



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

Office of the Schools Division Superintendent

August 25, 2023

DIVISION MEMORANDUM

No. 349, s. 2023

MONITORING OF THE OPENING OF CLASSES FOR SY 2023-2024

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. Pursuant to the MATATG Agenda to ensure the effective and efficient implementation of the K to 12 Curriculum, this Office will monitor the opening of classes on August 29 in all public elementary and secondary schools. The monitors are advised to participate in the flag raising ceremony of their assigned schools.
2. The activity aims to:
 - a. evaluate the school readiness;
 - b. identify areas for improvement; and
 - c. provide technical assistance.
3. The monitoring assignment is indicated below:

Name of Monitor	School Assignment
Randolph B. Tortola	Molugan National High School
Conniebel C. Nistal	Molugan Central School
Ninian A. Alcasid	Cogon National High School
Rolly B. Labis	Hinigdaan National High School
Lina C. Bejiga	San Francisco Elementary School San Francisco National High School
Marie Jade A. Cacayan	Kibonbon Elementary School
John Franklin Dresser	Ulaliman Elementary School
Lorna H. Estrosas	Hinigdaan Elementary School
Genevieve E. Lusterio	Cogon Elementary School
Anabelle M. Mamaclay	Himaya Elementary School Himaya National High School





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Grace P. Paculba	Sinaloc Elementary School Sinaloc National High School
Roque R. Sabasaje	Sambulawan Elementary School Sambulawan National High School
Margie R. Valmoria	Pedro Sa Baculio Elementary School
Mariel B. Ubaub	El Salvador City Central School
Esmael V. Malaco, Jr.	Bolisong Elementary School
Maricris P. Quismundo	Kalabaylabay Integrated School
Karen Rose A. Serrania	Amoros Elementary School
Jurica Ethel L. Estrada	Taytay Elementary School
Marilou Y. Descallar	El Salvador City NHS

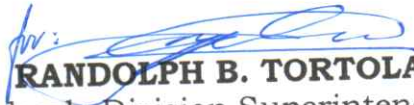
4. Monitors and school heads are required to accomplish the monitoring tools.

5. Transportation expenses of the monitors shall be charged against local funds subject to the usual accounting and auditing rules and regulations. This memorandum also serves as Authority to Travel.

6. Attached herewith is the monitoring tool and the electronic data capture form through <https://bit.ly/3Pd6V95>.

7. Moreover, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

8. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

MONITORING AND EVALUATION

OPENING OF CLASSES

CID /NAA



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School: _____
Name of Principal: _____

MONITORING TOOL
(Elementary Level)

I. Profile of Schools

A. Enrolment Data

Size of Schools	Number of Learners (BOSY Enrolment)
Small (less than 500)	
Medium (500-1,500)	
Large (more than 1,500)	

B. Class Profile

Grade Level	Number of Section	Class Size	Number of Shifting of Classes (if Applicable)	Number of Days of In-Person Classes
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				

C. Number of Learners per Section (Based on Head Count)

Grade Level & Section	Number of Learners		Total
	Male	Female	
Kindergarten			
Grade 1			





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Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Total			

II. Profile of SPED

SPED Curriculum	Male	Female	Total
Districts with SPED Center			
Schools with SPED Classes			
Total Number of Enrolment			
Mentally Challenged			
Hearing Impaired			
Visually Impaired			
Number of Teachers Trained			
Number of Untrained Teachers			





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III. Profile Kindergarten

Kindergarten	Total
Number of Classes	
Number of Teachers	
KRP	
KVP	
Number of KRP/KVP w/ classrooms	
Number of KRP/KVP w/o classrooms	
Number of Materials Received	
Number of Teachers Trained	
Number of Untrained Teachers	





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IV. Profile of Teachers in the Elementary Schools

Name of Teachers	Baccalaureate Degree	Grade Level Assignment	Learning Areas Taught	Ancillary Tasks





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V. School Readiness

Areas of Concern	First Quarter		Second Quarter		Third Quarter		Fourth Quarter	
	Evident	Not Evident	Evident	Not Evident	Evident	Not Evident	Evident	Not Evident
School Head and teachers are in school uniform.								
Oplan Balik Eskwela Booth with hotline numbers is operational.								
School grounds and classrooms are clean.								
There is a functional handwashing facility.								





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VI. Concerns, Issues, Gaps, and Problems (CIGPs) Met in the Opening of Classes

Areas of Concern	CIGPs	Interventions	Technical Assistance Needed

Prepared by:

Name and Signature of EPS/TAP



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**MONITORING TOOL
(Secondary Level)**

School: _____
Name of Principal: _____

A. Enrolment Data

Size of Schools	Number of Learners (BOSY Enrolment)
Small (less than 500)	
Medium (500-1,500)	
Large (more than 1,500)	

B. Class Profile

Grade Level	Number of Section	Class Size	Number of Shifting of Classes (if Applicable)	Number of Days of In-Person Classes
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				

C. Number of Learners per Section (Based on Head Count)

Grade Level & Section	Number of Learners		Total
	Male	Female	
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			





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II. Profile of SPED

SPED Curriculum	Male	Female	Total
Districts with SPED Center			
Schools with SPED Classes			
Total Number of Enrolment			
Mentally Challenged			
Hearing Impaired			
Visually Impaired			
Number of Teachers Trained			
Number of Untrained Teachers			





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III. Profile of Teachers in the Secondary Schools

Number of Teachers	English		Science		Math		Filipino		Araling Panlipunan		MAPEH		TLE/TVL		EsP	
	Major	Minor	Major	Minor	Major	Minor	Major	Minor	Major	Minor	Major	Minor	Major	Minor	Major	Minor





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V. Concerns, Issues, Gaps, and Problems (CIGPs) Met in the Opening of Classes

Areas of Concern	CIGPs	Interventions	Technical Assistance Needed

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