



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X



Zone 1, Upper Balulang, Cagayan de Oro City

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June 1, 2017 **DepED-X**
Cagayan de Oro City

REGION MEMORANDUM

No. 255, s. 2017

05 JUN 2017

**MONITORING THE OPENING OF CLASSES FOR
SCHOOL YEAR 2017-2018**

RELEASED

To: **Schools Division Superintendents**

Chiefs, RO Divisions

All Others Concerned

This Region

1. Monitoring the opening of classes shall be conducted by the Regional and Division Offices starting on or before June 5 until June 9, 2017. This is to ensure the smooth opening of classes and to address problems usually encountered at the start of the school year as stipulated in DepEd Memorandum No. 55, s. 2017.

2. The schedule and assignment of the Regional Team that will visit the Schools Division Offices to provide appropriate assistance needed for the smooth opening of classes are as follows:

DIVISIONS	PERSON/S-IN-CHARGE
Bukidnon	Rogelio C. Evangelista Arnel T. Genita Rodrigo G. Jumamoy Neil A. Improgo Reinante Noel N. Pelagio Josephine L. Valledor
Camiguin	Marino O. Dal
Cagayan de Oro City	Eusebio G. Aguanta Ma. Fels3 a. Trompeta
El Salvador City	Lita Base
Gingoog City	Mala Epra B. Magnaong
Iligan City	Raymund S. Antolo Rebecca P. Postrano
Lanao del Norte	Nerissa O. Arrabaca Bienvenido U. Tagolimot, Jr., Ed. D.
Malaybalay City	Allan M. Mansaladez Ellen N. Delante
Misamis Occidental	Angelina B. Buaron Elesio M. Maribao Manolita B. Bolo
Misamis Oriental	Edith L. Ortega, Ph. D. Ninian A. Alcasid, Ph. D. Alicia E. Anghay, Ph. D.

Oroquieta City	Maria Salome M. Manlapig
Ozamiz City	Laurencia O. Llagas
Tangub City	Rosita P. Yburan, Ph. D
Valencia City	Noe D. Simene, Ph. D. Ana Belen S. Muring, Ph. D.

3. Enclosed are the Monitoring Tools to be accomplished by the schools and Division Offices. Consolidated data gathered shall be submitted to the monitoring team from the Regional Office on June 13, 2017 or email at: clmddepd@gmail.com.

4. Monitoring Tools for the opening of classes to be accomplished by SDOs are enclosed. The Region Monitoring Team is expected to use the monitoring tool on Guidelines on School Readiness stipulated in Region Memorandum No. 178, s. 2017.

5. Wide dissemination and compliance to this Memorandum is directed.


ALLAN G. FARNAZO
Director IV

2017 CLMD SCHOOL READINESS MONITORING TOOL

	ITEMS	Observed	Not-observed	Remarks
1	Classroom Structuring Regional Memorandum No. 15, s. 2013			
2	Curriculum Guide (CG) and Teacher's Guide (TG)			
3	Learning Resources <ul style="list-style-type: none"> • Inventory of references in all learning areas • Immediate submission of Report/Updates including damaged assessment on Learning Resources due to crisis situation. • Utilization of off-line, on-line Learning Resources to facilitate the need of resource materials 			
4	List of Learners <ul style="list-style-type: none"> • List of learner-occupants is posted outside the room • Automatic Enrolment of Kindergarten learners to Grade 1 to Grade 6 including Inclusive Education learners (SPED, ALS, ADM, IPED, MEP) • Automatic referral of Grade 6 Graduates to Grade 7 and Grade 10 completers to Grade 11 including learners with special needs and passers of Basic Literacy to A and E • Automatic Enrolment of Grade 7 learners to Grade 10 and Grade 11 learners to Grade 12 including learners with special needs and passers of Elementary A and E • Automatic referral of grade 10 completers including learners with special needs and passers of secondary A and E to Senior High School • Automatic turn-over of learners' school records and portfolio from kindergarten teacher to the succeeding grade level teacher including inclusive education teacher (SPED, ALS, ADM, IPED, MEP) is encouraged. 			
5	School Face-Lifting <ul style="list-style-type: none"> • Mowed grasses • Robust plants all around • Painted buildings and fences • Unblemished school signage • New Philippine Flag 			
6	Senior High School <ul style="list-style-type: none"> • Media blitz • SHS jingles on air within the school if not over the radio • Tarpaulin on school offerings • Info center or info desk • Industry mapping 			
7	Updated Profile of Teachers in tarpaulin near the school gate			

8	Curriculum Implementation <ul style="list-style-type: none"> Compliance to DO 42, s. 2016 re Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Classroom consultation with specific time approved by the school head included in the class program for teacher's meetings/conferences with parents Schedules of Learning Action Cell (LAC) and implementation plan Implementation of Alternative Delivery Mode (ADM), Alternative Learning System, Special Education (SPED), Muslim Education and IP Education as included in the Mission of DepEd. 			
9	Copies of the budget of work of the K to 12 Curriculum by learning areas and by grade level from first to fourth quarters (for EPS, PSDS, School Heads)			
10	M and E of Division Offices on the cascading of trainings conducted in the RO and CO to the school level.			

OTHER OBSERVATIONS:

EPS Monitor

EPS/PSDS/School Head

MONITORING TOOL FOR THE OPENING OF CLASSES
SY 2017-2018

School: _____ Division: _____
 Address: _____ Private _____ Public (School ID: _____)
 School Head: _____ Contact Number: _____

Basic Information

Level	Enrollment as of June 5, 2017			No. of Early Enrollment Registrants			Number of Classrooms		Number of Teachers	
	Male	Female	total	Male	Female	total	Actual	Needs	Actual	Needs
Kindergarten										
Elementary										
Junior High School										

Remarks: _____

Readiness: The readiness sch

School Physical Facilities	Ready	Nearly Ready	Not Ready
Instructional Rooms			
Laboratories (Science, Computer, H.E/TLE)			
Instructional Materials/School Furniture			
<input type="checkbox"/> Ancillary Facilities (Library, Canteen, Guidance, Clinic, etc)			

Remarks: _____

Compliance to Enclosure No. 2 of DO No. 23, s. 2016 and DO. No. 25, s. 2017

	Very compliant (VC)	Compliant (C)	Not compliant (NC)
Orientation/Parent-Teacher Conference (Item 2) ** Date Conducted: _____ (very compliant- Two weeks before the opening of classes), (Compliant- A Week before Opening of classes), (Not Compliant- Not conducted before the Opening of classes)			
Conduct of Brigada Eskwelara: (Very compliant- May 15-20) (Compliant- May 21-31) (Not compliant- No Brigada before Opening) *			
Conduct of In-Service Training for Teachers ** Date Conducted: _____ (very compliant- Two weeks before the opening of classes), (Compliant- A Week before Opening of classes), (Not Compliant- Not conducted before the Opening of classes)			
Conduct of Regular Classes Late Registrants are accommodated			

* Not applicable for private schools

** Optional for private schools

Compliance to RMI No. 143, s. 2016 (Zero Collection Policy) -- for public schools only

Highly Evident	Evident	Not Evident

Approved/ Tuition Fee -- for private schools only

Evident/Compliant	Not Evident / Not Compliant

Over-all Remarks/Evaluation:

Signature over Printed Name of School Head

Monitored by:

Signature over Printed Name of Official

Date of Monitoring: _____

DIVISION SUMMARY REPORT ON MONITORING DURING THE OPENING OF CLASSES
SY 2017-2018
(PRIVATE ELEMENTARY AND JUNIOR HIGH SCHOOLS)

Division: _____
 Address: _____
 Schools Division Superintendent: _____

Contact Number: _____
 Total No. of Private Elementary Schools: _____
 Total No. of Private Junior High Schools: _____

Basic Information

Level	Enrolment as of June 15, 2016			No. of Early Enrolment Registrants			Number of Classrooms		Number of Teachers	
	Male	Female	Total	Male	Female	Total	Actual	Needs	Actual	Needs
Kindergarten										
Elementary										
Junior High School										

Remarks: _____

Readiness

School Physical Facilities	Ready		Nearly Ready		Not ready	
	Elementary	Secondary	Elem.	Sec.	Elem.	Sec.
Instructional Rooms						
Laboratories (Science, Computer, H.E./TLE)						
Instructional Materials/School Furniture						
<input type="checkbox"/> Ancillary Facilities (Library, Canteen, Guidance, Clinic, etc)						

Remarks: _____

Compliance to Enclosure No. 2 of DO No. 25, s. 2016, DO No. 25, s. 2017

ACTIVITY	Highly Evident (in n/N)		Evident (in n/N)		Not Evident (in n/N)	
	Elementary	Secondary	Elem.	Sec.	Elem.	Sec.
Orientation/ ⁿ Parent-Teacher Conference (Item 2) *						
Conduct of In-Service Training for Teachers *						
Conduct of Regular Classes						
Late Registrants are accommodated						

* Optional for private schools

Remarks: _____

Overall Remarks/Evaluation:

Prepared by:

Signature over Printed Name of Private Schools In-Charge

Signature over Printed Name of Schools Division Superintendent

Legend:

n - the no. of schools with evident indicator
 N - Total number of schools in the division

MONITORING TOOL FOR THE OPENING OF PUBLIC SENIOR HIGH SCHOOL (SHS)
SY 2017-2018

BASIC INFORMATION

School: _____
Address: _____
School Head: _____

Division: _____
SHS Category: _____
Contact Number: _____

Curriculum Offering:

Track	Strand	Specialization
Academic	STEM GA HUMMS ABM	
Technical-Vocational	AFA IA HE ICT	<i>Please specify:</i> _____ _____ _____
Arts and Design	Performing Arts Arts Production	<i>Please specify:</i> _____ _____
Sports		

A. LEARNERS ENLISTED

Course Offering	Enrollment	No. of Sections provided	No. of LIS Registrants
Academic STEM GA HUMMS ABM			
Technical-Vocational AFA IA HE ICT			
Arts & Design Performing Arts Arts Production			
Sports			

Note: Add sub-bullets under Strands to indicate the Specializations if necessary.

B. TEACHERS HIRED & TRAINED

Course Offering	No. of Sections provided	No. of Specialized Teachers needed	No. of Specialized Teachers trained	No. of Specialized Teachers Needed in the pooling	No. of Specialized Teacher-applicants
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS <input type="checkbox"/> ABM					
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT					
Arts & Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production					
Sports					

Note: Add sub-bullets under Strands to indicate the Specializations if necessary.

C. PRINCIPALS DULY TRAINED AND GIVEN WITH FINAL ASSIGNMENT

Nature of Assignment of Principal/School Head	Have been trained under SHDP-SHS?	
	Yes	No

D. CURRICULUM GUIDES (CGs)

Course Offering	Availability of Curriculum Guide verified from www.deped.gov.ph (Put ✓)
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS <input type="checkbox"/> ABM	
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT	
Arts & Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production	
Sports	

Note: Add sub-bullets under Strands to indicate the Specializations if necessary.

E. CLASS/INSTRUCTIONAL ROOMS, WORKSHOPS & OTHER ANCILLARY SERVICES
Please check the items applicable by course (tracks/strands/specialization) offered

No. of Sections provided	Facility	No. of Rooms available	Functional and well-structured? (Put ✓)
	Instructional rooms		
	Computer laboratory		
	Science laboratory General Science Biology Chemistry Physics		
	Workshop room		
	Studio		
	Library, LRC		
	Internet facility	- N/A -	

F. CHAIRS AND FURNITURES

Enrolment	No. of Chairs available	No. of Sections/ Classrooms provided	No. of Teacher's Table, Chair, etc. available

G. TVL TOOLS & EQUIPMENT

Course Offering	Have the tools and equipment been delivered? If Yes, state if "sufficient" and if not, write the shortage.
Technical-Vocational AFA IA HE ICT	

Note: Add sub-bullets under Strands to indicate the Specializations if necessary.

II. EMERSON VENUES, ASSESSMENT CENTERS, OTHER STAKEHOLDERS' SUPPORT
 Please check the items applicable by course (tracks/strands/specialization) offered

Partnership Commitment	Name of Partner Organization/Firm	With finalized Memorandum of Agreement already? (Put ✓)
Work Immersion		
Assessment Center		
Curriculum design (localization, need-based assessment, etc.)		
Assistance in the provision of curriculum materials		
Apprenticeship		
Assistance in Research		
Provision of equipment: laboratories, workshops and other facilities		
Career guidance		
Additional financial assistance (for students)		
TOTAL		

I. CURRICULUM MAPS AND CLASS PROGRAMS

Curriculum Maps available (Put ✓)	Class Programs available (Put ✓)

Over-all Remarks/Evaluation:

Monitored by:

Date of Monitoring:

Signature over Printed Name of School Head

Signature over Printed Name of Official

**DIVISION SUMMARY REPORT ON MONITORING DURING THE OPENING OF CLASSES
SY 2017-2018
(PUBLIC ELEMENTARY AND JUNIOR HIGH SCHOOLS)**

Division: _____
Address: _____
Schools Division Superintendent: _____

Contact Number: _____
Total No. of Public Elementary Schools: _____
Total No. of Public Junior High Schools: _____

Basic Information

Level	Enrolment as of June 5, 2017			No. of Early Enrolment Registrants			Number of Classrooms		Number of Teachers	
	Male	Female	Total	Male	Female	Total	Actual	Needs	Actual	Needs
Kindergarten										
Elementary										
Junior High School										

Remarks: _____

Readiness

School Physical Facilities	Ready		Nearly Ready		Not ready	
	Elementary	Secondary	Elem.	Sec.	Elem.	Sec.
Instructional Rooms						
Laboratories (Science, Computer, H.E/TLE)						
Instructional Materials/School Furniture						
<input type="checkbox"/> Ancillary Facilities (Library, Canteen, Guidance, Clinic, etc)						

Remarks: _____

Compliance to Enclosure No. 2 of DO No. 35, s. 2016 and DO 25, s. 2017

ACTIVITY	Very Compliant		Compliant		Not Compliant	
	Elem.	Sec.	Elem.	Sec.	Elem.	Sec.
Orientation/ ^{1st} Parent-Teacher Conference (Item 2) ** Date Conducted: _____ (very compliant- Two weeks before the opening of classes), (Compliant- A Week before Opening of classes), (Not Compliant- Not conducted before the Opening of classes)						
Conduct of Brigada Eskwela: (Very compliant- May 15-20) (Compliant- May 21-31) (Not compliant- No Brigada before Opening) *						
Conduct of In-Service Training for Teachers ** Date Conducted: _____ (very compliant- Two weeks before the opening of classes), (Compliant- A Week before Opening of classes), (Not Compliant- Not conducted before the Opening of classes)						
Conduct of Regular Classes Late Registrants are accommodated						

Compliance to DO No. 34, s. 2012 (Zero Collection Policy)

Highly Evident (in n/N)		Evident (in n/N)		Not Evident (in n/N)	
Elementary	Secondary	Elementary	Secondary	Elementary	Secondary

Over-all Remarks/Evaluation:

Prepared by: _____

Signature Over Printed Name of SHS Coordinator

Legend:

n – No. of schools with evident indicator

N – Total number of schools in the schools division

Signature over Printed Name of Schools Division Superintendent