



Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF MISAMIS ORIENTAL  
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June 3, 2015

Division MEMORANDUM

No. 154, s. 2015

TO: School Heads (elementary & secondary)  
Class Advisers

This Division

FROM: ~~CHERRY MAE L. LIMBACO, Ph.D., CESO V~~  
Schools Division Superintendent

SUBJECT: CLASSROOM STRUCTURING AND EVALUATION

1. In reference to the Regional Memorandum No. 15, s. 2013 on Classroom Structuring, schools are advised to ensure that every classroom is suitably structured to make it conducive to learning.
2. School heads are advised to conduct an evaluation and provide coaching to teachers who need assistance in structuring their classrooms.
3. Enclosed is the criteria for evaluation on Classroom Structuring.
4. Immediate dissemination of this Memorandum to all concerned is desired.

CLL/mdb

## Criteria for Evaluation

### Neatness and Cleanliness - 20%

- Are the classroom facilities and premises clean?
- Does the classroom well-painted?
- Does the classroom have proper waste bins?
- Is the classroom attractive to students/pupils?

### Classroom Organization - 20%

- Are the chairs properly arranged?
- Does the classroom have a mini library?
- Does the classroom have labels?
- Are the schools forms properly placed?
- Are the classroom materials visible and ready for use?
- Does the classroom give a homey atmosphere among pupils/students?
- Does a framed copy of the National Anthem place at the upper left hand corner above the chalkboard?
- Does a framed copy of the Pledge of Allegiance to the Philippine Flag place above the chalkboard at the upper right hand corner above the chalkboard?
- Does the classroom-based data on the Basic Education Information System (BEIS) place on the walls at the sides of the room?

### Creativity/Resourcefulness - 20%

- Does the classroom show a harmony of colors?
- Does the classroom well-decorated?

### Physical Structure - 20%

- Does the classroom have proper ventilation and lighting?
- Are the chairs/desks enough for students/pupils?
- Does the classroom layout allow pupils to interact and do group work?
- Does the classroom have a bulletin board or a corner that display helpful learning materials?
- Does the entrance of the classroom have Section name, Adviser's name and Class Program?
- Does the chalkboards with chalk ledge and curtain properly installed at the front wall?
- Is the FRAMED portrait of the President of the Philippines properly placed above the chalkboard?
- Are the attendance chart and DepEd forms rack placed near the door?
- Are the teacher's table, teacher's chair and cabinet located at the rear of the room?
- Does the classroom provide health corner with first aid or medicine cabinet with mirror, soap dish, towel rack, and hand washing and drinking facilities?

### Over -all Impact - 20%

- Does the classroom provide conduciveness to teaching and learning?
- Does the classroom articulate a child-friendly atmosphere?

### Rubrics for Rating

Criteria	Points Scale					
	20	15	10	5	0	Total
<b>Neatness and Cleanliness</b> - 20%	When all indicators are Fully-observed (27 checks)	When almost all indicators are observed (20-26 checks)	When indicators are partially-observed (15-20 checks)	Only few indicators are observed (1-15 checks)	Not at all observed (0 check)	
<b>Classroom Organization</b> - 20%	When all indicators are Fully-observed (27 checks)	When almost all indicators are observed (20-26 checks)	When indicators are partially-observed (15-20 checks)	Only few indicators are observed (1-15 checks)	Not at all observed (0 check)	
<b>Creativity/Resourcefulness</b> - 20%	When all indicators are Fully-observed (27 checks)	When almost all indicators are observed (20-26 checks)	When indicators are partially-observed (15-20 checks)	Only few indicators are observed (1-15 checks)	Not at all observed (0 check)	
<b>Physical Structure</b> - 20%	When all indicators are Fully-observed (27 checks)	When almost all indicators are observed (20-26 checks)	When indicators are partially-observed (15-20 checks)	Only few indicators are observed (1-15 checks)	Not at all observed (0 check)	
<b>Over – all Impact</b> - 20%	When all indicators are Fully-observed (27 checks)	When almost all indicators are observed (20-26 checks)	When indicators are partially-observed (15-20 checks)	Only few indicators are observed (1-15 checks)	Not at all observed (0 check)	

### Rating Sheet for Classroom Evaluation

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

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

Grade & Section: \_\_\_\_\_

Name of Class Adviser: \_\_\_\_\_

Rater: \_\_\_\_\_

Criteria	Points Scale					
	20	15	10	5	0	Total
<b>Neatness and Cleanliness</b> - 20%						
<b>Classroom Organization</b> - 20%						
<b>Creativity/Resourcefulness</b> - 20%						
<b>Physical Structure</b> - 20%						
<b>Over – all Impact</b> - 20%						

**Over-all Total:** \_\_\_\_\_

**Checklist for Evaluation**

**Neatness and Cleanliness - 20%**

- Are the classroom facilities and premises clean?
- Does the classroom well-painted?
- Does the classroom have proper waste bins?
- Is the classroom attractive to students/pupils?

**Classroom Organization - 20%**

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- Does the classroom provide health corner with first aid or medicine cabinet with mirror, soap dish, towel rack, and hand washing and drinking facilities?

**Over - all Impact - 20%**

- Does the classroom provide conduciveness to teaching and learning?
- Does the classroom articulate a child-friendly atmosphere?

**Total number of Boxes checked \_\_\_\_\_/27**

**Checked/Evaluated by: \_\_\_\_\_**