



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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August 10, 2020

**DIVISION MEMORANDUM**

No. 163, s. 2020

**SCHOOL READINESS AND BRIGADA ESKWELA MONITORING  
FOR SY 2020-2021**

To: Asst. Schools Division Superintendent  
Division Chiefs  
School Governance and Operations Division  
All Public Elementary & Secondary School Heads  
This Division

1. In line with the Department's mandate to ensure the delivery of quality basic education services, the School Governance and Operations Division (SGOD) will conduct monitoring of school readiness and Brigada Eskwela on August 17-20, 2020.
2. School Heads are hereby directed to fill-in and to sign the monitoring tool (*Enclosure No.1 Monitoring Tool*) which will be presented during the actual visit of the monitoring team. Further, please prepare five (5) copies of the accomplished tool to be used during the Focus-Group Discussion session.
3. The Monitoring Team (*Enclosure No.2 Monitoring Team*) will conduct a Focus-Group Discussion (FGD) with the School Head, Brigada Eskwela Coordinator, M&E/SBM Coordinator, WinS Coordinator, School-Clinic In-charge, and ICT Coordinator (*Enclosure No.3 Schedule of Monitoring*) as validation of the accomplished tool.
4. The softcopy of the monitoring tool shall be emailed to the M&E/SBM Coordinator in schools. Further, the said coordinator is hereby directed to help facilitate in accomplishing the monitoring tool.

SGOD/smme

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5. Further, please email the scanned (signed) and soft (MS Excel Format) copy of the accomplished monitoring tool on or before August 20, 2020 to these email addresses: [maricris.quismundo@gmail.com](mailto:maricris.quismundo@gmail.com) and [nilo.lomongo@deped.gov.ph](mailto:nilo.lomongo@deped.gov.ph) for consolidation. Attention: Maricris P. Quismundo and Nilo L. Lomongo, School Management Monitoring and Evaluation (SMME) Personnel.
  
6. For information, guidance and compliance.

**OLGA C. ALONSABE, PhD, CESE**  
Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

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SG00/smme



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**MONITORING & EVALUATION TOOL FOR THE SCHOOL READINESS**  
**SY 2020-2021**

School: \_\_\_\_\_  
School Typology (Small, Medium, Large): \_\_\_\_\_ (based on DM 22, s. 2020 Classification)

**PART A. LCP PHASE 1 SCHOOL READINESS AND IMPLEMENTATION**

<b>AREAS</b>	<b>DESCRIPTIONS / DETAILS</b>	<b>TIME FRAME (If Needed)</b>	<b>RESOURCES NEEDED</b>	<b>PERSONS INVOLVED</b>	<b>REMARKS (Challenges Encountered)</b>
a. Organizing Class / Sectioning					
b. Preparation of Modules and Activity Sheets					
c. Home Learning Plan					
d. External Stakeholders Preparation					



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AREAS	DESCRIPTIONS/ DETAILS	TIME FRAME (If Needed)	RESOURCES NEEDED	PERSONS INVOLVED	REMARKS (Challenges Encountered)
e. Learning Modality					
f. Preparation of Learners Portfolio					
g. Distribution System					
h. Class Monitoring					
i. Retrieval System					
j. Parents Orientation					
k. Documentation (Attachments)					





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**PART B.**

**2020 DIVISION BRIGADA ESKWELA VALIDATION TOOL**

<b>Division:</b>		<b>Region:</b>	
<b>School:</b>		<b>School ID:</b>	
<b>School Head:</b>		<b>BE Coordinator:</b>	
<b>(Please check appropriate box)</b>			
<b>Level:</b>	<input type="checkbox"/> Elementary	<b>Secondary</b>	
<b>Category:</b>	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large <input type="checkbox"/> Mega
<b>I. SCOPE OF WORK (Repair Works, Maintenance Works, New Improvements and Beautification Completed based on School Improvement Plan) 30%</b>			
<b>A. Repair Works (Note: 1.0 for every scope of work)</b>			<b>10%</b>
1. Roof Replacement			
2. Ceiling Replacement		4 and below = 0.04 or 4 %	
3. Windows and Doors Replacement			
4. Chairs, tables, cabinets, blackboards		5-9 = 0.07 or 7 %	
5. Comfort Rooms Tiling			
6. Leaking Pipes/Lavatories			
7. Siphoning			
8. Gutter Replacement		10-15 = 0.10 or 10%	
9. Repair of electrical appliances			
10. Others			
<b>B. Maintenance Works (Note: 2.0 for every scope of work)</b>			<b>SCORE</b>
<b>1. Repainting (e.g. walls)</b>			<b>10%</b>
1 = 0.02 or 2%			
<b>2. Plumbing (e.g. replacement of faucet)</b>			
2 = 0.04 or 4%			



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3. Masonry	3 = 0.06 or 6%	
4. Carpentry works	4 = 0.08 or 8%	
5. Cleaning works (e.g. classroom cleaning)	5 = 0.10 or 10%	
<b>C. New Improvements and Beautification (Note: 2.0 for every scope of work)</b>		<b>SCORE</b>
1. Path Walks	1 = 0.02 or 2%	<b>10%</b>
2. School Gate	2 = 0.04 or 4%	
3. Signages	3 = 0.06 or 6%	
4. School Garden	4 = 0.08 or 8%	
5. School Grounds	5 = 0.10 or 10%	
<b>SUB-TOTAL OF CRITERION NO.1 (A+B+C)</b>		<b>SCORE</b>
<b>II. DIVERSE VOLUNTEER PARTICIPATION (Parent Volunteers and Others) 25%</b>		
<b>A. Parent Volunteers</b>		<b>15%</b>
$\frac{\text{(Number of Parent Volunteer Turn-out)}}{\text{(Number of Enrolment in EBE/IS)}} \times 0.15$		
<b>B. Other Volunteers</b>		<b>SCORE</b>
1. NGAs and other government organizations and public corporations		<b>10%</b>
2. LGUs (Brgy/City/Province)		
3. Community involvement including NGOs and other professional associations		
4. Private Sector involvement including corporate foundations and private schools		
Target Participants per group is 5 volunteers per entity to get 0.02 Or 2%. Below 5 shall be given a 0.01 or 1% equivalent score.		



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5. Pupil Student organizations (SPG/SSG) and Alumni Associations	
<b>SUB-TOTAL OF CRITERION NO.II (A+B)</b>	<b>SCORE</b>
<b>III.GENERATED RESOURCES</b>	<b>15%</b>
<b>Note:</b>	
1.To get 15%,the percentage of completion (Program of Works)will be assessed.	
2.The amount generated resources shall include all donations in kind and in equivalent amount of materials used for the scope of work accomplished during Brigada Eskwela Week.It shall also include all resources accepted after the steering and working committees were formed and commence to execute their functions.	
<b>ELEMENTARY LEVEL</b>	
<b>Small</b>	<b>Medium</b>
90,000 - 99,999	100,000 - 299,999
72,000-89,999	80,000-99,999
54,000-71,999	60,000-79,999
36,000-53,999	40,000-59,999
18,000-35,999	20,000-39,999
<b>Large</b>	<b>Mega</b>
300,000 - 499,999	500,000 and above
240,000-299,999	400,000-499,999
180,000-239,999	300,000-239,999
120,000-179,999	200,000-299,999
60,000-119,999	100,000-199,999
<b>Rating</b>	<b>Score</b>
15%	15%
12%	12%
9%	9%
6%	6%
3%	3%
<b>SECONDARY LEVEL</b>	
<b>Small</b>	<b>Medium</b>
90,000 - 99,999	100,000 - 299,999
72,000-89,999	80,000-99,999
54,000-71,999	60,000-79,999
36,000-53,999	40,000-59,999
18,000-35,999	20,000-39,999
<b>Large</b>	<b>Mega</b>
300,000 - 999,999	1,000,000 and above
240,000-299,999	800,000-999,999
180,000-239,999	600,000-799,999
120,000-179,999	400,000-599,999
60,000-119,999	200,000-399,999
<b>Rating</b>	<b>Score</b>
15%	15%
12%	12%
9%	9%
6%	6%
3%	3%
<b>SUB TOTAL OF CRITERION NO.III</b>	





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## IV. ALIGNMENT TO BIGADA ESKWELA THEME 15%

Component A The evaluation shall be based on the School Safety and Preparedness Guide- 21 points computed as points meet/21 x 5%

Component B The evaluation shall be based on WinS activities and provisions mobilized - 12 points computed as points meet/12 x 5%  
 Component C. Advocacy on Brigada Eskwela theme translated into school overall experiences and learnings. 5%

### Component A. School Safety and Preparedness Guide

Score

### Component B. WinS Activities

Score

### Component C. Advocacy on Brigada Eskwela theme

Score

### SUB TOTAL OF CRITERION NO. IV:(A+B+ C)

Score

## V. CREATIVITY AND INNOVATION 10%

1. Medical Mission

2. Dental Mission

3. Provision of School Supplies and Uniform

4. Awareness/ Literacy Campaign

5. Special Services

6. Others (Please Specify)

An equivalent score of 0.02 or 2% shall be given to a properly documented value added project.

### SUB TOTAL OF CRITERION NO. V

Score

## VI. BRIGADA ESKWELA SUPPORT TO QUALITY EDUCATION 5%

The evaluation shall be based on the presence of after school program/s conducted by partners or in collaboration with partners and stakeholders to support quality of education under the Sulong EduKALIDAD program of DepEd.





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Number of Stakeholders		Equivalent Rating
5 and above		5%
4		4%
3		3%
2		2%
1		1%
<b>SUB TOTAL OF CRITERION NO.VI</b>		
	Score	
<b>SUMMARY OF RATING</b>		
	Percentage Weight	Rating
1.Scope of Work	30%	
2. Diverse Volunteers Participation	25%	
3. Generated Resources	15%	
4.Alignment to Brigada Eskwela Theme	15%	
5.Creativity and Innovations	10%	
6. Brigada Eskwela Support to Quality Education	5%	
<b>TOTAL</b>		
<b>Rated by:</b>		<b>Date:</b>
(Signature over Printed Name and Designation)		



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**ENROLMENT DATA FOR SY 2020-2021**

**PART C. ENROLMENT** as of \_\_\_\_\_ (Date of Monitoring)

GRADE LEVEL	MALE	FEMALE	TOTAL	REMARKS
Kindergarten				
GRADE 1 / Grade 7				
Grade 2 /Grade 8				
Grade 3 / Grade 9				
Grade 4 / Grade 10				
Grade 5 / Grade 11				
Grade 6 / Grade 12				
<b>TOTAL</b>				

**TEACHERS**

GRADE LEVEL	Number of Enrolled Learners	Number of Teachers	Learner-Teacher Ratio	REMARKS
Kindergarten				
1 or 7				
2 or 8				
3 or 9				



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4 or 10				
5 or 11				
6 or 12				

Standard: Kinder (25:1), Grades 1 & 2 (40:1), Grades 3 to 10 (45:1), SHS (40:1)

**Mode of Enrollment**

Total Number of Enrollment	Online	Call / Text	Drop Box

**Part D. Learning Materials**

**D.I Textbooks**

GRADE LEVEL	LEARNER-TEXTBOOK RATIO	REMARKS
Kindergarten		
GRADE 1 Or 7		
Grade 2 or 8		
Grade 3 or 9		
Grade 4 or 10		
Grade 5 or 11		
Grade 6 or 12		





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**D.2 Inventory of Teacher Readiness to Digital Learning**

Key Stage	No. of Teachers	Laptop, Desktop or Tablet				Smartphone/Tablet			No. of teachers training on Distance Learning (Note: Provide a list of Trainings)
		No. of teachers with Laptop/Desktop and Wi-Fi at Home	No. of teachers with Laptop/Desktop at Home but no Internet Connection	No. of teachers with Laptop/Desktop at Home but no Internet signal available in the area	No. of teachers without Laptop/Desktop at Home	No. of teachers with Smartphone/Tablet with Internet Access at home	No. of teachers with Smartphone/tablet but no Internet	No. of teachers without Smartphone/ Tablet	
K-G3									
G4-G6									
Multigrade									
JHS									
SHS									



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**D.2 ICT Facilities**

ICT Equipment	No. of Functional Equipment	No. of Not Functional Equipment	Remarks

**D.3 Budget for Module Reproduction**

GRADE LEVEL	Total No. of Enrolment (A)	Total No. of Modules to be reproduced (B)	Cost per Module (C)	Total Amount per Grade Level Total = A*B*C	Fund Source (MOOE, etc.)	Amount to be generated	Remarks
Kindergarten							
GRADE 1 or 7							
Grade 2 or 8							
Grade 3 or 9							
Grade 4 or 10							
Grade 5 or 11							
Grade 6 or 12							
<b>TOTAL</b>							



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**E. Health Standards**

**E.1 Minimum Health Standard Checklist**  
**CHECKLIST ON SPECIFIC MEASURES FOR COVID-19 PREVENTION AND MITIGATION IN SCHOOLS**

	Remarks
<b>I. General Health and Safety Protocols</b>	
<input type="checkbox"/> Presence of functional handwashing facility with hand soap and tissue paper/paper towel	
<input type="checkbox"/> Availability of functional thermal scanner/gun ____ (quantity)	
<input type="checkbox"/> Presence of Isopropyl alcohol/Ethanol (70%) at the entrance of the campus and classrooms	
<input type="checkbox"/> Availability of face masks at all times >Face masks/surgical masks shall be stored in the school clinic and available at the school entrance as needed	
<input type="checkbox"/> Designate one way for entrance and one way for exit at the school gate and within the school premises	
<input type="checkbox"/> Provision of logbook to visitors for contact tracing	
<input type="checkbox"/> Designate a separate space where sick learners, teachers and personnel can temporarily stay while awaiting referral to appropriate health facility	





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<input type="checkbox"/> Availability of cleaning materials and bleach solution like chlorine for disinfection of classrooms/offices	
<b>II. Physical Arrangement</b>	
<input type="checkbox"/> Proper ventilation (open windows)	
<input type="checkbox"/> Establish and maintain foot baths at the entrance of the school and classrooms	
<input type="checkbox"/> Designate trash bins for tissue/face mask disposal	
<input type="checkbox"/> Observe physical distancing > arrangement of chairs/tables 1-2 meters apart	

**E.2 WinS Monitoring Tool**  
(Attached to this Tool)

Conformed:

Noted:

**SIGNATURE OVER PRINTED NAME**  
School Head

**SIGNATURE OVER PRINTED NAME**  
Monitoring Official – Team Leader



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**INTENSIFYING THE WaSH IN SCHOOL (WinS) PROGRAM**  
**WinS Readiness Checklist for the Opening of Classes 2020**  
**amidst COVID-19 pandemic**

Region: \_\_\_\_\_  
 School: \_\_\_\_\_  
 School Head: \_\_\_\_\_

Division: \_\_\_\_\_  
 Date of Assessment: \_\_\_\_\_  
 Assessment No. **1**

**2**

**Instruction:** Put a check the appropriate box corresponding each item.  
 (O for **Observed**, NO for **Not Observed**)

Indicators	O	NO	Remarks (number, status, condition, etc.)
<b>Crucial Indicators:</b>			
1. Installed handwashing facilities at the entrance & exit of the school.			
2. Presence of group handwashing facilities near the classrooms.			
3. Availability of water supply for handwashing.			
4. Availability of liquid soap at the handwashing facility.			
5. Supply of alcohol and other disinfectants at the entrance of schools.			
6. Foot bath installed at the school's entrance.			
7. Source of safe drinking water.			
8. Functional toilets available.			
<b>Non-crucial indicators:</b>			
9. Availability of learner's personal hygiene kits (with washable face mask).			
10. Installed "hands-free" handwashing facilities at the entrance/exit of the school.			
11. Availability of thermal scanner to monitor body temperatures.			
12. Availability of extra face masks at the school's entrance (to be provided to learners in case they have none)			
13. Group / individual handwashing facilities in strategic places (other than placed at the gates/entrances/exits)			
14. Posted IEC materials on proper handwashing and Covid-19 (FAQs, infographics, tarps, etc.)			
<b>If classes have started</b>			
15. Practices mandatory washing of hands upon entering the school and when leaving for home.			
16. Observes proper physical distancing inside and outside the classroom.			
17. Disinfects classrooms, school facilities & pathways regularly.			

**Note:** Crucial indicators-all indicators must be present, lacking 1 item automatically classifies the school as **NOT WinS ready** for the opening of classes amidst COVID-19 pandemic. This tool must be administered twice this year. First is on July 2020 (items 1-14 only). Results will guide the schools on what are yet to be prepared/accomplished, while SDO can use the result for planning in the provision of technical assistance to schools. The second round is to be done in August (all items 1-17) to determine whether all schools are ready for the opening of classes.



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**2020 School Readiness and Brigada Eskwela Monitoring Teams**  
(August 17-20, 2020)

Name of School	Persons-In-Charge	Date	Time
1. San Francisco de Asis Elementary	Team A	August 17,2020	8:00-9:30
2. San Francisco de Asis NHS	Team A	August 17,2020	9:30-11:00
3. Hinigdaan Elementary School	Team B	August 17,2020	8:00-9:30
4. Hinigdaan National High School	Team B	August 17,2020	9:30-11:00
5. Kalabaylabay Elementary School	Team A	August 17,2020	1:00-2:30
6. Bolisong Elementary School	Team B	August 17,2020	1:00-2:30
7. Cogon Elementary School	Team A	August 17,2020	3:00-4:30
8. Cogon National High School	Team B	August 17, 2020	3:00-4:30
9. El Salvador City NHS	Team A	August 18, 2020	1:00-2:30
10. Sambulawan Elementary School	Team B	August 18,2020	1:00-2:30
11. Sambulawan National High School	Team B	August 18,2020	2:30 4:00
12. Amoros Elementary School	Team A	August 18,2020	3:00-4:30
13. Molugan Central School	Team B	August 19,2020	8:00-9:30
14. Molugan National High School	Team A	August 19,2020	8:00-9:30
15. Taytay Elementary School	Team B	August 19, 2020	10:00-11:30
16. Himaya Elementary School	Team A	August 19, 2020	10:00-11:30
17. Himaya National High School	Team B	August 19, 2020	1:00-2:30
18. Kibonbon Elementary School	Team A	August 20, 2020	8:00-9:30
19. Sinaloc Elementary School	Team B	August 20, 2020	8:00-9:30
20. Sinaloc National High School	Team B	August 20, 2020	10:00- 11:30
21. El Salvador City Central School	Team A	August 20, 2020	10:00- 11:30
22. Ulaliman Elementary School	Team A	August 20, 2020	1:00 – 2:30
23. Pedro Sa. Baculio ES	Team B.	August 20, 2020	1:00 – 2:30

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