



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

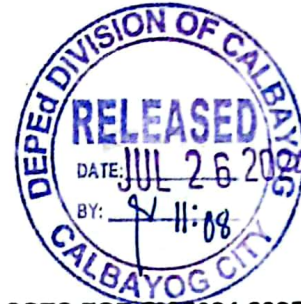
No. 385 s. 2024

TO : OIC-Assistant Schools Division Superintendent
CID and OIC SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads (Public & Private schools)
All Others Concerned

FROM : **MARGARITO A. CADAYONA JR. PhD, CESO VI**
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

GRACE S. PAGUNSAN
Division Administrative Officer V
Office In-Charge
S.O # 102 s. 2024



SUBJECT : **MONITORING OF THE OPENING OF CLASSES FOR SY 2024-2025**

DATE : July 26, 2024

1. To ensure that all public and private schools as well as learning centers in the Schools Division of Calbayog City are ready and in place, especially that the pilot implementation of the MATATAG Curriculum is set to commence this school year, this Office shall conduct monitoring of the opening of classes from July 29 to August 2, 2024.
2. The monitoring activity shall:
 - a. ensure schools are ready for the start of classes;
 - b. validate data on actual enrolment;
 - c. conduct actual head count of learners to collect data on learners for SY 2024-2025;
 - d. ensure the compliance of schools and CLCs with D.O. No. 5, s.2024 and D.O. No. 10 s.2024;
 - e. validate data on the inventory of learning resources;
 - f. ensure safe and conducive learning environment; and
 - g. identify issues, concerns, and gaps that may aid in planning for technical assistance.



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3. The list of Division Monitoring Team is attached in Enclosure 1, and shall accomplish the attached Monitoring Tool for the Opening of Classes for SY 2024-2025 (Enclosure 2).
5. This Memorandum serves as Authority to Travel for all Monitoring Team members.
6. Meals and travelling expenses of the Division Monitoring Team shall be charged against Division MOOE and/or other local funds subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

S.



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Enclosure No. 2 to DM No. 385, s. 2023 (as adopted from RM No. 884, s. 2023)

**MONITORING TOOL FOR THE OPENING OF CLASSES
 FOR SY 2024-2025**

District: _____ School ID: _____
 Name of School: _____
 School Head: _____ Sector: Public Private
 Opening Date: _____ Monitoring Date: _____
 Curricular Offering/s: K Grades 1-6 JHS SHS

Area of Concern	Indicator/Checklist				
Percentage of Enrolment Quick Count (EQC) against Previous School Year's Official Enrolment (OE)	Level	Previous SY 23-24	Current SY 24-25 (LIS Quick Count)	% of Enrolment	No. of Organized Classes
	K				
	G1				
	G2				
	G3				
	G4				
	G5				
	G6				
	G7				
	G8				
	G9				
	G10				
	G11				
	G12				
	ALS				
Total					
Catch-up Plan of the School to Achieve 100% Enrolment Rate	(specify/ narrate/ enumerate the catch-up plan here)				

Remarks on Enrolment Trend: Increase Decrease
 Reason/s for Increase/Decrease:
 1. _____
 2. _____
 3. _____

Department of Education
Region VIII-Eastern Visayas
Schools Division of Calbayog City

Brigada Eskwela Accomplishments <i>(Check all that apply)</i>	<input type="checkbox"/> Weeding <input type="checkbox"/> Minor repairs/renovation of buildings <input type="checkbox"/> Construction of facilities <input type="checkbox"/> Fencing <input type="checkbox"/> Repainting of walls and roofs <input type="checkbox"/> Cleaning of classrooms <input type="checkbox"/> Preparing teachers and students' kits <input type="checkbox"/> Repair of chairs <input type="checkbox"/> Cleaning of school grounds and amenities <input type="checkbox"/> Tree planting/gardening <input type="checkbox"/> Decluttering of classrooms Others, please specify :																				
Oplan Balik Eskwela Accomplishments <i>(Check all that apply)</i>	<input type="checkbox"/> Oriented the teachers and school personnel <input type="checkbox"/> Established a Public Assistance Command Center Others, please specify :																				
Activities Conducted for the Opening of Classes <i>(Check all that apply)</i>	<input type="checkbox"/> Flag raising ceremony <input type="checkbox"/> Welcome program <input type="checkbox"/> Hanging of streamers/posters <input type="checkbox"/> Orientation for parents/guardians Others, please specify :																				
Attendance of Teachers and School Personnel	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Personnel</th> <th style="padding: 5px;">Total No.</th> <th style="padding: 5px;">Actual No.</th> <th style="padding: 5px;">% of Attendance</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Regular/Permanent Teachers</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">LGU/SEF-Paid/Volunteer/COS Teachers</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Non-Teaching Personnel</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Total/Average</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin-top: 10px;"> _____ No. of Leave of Absences Took (in total) by Teachers since the Opening of Classes on July 29, 2024 </p> <p style="margin-top: 10px;"> _____ No. of Teachers Needed (shortage), please specify the Grade Level or Subject Area: _____ </p>	Personnel	Total No.	Actual No.	% of Attendance	Regular/Permanent Teachers				LGU/SEF-Paid/Volunteer/COS Teachers				Non-Teaching Personnel				Total/Average			
Personnel	Total No.	Actual No.	% of Attendance																		
Regular/Permanent Teachers																					
LGU/SEF-Paid/Volunteer/COS Teachers																					
Non-Teaching Personnel																					
Total/Average																					
Observance of Complete School Uniform	<input type="checkbox"/> School Administrators <input type="checkbox"/> Teachers <input type="checkbox"/> Non-teaching personnel																				
Adequate Classrooms and Seats	_____ Number of classes/sections _____ Number of instructional classrooms _____ Number of non-instructional rooms _____ Number of make-shift classrooms _____ Number of armchairs/desks, in total																				

S.



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Availability of Water, Sanitation, and Hygiene Facilities	<input type="checkbox"/> Functional handwashing facilities <input type="checkbox"/> Functional and labeled toilets <input type="checkbox"/> Menstrual hygiene support <i>Others, please specify :</i>
Maintenance of Clean Schools (<i>per DO No. 21, s. 2023</i>)	School grounds, classrooms, and other school facilities are clean and free from: <input type="checkbox"/> Unnecessary artwork, decorations, tarpaulin, and posters <input type="checkbox"/> Oversized signages with commercial advertisements, words of sponsorships, and/or endorsements or announcements <input type="checkbox"/> Stockpile materials, unused items, or items for disposal <input type="checkbox"/> Clutter and hazardous debris
Classroom Structuring	<input type="checkbox"/> Spacious <input type="checkbox"/> With proper and sufficient ventilation <input type="checkbox"/> Chairs and desks are in order <input type="checkbox"/> Garbage bins are available <input type="checkbox"/> Class and teachers' program are posted <input type="checkbox"/> Literacy and numeracy stations are available for Kto3 <i>Others, please specify :</i>
Training of Teachers	<input type="checkbox"/> On K-3 FELT (Kinder to Grade 3 Teachers only) <input type="checkbox"/> On HOTS -PLP (Grades 9-10 Science, Math, and English Teachers only)
Availability of Instructional Materials	<input type="checkbox"/> Teaching Guides <input type="checkbox"/> Self-Learning Modules <input type="checkbox"/> Learning Activity Sheets <input type="checkbox"/> Textbooks <input type="checkbox"/> Sinugbuhanong Bisaya and Waray Ebooks (Gr. 1-3) <input type="checkbox"/> Lesson Plan/Daily Lesson Logs <input type="checkbox"/> Class Record <input type="checkbox"/> Daily Attendance (SF2)
Schedule of Classes (SF7)	Time starts : ____ a.m. and Time Ends : ____ p.m. ____ Number of hours of actual teaching load of teachers ____ Number of minutes for recess ____ Number of minutes for remedial ____ Number of teachers underloaded ____ Number of teachers overloaded
Learning Modalities Implemented for this SY (<i>for Private Schools only</i>)	<input type="checkbox"/> Full (5 days) In-Person Classes <input type="checkbox"/> Blended Learning Delivery Modality (LDM) <ul style="list-style-type: none"> <input type="checkbox"/> 4 days in-person and 1 day distance LDM <input type="checkbox"/> 3 days in-person and 2 days distance LDM <input type="checkbox"/> 2 days in-person and 3 days distance LDM <input type="checkbox"/> 1 day in-person and 4 days distance LDM <input type="checkbox"/> Full Distance LDM <ul style="list-style-type: none"> <input type="checkbox"/> Modular Distance LDM <input type="checkbox"/> Online Distance LDM <input type="checkbox"/> Blended Distance LDM



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Shifting of Classes Implemented	<input type="checkbox"/> Single shift <input type="checkbox"/> 2 Shifts daily <input type="checkbox"/> 3 Shifts daily <input type="checkbox"/> Weekly Set A and Set B <i>Others, please specify :</i>
Class Programs and Teacher's Programs are Compliant with DO No. 21, s. 2019, complete and duly signed by the signing authorities	<input type="checkbox"/> Classroom Program <input type="checkbox"/> Teacher's Program <input type="checkbox"/> Organization of Classes
Other Significant Observations or Best Practices	
Gaps and Other Issues and Concerns Identified	
Agreements	

Prepared by:

Signature Over Printed Name of DO Monitor

Date of Visit: _____

Conforme:

Signature Over Printed Name of School Head



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