



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

June 4, 2026

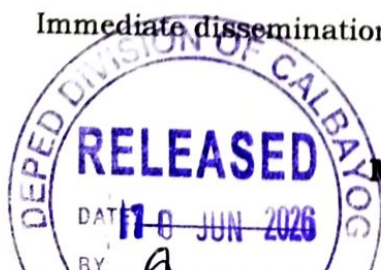
**DIVISION MEMORANDUM**


NO. 221, s. 2026

**SCHEDULE OF SGOD MONITORING FOR THE OPENING OF CLASSES  
(SY 2026-2027)**

**TO:** OIC-Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
SGOD Personnel  
All Others Concerned

1. In line with the implementation of the Three-Term School Calendar for SY 2026-2027 and to ensure the support of School Governance and Operations Division(SGOD) for smooth, orderly, and effective opening of classes during the first block of the academic year, the SGOD shall conduct monitoring activities in all public and private schools within the division on **June 8-10, 2026**.
2. This monitoring activity aims to:
  - assess the readiness of schools;
  - identify the emerging concerns that may affect the delivery of basic education services during the opening of classes; and
  - provide timely technical assistance and support to schools and school personnel in addressing identified gaps, challenges, and priority needs.
3. Attached is the list of the SGOD monitoring team who will be deployed to monitor the schools in their respective assigned districts. Monitors are expected to submit their findings and recommendations as inputs for discussion and collaboration meeting with the CID personnel on **June 18, 2026**.
4. All SGOD personnel concerned are directed to coordinate with their team members in planning for their monitoring scheme, utilize the attached prescribed monitoring tool, and submit their monitoring reports to SMME **on or before June 17, 2026**.
5. This Memorandum serves as **Travel Authority** of the monitoring teams. The use of DepEd car may be allowed depending on its availability and upon approval of the Schools Division Superintendent thru the Administrative Officer V.
6. Immediate dissemination of and compliance with this Memorandum are desired.



  
**MARGARITO A. CADAYONA JR, PhD, CBSO VI**  
Schools Division Superintendent





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**SGOD Monitoring Team for the Opening of Classes  
 (SY 2026-2027)**

<b>Team A (Calbayog 1-4)</b>	<b>Team B (Calbayog 5-6 &amp; Oquendo 1-2)</b>	<b>Team C (Oquendo 3 &amp; Tinambacan 1-3)</b>
Team Leader: Dr. Avelina P. Tupa, OIC-Chief	Team Leader: Oscar D. Billate, Jr., EPS	Team Leader: Marita P. Senolos, SEPS
Carren Meryl A. Cabadsan, SEPS	Galina V. Panela, SEPS	Robert Anthony F. Ygrubay, OIC-SEPS
Rosalia M. Rivera, SEPS	Asther E. Bachar, EPS II	Sharon D. Balza, EPS II
Joanna Lou V. Portura, EPS II	Ma. Marlie M. Mendoza, PO III	Engr. Jordan B. De Veyra
Engr. Wilson Montes	Dr. Susana Quiroljico	Marian C. Advincula, PDO I
Eric R. Doroja, PDO II	Engr. Paul Anthony	Patria G. Lapara, N-II
Adrian Marie C. Nuevo, N-II	Dr. Arlene C. Catalan	Sophia Monteron, N-II
Nikki Dollado, N-II	Ma. Benjie B. Señora, N-II	Ma. Bella Ortiz, N-II
Peter John Tomale, COS	Melvin Termo, COS	Jomar Abaigar, COS
		Ken S. Camilon, COS

Prepared by:

  
 ROSALIA M. RIVERA  
 SEPS-SMME

Noted:

  
 AVELINA P. TUPA, EdD  
 OIC Chief, SGOD

APPROVED:

MARGARITO A. CADAYONA JR, PhD, CESO VI  
 Schools Division Superintendent



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**TOOL FOR MONITORING THE OPENING OF CLASSES**  
**School Year 2026-2027**

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

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

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

Sector :  Public  Private      COC:  K  Gr 1-6  JHS  SHS  
 Integrated K-12  
 Integrated K-Junior High  
 Integrated Junior & Senior High

Area of Concern	Indicator/Checklist
Percentage of Enrolment Quick Count (EQC) against Previous School Year's Official Enrolment (OE)	SY 2026-2027 EQC:
	SY 2025-2026 OE:
	% of current enrolment versus previous SY:
Catch up plan of the school to achieve 100% enrolment rate	<i>(speci.fy/ narrate/ enumerate the catch-up plan here)</i>
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 tables/chairs <input type="checkbox"/> Cleaning of school grounds and amenities <input type="checkbox"/> Tree planting/ gardening <input type="checkbox"/> Decluttering of classrooms <i>Others, please specify :</i>  



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Oplan Balik Eskwela accomplishments	<input type="checkbox"/> Oriented the teachers and school personnel on the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Three-Term School Calendar</li> <li><input type="checkbox"/> Other Learning Systems Strand Reform Policies</li> </ul> <input type="checkbox"/> Established a Public Assistance Command Center (PMC) <i>Others, please specify :</i>
Area of Concern	Indicator/ Checklist
Activities conducted for the opening of classes	<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 <input type="checkbox"/> <i>Others, please specify :</i>
Attendance of Teachers and School Personnel	Number of teachers: ___ Regular/permanent ___ LGU/SEF-paid/volunteer/COS ___ Number of teachers needed (shortage), <i>please specify the Grade level or Subject area :</i>
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
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	School grounds, classrooms, and other school facilities are clean and free from: <ul style="list-style-type: none"> <li><input type="checkbox"/> Unnecessary artwork, decorations, tarpaulin, and posters</li> <li><input type="checkbox"/> Oversized signages with commercial advertisements, words of sponsorships, and/or endorsements or announcements</li> <li><input type="checkbox"/> Stockpile materials, unused items, or items for disposal</li> <li><input type="checkbox"/> Clutter and hazardous debris</li> </ul>



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Classroom structuring	<ul style="list-style-type: none"><li><input type="checkbox"/> Spacious</li><li><input type="checkbox"/> With proper and sufficient ventilation</li><li><input type="checkbox"/> Chairs and desks are in order</li><li><input type="checkbox"/> Garbage bins are available</li><li><input type="checkbox"/> Class and teachers' program are posted</li><li><input type="checkbox"/> Literacy and numeracy stations are available for Kto3</li></ul> <p><i>Others, please speci.fy :</i></p>
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Area of Concern	Indicator/ Checklist
Training of teachers	<input type="checkbox"/> Elem- ELLN and Science of Reading <input type="checkbox"/> High School- Beginning Reading <input type="checkbox"/> K-3 FELT <input type="checkbox"/> Revised Grades 6, 9, & 10 Curriculum <input type="checkbox"/> Strengthened Senior High School
Availability of instructional materials	<input type="checkbox"/> ALS Modules <input type="checkbox"/> Class Record <input type="checkbox"/> Curriculum Guides with Budget of Work (BOW) <input type="checkbox"/> Daily Attendance (SF2) <input type="checkbox"/> K-3 FELT Worksheets <input type="checkbox"/> Learning Activity Sheets <input type="checkbox"/> Lesson Exemplars <input type="checkbox"/> Lesson Plans/Lesson Guides <input type="checkbox"/> Primer Lessons (Grades 1-3) <input type="checkbox"/> Self-Learning Modules <input type="checkbox"/> Supplementary Learning Resources (SLRs)/Reading Materials/Storybooks <input type="checkbox"/> Teachers Manuals <input type="checkbox"/> Textbooks
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 School Year <i>(for Private Schools only)</i>	<input type="checkbox"/> Full (5 days) In-Person Classes <input type="checkbox"/> With approved Alternative Learning Delivery Modality(ies)
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> <hr/> <hr/>
Implementation of DepEd Orders No. 2 & 5, s. 2024	<input type="checkbox"/> With AO II/NTP <input type="checkbox"/> Administrative tasks removed from teachers <input type="checkbox"/> Cascaded orientation of D.O. 2&5, s.2024 <input type="checkbox"/> Number of teachers who received Teaching Overload Pay, please specify: (SY 2025-2026) <input type="checkbox"/> Teachers with TRA issued duly approved S.O. <input type="checkbox"/> Challenges in the implementation, please specify: <hr/> <hr/>



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Area of Concern	Indicator/ Checklist
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*