



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 154, s. 2019

TO: Assistant Schools Division Superintendent
Division Chief
Curriculum and Implementation Division
Schools Governance and Operations Division
Public Elementary and Secondary Schools
This Division

FROM: **JESNAR DEMS S. TORRES, Ph.D., CESE**
Assistant Schools Division Superintendent ✍
OIC, Office of the Schools Division Superintendent

SUBJECT: Evaluation for School and Classroom Readiness for SY 2019-2020

DATE: July 11, 2019

1. As part of the Department's mandate to ensure quality delivery of basic education services, this Office hereby announces the schedule of evaluation for school and classroom readiness for SY 2019-2020, to wit: School Readiness Evaluation shall commence on July 23, 2019 and Classroom Readiness Evaluation shall commence on July 25, 2019.
2. Schools and classrooms that are compliant with the DepEd standards shall be awarded with SEAL OF EXCELLENCE within the quarter.
3. Division Evaluating Team (*Please see Enclosure No.1*) for Classroom Readiness Evaluation shall visit the schools every Thursday – Friday while the team assigned for the School Readiness Evaluation shall visit the school anytime of the week except on Mondays.
4. Team Leaders of the Division Evaluating Team shall submit a softcopy (using MS Excel format) of the consolidated report using the attached template (*Please see Enclosure No.3*) to the M&E Section with these email addresses: maricris.quismundo@deped.gov.ph and nilo.lomomngo@deped.gov.ph.
5. Further, Team Leaders are hereby directed to strategize their schedule in order to cope with the deadline.
6. For information, guidance and strict compliance.



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Enclosure No.1

DIVISION EVALUATING TEAM

A. Classroom Readiness

EVLUATING TEAM	SCHOOL ASSIGNMENT
<p>TEAM 1: Fritzie C. Sillabe (Team Leader)</p> <p>A. Classroom Structuring Roque R. Sabasaje Sammy Tres Reyes Roger Pagayon</p> <p>B. Reading & Learning Resource Center Genevieve E. Lusterio, PhD Jackeline Ocon Leticia Pagayon</p> <p>C. Health & Sanitation Fritzie C. Sillabe Rosemarie U. Saging Vanessa Prores L. Tiad</p> <p>D. Ventilation, Conduciveness & Safety Balve G. Granido, PhD Ian Khay H. Castro Analyn T. Fabria</p> <p>E. Teacher Helen E. Maasin, PhD Lina C. Bejiga, PhD Sonia E. Pagapulaan</p>	<p>San Francisco de Asis ES San Francisco de Asis NHS Hinigdaan NHS Hinigdaan ES Kalabaylabay ES Bolisong ES Cogon ES El Salvador City Central El Salvador City NHS Kibonbon ES Cogon NHS</p>
<p>TEAM 2: Grace P. Paculba (Team Leader)</p> <p>A. Classroom Structuring Manuel A. Janubas Zigger E. Villahermosa Jovel Labis</p> <p>B. Reading & Learning Resource Center Grace P. Paculba Helen S. Palasan Chuchie A. Quiring Rebecca B. Namoc</p> <p>C. Health & Sanitation Aster M. Gallega, PhD Charlotte J. Ytang, Cecille Z. Khobuntin</p> <p>D. Ventilation, Conduciveness & Safety Anabelle M. Mamaclay, PhD Melanie M. Ligutom, Marivic S. Torres</p> <p>E. Teacher Margie R. Valmoria, PhD, Ma. Lou Lea C. Nob Mariel B. Ubaub, Lorna H. Estrosas. PhD</p>	<p>Sambulawan ES Sambulawan NHS Himaya ES Himaya NHS Amoros ES Molugan CS Molugan NHS Taytay ES PSB ES Ulaliman ES Sinaloc ES Sinaloc NHS</p>



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B. School Readiness

EVLUATING TEAM	SCHOOL ASSIGNMENT
<p>TEAM 3: Rolly B. Labis, EdD (Team Leader)</p> <p>A. School Grounds & Buildings</p> <p>Nilo L. Lomongo Maricris P. Quismundo Jurica Ethel L. Estrada Alan T. Saculingan</p> <p>B. Health & Sanitation</p> <p>Dr. Gladys Grace H. Cabeltes Dr. Mark Lexter T. Tapitan Franz Maybelle M.Gaid, RN Johnell Francis S. Vacalares</p> <p>C. School Safety & Protective Spaces for Children</p> <p>Karen Rose A. Serrania Merogim P. Mugot Herminigildo B. Pantin Jeffrey M. Martinez</p> <p>D. Principal's Office</p> <p>Rolly B. Labis, EdD Kevin B. Asequia Kenneth Angel B. Guillena Felanie Marie A. Lim</p>	<p>San Francisco de Asis ES San Francisco de Asis NHS Hinigdaan NHS Hinigdaan ES Kalabaylabay ES Bolisong ES Cogon ES El Salvador City Central El Salvador City NHS Kibonbon ES Cogon NHS Sambulawan ES Sambulawan NHS Himaya ES Himaya NHS Amoros ES Molugan CS Molugan NHS Taytay ES PSB ES Ulaliman ES Sinaloc ES Sinaloc NHS</p>



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Enclosure No 2. **School Readiness Evaluation & Rating Sheet**

School: _____ Rating: _____
 Principal/School Head: _____ Date Monitored: _____

Instructions: Put a check mark (✓) on the column corresponding the rate appropriate for each item.
 The following mark will be observed:

- 5- Excellent (organized, presentable & with complete item specifications)
- 4- Very Satisfactory (organized, presentable but 1 item was not present)
- 3- Satisfactory (organized, presentable but 2-3 items were not present)
- 2- Needs Improvement (most of the items were not present)
- 1- Poor (generally lacks specified items)

A. School Grounds and Buildings	1	2	3	4	5	Remarks
1. The school has signage with DepEd logo and School I.D						
2. The school is secured with a pergula/gate						
3. The school has a perimeter fence to safeguard the students, teachers & its resources						
4. It has a school building and classrooms ready to accommodate all learners						
5. The H.E room has facilities for cooking, sewing, and other related activities						
6. The library is functional with books, related materials and tables & chairs for studying and research						
7. The library has an assigned personnel (a librarian if possible) with systematic book borrowing guidelines and updated locating scheme						
8. The school has a designated area for Learning Resource Center with different types of LR materials from varied strands						
9. A Science Laboratory with equipment and paraphernalia necessary for experiment and moving exams						
10. There should be a school ground for students' recreation, practices and other related activities						
11. The school has functional electricity ready to supply energy to offices and classrooms						
12. The computer room has functional computer sets that are well maintained and updated						
13. There should be a guidance room designed to give privacy & confidentiality to learners' sensitive issues and concerns						
14. The school garden is properly maintained with various types of vegetables and herbs planted						
15. Landscaping is present outside the rooms						



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(in the ground level)							
16. The vision and mission, core values are visible							
17. Bulletin Board is updated with news and events essential to school operations							
18. Flag Pole should be of DepEd's standards							
19. Principal's office is organized, neatly maintained with designated space for stakeholders' meeting							
20. T.L.E./TVL laboratories are functional with equipment of 1:5 ratio (for HS only)							
B. Health and Sanitation							
1. The school has a clinic with medicine provision and other (necessary) health equipment							
2. There should be school canteen where food handlers wear their health cards and practice food safety							
3. All canteens/ food stalls have updated sanitary permit/s issued by the City Health Office							
4. Hand washing facilities with water, soap dish, towel rack							
5. Clean water supply is available at all times							
6. The functional pupil to toilet seat ratio is 50 students or less							
7. Toilets are secure, private with doors and lock, have lighting, adequate ventilation and provision of wrapping materials for used pads							
8. Waste Management is practiced with segregated bins in the designated areas							
C. School Safety and Protective Spaces for Children							
1. The school has facilities for reading (such as reading hub) and studying							
2. The school premises are regularly maintained and kept clean							
3. The school has sufficient facilities and equipment for recreation and sports							
4. The school has duly assigned personnel in charge of securing its premises							
5. The school guards have I.Ds and uniforms for identification							
6. The school has child-protection and anti-bullying policies							
7. The school has a program for children with special needs							
8. The teachers use non-threatening styles of discipline							
9. The school should be free from any hazard (like loose wirings, damage ceilings, uprooted tree, etc.)							
TOTAL							



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Enclosure No.2

School Head's Office Evaluation Sheet (included in the School Readiness Rating)

School: _____ Rating: _____
 Principal/School Head: _____ Date Monitored: _____

D. Principal's Office	1	2	3	4	5	Remarks
1. The office has a functional computer and printer for paper works and reports						
2. Office table and chair are available						
3. There is proper ventilation and lighting						
4. Cabinets are available for storage and safe keeping of documents and forms						
5. The office has a comfort room that is secure, private with doors and lock, has lighting, adequate ventilation and provision of wrapping materials for used pads						
6. Trash cans/bins with waste segregation are present and placed on the sides						
7. DTR rack and Form 48 are organized and well-arranged alphabetically						
8. Philippine flag and school banner are placed adjacent to the principal's table on the left and right side corners respectively						
9. BEIS and performance indicators are visibly seen						
10. Approved SIP/AIP duly signed by SDS and other indicated individuals						
11. APP/SOB duly signed by SDS and other indicated individuals						
12. Liquidation Reports are systematically arranged in folders/envelopes with specified months/quarter						
13. Insurance Documents are placed in folders/enveloped neatly labeled						
14. Ownership Documents are placed in folders/enveloped neatly labeled						
15. School Inventory Records properly accounted with approved status from indicated personalities						
16. School Site Development Plan is skillfully outlined with complete specifications						
17. School Calendar integrates DepEd's implemented activities and school						



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initiatives						
18. Logbook of Teachers contains the date, and time; concerns (if necessary)						
19. Logbook of Visitors contains the date, time and purpose of visit						
20. Class Program is duly signed and approved by the SDS						
21. A printed (maximized) copy of the school program is placed on the wall visible enough for easy monitoring						
22. Teacher's Portfolio is arranged alphabetically on the rack						
23. Organizational Chart includes all required position and printed (in a tarpaulin or the like) placed on the wall						
24. Bulletin Board is updated with news, events and priorities essential to school operations						
25. Visible Mission and Vision are visible						
26. SBRMS/SBM files and projects are organized in a rack or cabinet						
27. List of internal and external stakeholders is duly signed by indicated personalities						
28. School Researches/ Interventions are organized in a rack or cabinet (from the most recent)						
TOTAL						

References: Regional Memorandum No. 15, s. 2013; Effective teaching in Child-Friendly Schools: A training Manual
 Educational Facilities Manual 2010
 Republic Act No. 8491

Other Comments:

Over-all Rate and Description: _____ Date: _____
 (School items A, B, C, and D)

Rating for Principal's Office only: _____

Rater: _____

Verified: _____

 Signature over Printed Name

 Signature over Printed Name



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Enclosure No.2

Classroom Readiness Evaluation Sheet

Name of Adviser: _____ Grade & Section: _____

School: _____ Rating: _____

Instructions: Put a check mark (✓) on the column corresponding the rate appropriate for each item. The following mark will be observed:

- 5- Excellent (organized, presentable & with complete item specifications)
- 4- Very Satisfactory (organized, presentable but 1 item was not present)
- 3- Satisfactory (organized, presentable but 2-3 items were not present)
- 2- Needs Improvement (most of the items were not present)
- 1- Poor (generally lacks specified items)

I. Classroom Structuring	1	2	3	4	5	Remarks
1. A signboard is posted at the entrance of the room showing the grade level & section, duly signed class program & schedule, name of teacher/adviser handling the class						
2. On the front wall (facing the class), the chalkboard is properly framed, with chalk ledge, curtains and installed at a height which can be comfortably reached by the children						
3. Above the chalkboard, a framed portrait of a national hero shall be displayed prominently at the center, the National Anthem shall be displayed at the upper left corner and a framed copy of the Pledge of Allegiance to the Philippine flag shall be at the right corner						
4. Flanked on one side at a lower level is a framed motto/saying (for the month or week) and a framed picture relevant to the motto						
5. The bulletin boards and tack boards, as well as charts, are placed on the walls at the sides or at the back of the room						
6. The attendance chart and the DepEd forms rack are placed near the door						
7. The teacher's table and chair as well as the cabinet is located at the rear of the room						
8. A demo table is provided for the teacher to conveniently place materials and resources during class discussion/activity						
9. A classroom-based data on the Basic Education Information System to be placed on the walls at the sides or at the back of the room containing the following modules (with content): Module A- Students' EIS Module B- Teachers' EIS (201 Files) Module C- Curriculum Development Module D- Legislative Module E- Physical Facilities Module F- Finance Module G- Community Involvement Module H- Research						
TOTAL score for Classroom Structuring						



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II. Reading and Learning-Resource Corner	5	4	3	2	1	Remarks
1. One corner of the room is set-up as a reading corner styled and arranged skillfully to entice learners						
2. The reading corner should contain books and updated reading materials for the learners						
3. There should be an area where students' outputs are creatively displayed and seen						
4. Learning resources for various subjects should be present in the classroom						
Total Score for Reading and Learning-Resource Corner						
III. Health and Sanitation						
1. Another corner of the room is set up as health corner with first aid or medicine cabinet, mirror, soap dish and towel rack						
2. Hand washing facility with water, soap dish, towel rack and toothbrush holders						
3. Safe drinking water and clean water for washing are available at all times						
4. Segregation of waste is practiced and segregated trash bins are available in the room						
5. The functional pupil to toilet seat ratio is 50 students or less						
6. Toilets are secure, private with doors and lock, have lighting, adequate ventilation and provision of wrapping materials for used pads						
TOTAL score for health and Sanitation						
IV. Ventilation, Conduciveness and Safety						
1. Classroom is well-ventilated (if necessary, with ceiling fans or wall fans) and well-lighted						
2. Functional and comfortable chairs are available for all the learners						
3. The floor and windows are neat and free of dust; and ceiling free of cobwebs						
4. Hallway or pathway encompassing the classroom is clean with trash bins available nearby						
5. The room should be free from any hazard (like loose wirings, damage ceilings, etc.) s						
6. There should be functional door and lock to secure any valuables inside (during dismissal)						
TOTAL score for Ventilation, Conduciveness and Safety						
GRAND TOTAL (from items I, II, III, IV)						



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Other Comments:

Over-all Rate and Description: _____ Date: _____

Rater:

Verified:

 Signature over Printed Name

 Signature over Printed Name

References: DepEd Region 10 (Form C: Classroom Structuring Monitoring Sheet)
 Educational Facilities Manual 2010
 Republic Act No. 8491



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Enclosure No.3

CONSOLIDATED REPORT FOR CLASSROOM READINESS EVALUATION
(Sample)

Name of School	Grade/Year Level Section	Teacher Adviser	Classroom Readiness Rating					Overall Rating
			Classroom Structuring	Reading & SLRC	Health & Sanitation	Ventilation, Conduciveness & Safety	The Teacher	
1. ABC	G1 - Love	Juan Dela Cruz	4.5	4.5	4.5	4.5	4.5	4.5
	G2 - Peace							
	G3 - Hope							
	G4 - Faith							
	G5 - Trust							
	G6 - Just							
2. DEF	G1							
	G2							
	G3							
	G4							
	G5							
	G6							
3.	G1							
	G2							
	G3							
	G4							
	G5							
	G6							
4.	G1							
	G2							
	G3							
	G4							
	G5							
	G6							
5.	G1							
	G2							
	G3							
	G4							
	G5							
	G6							
6.	G1							
	G2							
	G3							
	G4							
	G5							
	G6							

