




May 18, 2018

Division Memorandum
No. 248 s. 2018

MONITORING OF FIRST DAY OF CLASS (JUNE 4, 2018)

To : Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary and Secondary)
All Others Concerned
This Division

1. School Calendar for School Year 2018-2019 classes shall formally resume on **Monday, June 4, 2018.**
2. In view of this, Education Program Supervisors and Education Program Specialists are hereby requested to monitor the opening of classes in their assigned districts from June 4 - 8, 2018. Please refer to Enclosure No. 1 of this Division Memorandum.
3. The Division monitors are expected to perform the following functions:
 - a. Attend the first flag raising ceremony in a school based on their assigned district.
 - b. **Document issues and concerns regarding the opening of classes, like enrolment; classroom structuring; Teacher's need; armchair/desk need; lesson/DLL; PELC; Curriculum Guides, Birth Certificates, etc.**
 - c. Report to the Schools Division Superintendent all findings/observations.
4. Monitors are requested to monitor all schools in the assigned district together with Public School District Supervisor using a monitoring tool.
5. Travel and other expenses of monitors shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. Wide and immediate dissemination of this Memorandum is hereby desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

CLL/rom/vtt/ikm
Encl: Program
To be indicated in the Perpetual Index
under the following subjects:



Enclosure No. 1 of Division Memorandum No. _____, s 2018

**LIST OF MONITORS AND THE ASSIGNED DISTRICTS (INCLUDES
SECONDARY SCHOOLS) June 4-8, 2018**

No.	District	Name of Monitor
1.	Magsaysay 1	Mrs. Merly Mabelin
2.	Magsaysay 2	Mrs. Annalyn Salcedo
3.	Medina	Mr. Gerry P. Madrid
4.	Talisayan	Mr. Andrian F. Tecson
5.	Kinoguitan/Balingoan	Mr. Lindo M. Cayadong
6.	Sugbongcogon/Binuangan	Mrs. Teresa Absin
7.	Salay	Mrs. Ferminia M. Labis
8.	Lagonglong	Mrs. Mary Grace V.Gallana
9.	Balingasag South	Mr. Nelson Absin
10.	Balingasag North	Mr. Rudy O. Magdugo
11.	Jasaan	Miss Cheryl Ubalde
12.	Villanueva	Mrs. Erlinda G. Dael
13.	Tagoloan	Mrs. Vevian T. Tuason
14.	Claveria 1	Mr. Norberto E. Rosales
15.	Claveria 2	Mr. Johnny D.Redondo
16.	MOGCHS	Mrs. Rowena H. Paraon
17.	Opol	Mr. Danny A. Asio
18.	Alubijid	Miss Irish Karylle D. Monte
19.	Laguindingan & Gitagum	Mrs. Rhodora L. Gallares
20.	Libertad & Initao	Mrs. Sally S. Aguilar
21.	Naawan	Mrs. Catherine Ann B. Orasan
22.	Manticao & Lugait	Mr. Celieto B. Magsayo

RBT/rom



Monitoring Tool for the Opening of Classes

First Flag Raising Ceremony and Monitoring of Enrolment

S.Y. 2018 - 2019

School _____
 School ID _____
 School Head _____

No. of Teachers _____
 No. of Classrooms _____

Basic Information

Level	Enrolment as of June 4, 2018			Total No. of School Age Children	Total No. of Over-Aged Children	No. of Repeaters (Retained/Failed)	No. of Returnees (Leavers)	Number of Classrooms		Number of Teachers		Number of Books	
	Male	Female	Total					Actual	Need	Actual	Need	Actual	Need
kindergarten													
Elementary													
Grade 1													
Grade 2													
Grade 3													
Grade 4													
Grade 5													
Grade 6													
Junior High School													
Grade 7													
Grade 8													
Grade 9													
Grade 10													
Senior High School													
Grade 11													
Grade 12													

Agreements

Readiness:	Ready	Nearly Ready	Not Ready	Remarks
Daily Lesson Log/Lesson Plan				/
Philippine Elementary Learning Competencies (PELC)/Curriculum Guides				
Laboratories				
Instructional Materials/ School Furniture				
Ancillary (Library, Canteen, Guidance Clinic, etc.)				
Class Program				
Tarpaulin				
10-point Agenda of Sec. Leonor M. Briones				
Regional Strategic Direction				
Welcome Balik Eskwela (Pagkakaisa Para sa Handa, Ligas Matatag na Paaralan Tungo sa Magandang Kinabukasan)				

Agreements

Compliance to Enclosure Deped Orders

Orientation (Parent-Teacher Conference)	Very Compliant (VC)	Compliant	Not Compliant	Remarks
Date conducted _____ (Very compliant - two weeks before ; Compliant - one week before; Not Compliant - Not conducted before the opening of classes)				
Date conducted _____ (Very compliant - two weeks before ; Compliant - one week before; Not Compliant - Not conducted before the opening of classes)				
Date conducted _____ (Very compliant - two weeks before ; Compliant - one week before; Not Compliant - Not conducted before the opening of classes)				
Conduct of Regular Class				
Late Registered are accomodated				

Compliance to Deped Order 143, s. 2016 (Zero Collection Policy) for Pubic Schools	Highly Evident	Evident	Not Evident	Remarks

Approved Tuition Fee - For Private Schools	Highly Evident	Evident	Not Evident	Remarks

Overall Remarks/ Agreements

Prepared by:

Signature over Printed Name Division Monitor/ Position



Monitoring Tool for the Opening of Classes of Senior High School
 First Flag Raising Ceremony and Monitoring of Enrolment of Senior High School
 S.Y. 2018 - 2019

School _____
 School ID _____
 School Head _____

No. of Teachers _____
 No. of Classrooms _____
 SHS Category _____

Curriculum Offerings:

Track	Strand	Specialization
Academic	STEM	
	GAS	
	HuMMS	
	ABM	
Technical-Vocational	AFA	
	IA	
	HE	
	ICT	
Sports		

Learner Enlisted

Course Offering	Enrolment		Enrolment		Remarks
	G 11	G12	G 11	G 12	
Academic					
STEM					
GA					
HuMMS					
ABM					
Technical-Vocational					
AFA					
IA					
HE					
ICT					
Art & Design					
Sports					

Class/Instructional Rooms, Workshop and other Ancillary Services

Facility	No. of Rooms Available		Ready		Nearly Ready	Not Ready	Remarks
Instrcutional Room							
Computer Laboratory							
Science laboratory							
General Science							
Biology							
Chemistry							
Physics							
Workshop Rooms							
Studio							
Library, LRC							
Internet Facility							

Chairs and Furnitures

Enrolment		No. of Chairs Available		No. of Sections		No. of classrooms provided		No. of Teachers			Remarks
G11	G12	G11	G12	G11	G12	Lecture	Laboratory	W/ SHS Item	Deployed from JHS	No. Teachers Need	

Overall Remarks/ Agreements

Prepared by:

Signature over Printed Name Division Monitor/ Position