



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
Del Pilar-Velez St., Cagayan de Oro City  
(08822)724615, (088)8564454/ Fax (088)8564524  
[www.depedmisor.net](http://www.depedmisor.net)



July 26, 2017

**DIVISION MEMORANDUM**

No. 364 s. 2017

**MONITORING ON THE SCHOOLS' OPERATION**

To: **Schools Governance and Operation Division Personnel**  
**Senior High School Heads**

*This Division*

1. To ensure proper implementation of the K to 12 Curriculum in this Division, the Schools Governance and Operation Division (SGOD) shall conduct monitoring to gather data, information and feedback on its implementation giving emphasis on Senior High School program.
2. The Chief of SGOD together with the Education Supervisor for SGOD, Planning Officer, Physical Plant Engineer, Senior Education Program Specialists, Education Program Specialists, and Project Development Officer shall *conduct said monitoring and evaluation* on August 1 and 2, 2017.
3. The result of the monitoring and evaluation shall be utilized as basis for further undertakings towards improving the implementation of the curriculum in the whole division.
4. Enclosed are the monitoring checklist and list of schools to be monitored.
5. For guidance and compliance.

**CHERRY MAE L. LIMBACO, PhD., CESO V**  
**Schools Division Superintendent**

CLL/rfg



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**List of Senior High Schools  
August 1-2, 2017**

| <b>SENIOR HIGH SCHOOLS</b>  | <b>DATE</b>             | <b>DIVISION MONITORS</b>  |
|---|-------------------------|---|
| 1. Kibungsod<br>2. Consuelo<br>3. Medina<br>4. Portulin   | 8/ 1/ 2017<br>(Tuesday) | Rhodora Gallares, Lindo Cayadong<br>Irish Karylle Monte, Gerry Madrid |
| 5. Talisayan<br>6. Sta. Ines<br>7. Kinoguitan SHS/ SA<br>8. KINAS<br>9. Esperanza                           | 8/ 1/ 2017<br>(Tuesday) | Rudy O. Magdugo, Catherine Anne B.<br>Orasan, Engr. Sandy Simo        |
| 10. Mantangale<br>11. Sugbongcogon<br>12. Binuangan<br>13. Salay<br>14. Looc<br>15. Lumbo<br>16. Lagonglong | 8/ 1/ 2017<br>(Tuesday) | Danny Asio, Cirilo Rubiato II<br>Edwin Gamorot, Vevian Tuason         |
| 17. Mambayaan<br>18. San Isidro<br>19. Lantad<br>20. Baliwagan  | 8/2/2017<br>(Wednesday) | Rhodora L. Gallares, Lindo Cayadong,<br>Gerry Madrid                  |
| 21. San Juan<br>22. Malagana<br>23. Rosario<br>24. Mat-I Claveria   | 8/2/2017<br>(Wednesday) | Rudy O. Magdugo, Irish Karylle Monte,<br>Engr. Sandy Simo,            |
| 25. Aposkahoy<br>26. Sabal<br>27. Hinaplanan<br>28. Kalingagan  | 8/2/2017<br>(Wednesday) | Edwin Gamorot, Vevian Tuason, Catherine<br>Anne B. Orasan             |
| 29. Tam-Bal<br>30. San Martin<br>31. Tagoloan<br>32. Sta. Ana   | 8/2/2017<br>(Wednesday) | Danny Asio, Cirilo Rubiato II   |



### MONITORING CHECKLIST ON SCHOOL OPERATION

Date: \_\_\_\_\_ School ID: \_\_\_\_\_ School: \_\_\_\_\_  
 School Head: \_\_\_\_\_ Division Monitor: \_\_\_\_\_

| AREAS OF CONCERN  |   |  |       |                 |                     |                  |                 |          |       | (✓/x) | REMARKS |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|---|---|--|-------|-----------------|---------------------|------------------|-----------------|----------|-------|-------|---------|---|-------------------|---|---------------------------------------|---|--|---|---|---|---|---|--|--|--|
| <b>I.</b>   | <b>ENROLMENT DATA</b>   |  |       |                 | Grade 7             | Grade 8          | Grade 9         | Grade 10 |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|   | Male  |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|   | Female  |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|   | TOTAL   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|   | Grade 11  | ABM  | HUMSS | STEM            | GAS                 | TVL 1            | TVL 2           | TVL 3    | TVL 4 | TVL 5 |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|   | Male  |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|   | Female  |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|   | TOTAL   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|   | Grade 12  | ABM  | HUMSS | STEM            | GAS                 | TVL 1            | TVL 2           | TVL 3    | TVL 4 | TVL 5 |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
|   | Male  |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| Female  |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| TOTAL   |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>II. Accomplished FORM 137 &amp; Evaluation Forms (Senior HS)</b>                                 |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>III. Individual Learner's Profile/ Portfolio/ Anecdotal Records</b>                              |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>IV. EBEIS &amp; LIS Reports</b>  |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <i>Issues and Concerns:</i>   |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>V. SCHOOL FORMS:</b>   |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| SF-1 : School Register  |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| SF-2 : Daily Attendance Report of Learner   |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| SF-3 : Books Issued and Returned  |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| SF-4 : Monthly Learner's Movement and Attendance  |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| SF-5 : Report on Promotion and Level of Proficiency   |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| SF-6 : Summarized Report on Promotion and Level of Proficiency                                      |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| SF-7 : School Personnel and Assignment List and Basic Profile                                       |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>VI. National School Building Inventory (NSBI) 2016 Report (School File duly approved by SDS)</b> |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>VII. Site Ownership Documents:</b>   |   | <input type="checkbox"/> Land Title <input type="checkbox"/> Deed of Donation <input type="checkbox"/> Usufruct<br><input type="checkbox"/> Tax Declaration <input type="checkbox"/> Deed of Acceptance <input type="checkbox"/> Others: _____   |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>VIII. DRRM Plan:</b>   |   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Introduction</td></tr> <tr><td style="text-align: center;">2</td><td>Context Analysis</td></tr> <tr><td style="text-align: center;">3</td><td>School Development Plan Framework</td></tr> <tr><td style="text-align: center;">4</td><td>Contingency Plans: <i>Early Warning, Communication, Evacuation, Map</i></td></tr> </table>   |       |                 |                     |                  |                 |          |       |       |         | 1 | Introduction      | 2 | Context Analysis                      | 3 | School Development Plan Framework                          | 4 | Contingency Plans: <i>Early Warning, Communication, Evacuation, Map</i> |   |   |   |  |  |  |
| 1   | Introduction  |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| 2   | Context Analysis  |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| 3   | School Development Plan Framework                                       |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| 4   | Contingency Plans: <i>Early Warning, Communication, Evacuation, Map</i> |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>IX. e- Classroom (with Internet Connection)</b>  |   | <input type="checkbox"/> Functional <i>No. of Units:</i> _____<br><input type="checkbox"/> Non-Functional <i>No. of Units:</i> _____   |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>X. Transparency Board</b>  |   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; text-align: center;">1</td><td>Citizen's Charter</td></tr> <tr><td style="text-align: center;">2</td><td>Updated School Operating Budget (SOB)</td></tr> <tr><td style="text-align: center;">3</td><td>APP, BAC Documents (POs, PRs, RFQs, Abstract, Resolutions)</td></tr> <tr><td style="text-align: center;">4</td><td>DepEd Secretary's 10-point Agenda</td></tr> <tr><td style="text-align: center;">5</td><td>DepEd -ROX Strategic Direction (RD Farnazo)</td></tr> <tr><td style="text-align: center;">6</td><td>BEIS Bulletin Board (Principal's Office)</td></tr> </table> |       |                 |                     |                  |                 |          |       |       |         | 1 | Citizen's Charter | 2 | Updated School Operating Budget (SOB) | 3 | APP, BAC Documents (POs, PRs, RFQs, Abstract, Resolutions) | 4 | DepEd Secretary's 10-point Agenda                                       | 5 | DepEd -ROX Strategic Direction (RD Farnazo) | 6 | BEIS Bulletin Board (Principal's Office) |  |  |
| 1   | Citizen's Charter   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| 2   | Updated School Operating Budget (SOB)                                   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| 3   | APP, BAC Documents (POs, PRs, RFQs, Abstract, Resolutions)              |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| 4   | DepEd Secretary's 10-point Agenda                                       |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| 5   | DepEd -ROX Strategic Direction (RD Farnazo)                             |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| 6   | BEIS Bulletin Board (Principal's Office)                                |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>XI. File of Liquidation Reports</b>  |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>XII. ACTION RESEARCH</b>   |   | <input type="checkbox"/> Conducted <i>No. of Teachers:</i> _____<br><input type="checkbox"/> Implemented <i>No. of Teachers:</i> _____   |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>XIII. Number of School Personnel</b>   |   |  |       | <i>Teaching</i> | <i>Non-Teaching</i> | <i>Job-Order</i> | <i>LGU-Paid</i> |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| Elementary  |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| Junior HS   |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| Senior HS   |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>XV. Supplies for Instructional Materials Requested and Received by Teachers:</b>                 |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>XIV. Learning and Development Needs:</b>   |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>Teachers</b>   |   | <input type="checkbox"/> ICT Skills <input type="checkbox"/> Teamwork <input type="checkbox"/> Service Orientation <input type="checkbox"/> Assessment<br><input type="checkbox"/> Communication <input type="checkbox"/> Classroom Management <input type="checkbox"/> Innovation <input type="checkbox"/> Others: _____<br><input type="checkbox"/> Self-Management <input type="checkbox"/> Curriculum <input type="checkbox"/> Research  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>School Heads</b>   |   | <input type="checkbox"/> Instructional Leadership <input type="checkbox"/> Networking/Partnerships <input type="checkbox"/> Staff Development <input type="checkbox"/> Research/Innovation<br><input type="checkbox"/> Fiscal Management <input type="checkbox"/> School Leadership <input type="checkbox"/> ICT Skills <input type="checkbox"/> Others: _____   |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>Non-Teaching Staff</b>   |   | <input type="checkbox"/> ICT Skills <input type="checkbox"/> Communication <input type="checkbox"/> Research/Innovation <input type="checkbox"/> Others: _____   |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |
| <b>XVI. Others:</b>   |   |  |       |                 |                     |                  |                 |          |       |       |         |   |                   |   |                                       |   |  |   |   |   |   |   |  |  |  |

Signature Over Printed Name of SCHOOL HEAD

Signature Over Printed Name of DIVISION MONITOR