, NGOs) are coordinated				
• Volunteers for school maintenance and volunteer activities are identified				
• Advocacy campaigns for Brigada Eskwela are implemented				
<b>VII. Emergency and Disaster Preparedness</b>				
• * Fire extinguishers, emergency alarms, and				



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evacuation plans are in place				
• * Emergency drills (earthquake, fire, etc.) are scheduled and communicated				
• * Designated evacuation areas are identified and prepared				
<b>VIII. Support for Learners</b>				
• * Counseling support services are available				
• * Inclusive education measures for learners with special needs are implemented				
• * School feeding programs are prepared if applicable				

Part III. Issues and Concerns

Part IV. Agreements/ TA Provided

Monitored by:

Concurred by:

Date: