



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

March 17, 2021

**DIVISION MEMORANDUM**

No. III, s. 2021

**GUIDELINES ON THE CONDUCT OF WEEKLY MONITORING OF SCHOOLS' READINESS**

- To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Unit Heads  
Public Elementary/Integrated and Secondary School Heads  
All Others Concerned
1. To ensure compliance of the schools with the policy guidelines on the K to12 Basic Education-Learning Continuity Plan (BE-LCP) and to respond to the needs of the learners in the implementation of the Learning Delivery Modality in this time of crisis, the City Schools Division Office sets these guidelines to be observed:
    - A. Strategies to be undertaken:
      - a. Weekly conduct of Monitoring/Face to Face Validation
      - b. Weekly meeting/reporting of Monitoring Team by cluster every Friday
      - c. Submission/uploading of reports to the Google Drive provided by the Curriculum Implementation Division (CID)
      - d. Capturing/harvesting and reporting of findings, issues and concerns by the Monitoring Teams ((CID, SGOD, OSDS, Admin) every meeting
      - e. Reporting of findings, areas of concern during the regular meeting by the Medical Team In - Charge of the health and safety protocols of all DepEd personnel
    - B. Areas of Concern:
      - a. CID- Curricular Aspects
      - b. SGOD- Health and Safety Protocols and Physical Aspect of the School
      - c. OSDS/Admin- Administrative Matters
  2. This activity aims to:
    - a. intensify the instructional management tasks of both school leaders and teachers, as well as the Schools Division Office (SDO) personnel to make sure that learning takes place amidst crisis,
    - b. ensure that activities undertaken lead to the development of the learning competencies covering the Most Essential Learning Competencies (MELCs); and



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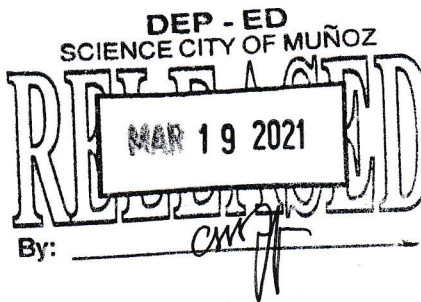
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- c. provide interventions to address identified issues and concerns.
3. The implementation and accomplishment of the said program shall be one of the bases for rating the following:
- OPCRF/IPCRF of the Monitoring Team
  - OPCRF of School Heads
4. Enclosures to this Memorandum are:
- No. 1 Enrolment Report
  - No. 2 Monitoring of Schools' Readiness on the Preparation and Reproduction of Learning Materials
  - No. 3 Monitoring Tool for List of Quarter 3 SLMs Received Including Insufficient Number of Copies
  - No. 4 Monitoring of Schools' Readiness (Issues and Concerns)
  - No. 5 Intervention Program Monitoring Tool
  - No. 6 Health and Safety Protocols
  - No. 7 Weekly Accomplishment Report on School Clean and Green Program
  - No. 8 Status of Allotment Obligation Release and Utilization of Funds for School MOOE
  - No. 9 Status on Administrative Concerns
  - No. 10 Weekly Monitoring of Daily Time Record (Form 48) and Log Sheet/Book
  - No. 11 Monitoring Team
5. Immediate dissemination and compliance to this Memorandum is hereby enjoined.



  
**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

CID2021



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Enclosure No. 1 to Division Memorandum No. III, s. 2021

**ENROLMENT REPORT S.Y.** \_\_\_\_\_

Monitoring Date: \_\_\_\_\_  
 School: \_\_\_\_\_

Cluster: \_\_\_\_\_  
 School Head: \_\_\_\_\_

Choose only the appropriate table format/s according to the context of your school.

For Schools without Special Programs

Grade Level	Male	Female	Total
K			
G1			
G2			
G3			
G4			
G5			
G6			
<b>Total Enrolment</b>			

For Elementary/JHS with Special Programs

Grade Level	Program (Regular, SSES)	Male	Female	Total
K	Regular			
G1	Regular			
	SSES			
	Total			
G2	Regular			
	SSES			
	Total			
G3	Regular			
	SSES			
	Total			
G4	Regular			
	SSES			

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	Total			
G5	Regular			
	SSES			
	Total			
G6	Regular			
	SSES			
	Total			
Total Enrolment				

**For Senior High School**

Grade Level	TRACK	STRAND/ Specialization (by Combi)	Male	Femal e	Total	Grade level Enrolment / Track	Grade Level Enrolment
G11	ACAD	STEM					
		ABM					
		HUMSS					
		GAS					
	TVL	HE C1 :					
		HE C2 : _____					
		IA: _____					
		ICT: _____					
G12	ACAD	STEM					
		ABM					
		HUMSS					
		GAS					
	TVL	HE C1 :					
		HE C2 : _____					
		IA: _____					
		ICT: _____					
SHS Total Enrolment							

Note: You may add/delete rows according to your offerings.



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Enclosure No. 3 to Division Memorandum No. III, s. 2021

**SCHOOL READINESS MONITORING TOOL FOR  
 LIST OF QUARTER 3 SLMs RECEIVED INCLUDING INSUFFICIENT NUMBER OF COPIES  
 S.Y. \_\_\_\_\_**

**Monitoring date:** \_\_\_\_\_ **Cluster:** \_\_\_\_\_  
**School:** \_\_\_\_\_ **School Head:** \_\_\_\_\_

Grade Level	No. of Learners	Subject	No. of Module/Week Received	ISSUES ON SLMs	
				Insufficient No. of Copies	Action Taken (If any)/Remarks

Prepared by: \_\_\_\_\_ Noted: \_\_\_\_\_  
 School Head \_\_\_\_\_ EPS/LR Supervisor \_\_\_\_\_ Chief ES-CID \_\_\_\_\_



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Enclosure No. 4 to Division Memorandum No. 44, s. 2021

## MONITORING OF SCHOOLS' READINESS (ISSUES AND CONCERNS) FOR S.Y. \_\_\_\_\_

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

School : \_\_\_\_\_

Cluster: \_\_\_\_\_

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

AREA OF CONCERN (Learners, Teachers, Parents, SLMs, LAS, WHLP, Assessment, other)	ISSUES AND CONCERNS ENCOUNTERED	ACTIONS TAKEN	RESULTS (after the action/s taken)	RECOMMENDATION (to avoid recurrence of the issue)

(Add rows if needed)

Prepared by: \_\_\_\_\_

Monitored by: \_\_\_\_\_

Designation (School Head) \_\_\_\_\_

Leader, \_\_\_\_\_ Cluster

Division School Readiness Committee

Member, \_\_\_\_\_ Cluster  
Division School Readiness Committee



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Enclosure No. 5 to Division Memorandum No. 111, s. 2021

**INTERVENTION PROGRAM MONITORING TOOL**

SCHOOL : \_\_\_\_\_ SCHOOL HEAD: \_\_\_\_\_  
 SCHOOL YEAR: \_\_\_\_\_ SCHOOL DESIGNATION: \_\_\_\_\_

Grade Level	Subject	No. of Learners Needing Intervention	Learning Gap/ Unmastered MELCs (Code Only)	Title of Intervention Program	Responsible Person	Timeline (Date/ Time)	Problems Encountered	Action Taken	MOVs Presented (approved proposal, attendance, etc.)

\*Note: Add rows if necessary. Monitoring will be done twice every quarter (5<sup>th</sup> week of the quarter and a week after the quarter) and only the first 7 columns will be accomplished during the 1<sup>st</sup> monitoring.

Conforme: \_\_\_\_\_

Monitored by: \_\_\_\_\_

Noted: \_\_\_\_\_

School Head \_\_\_\_\_  
 Date: \_\_\_\_\_

Monitoring Supervisor \_\_\_\_\_  
 Date: \_\_\_\_\_

Chief ES - CID \_\_\_\_\_  
 Date: \_\_\_\_\_

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Enclosure No. 6 to Division Memorandum No. III, s. 2021

**HEALTH AND SAFETY PROTOCOLS**

Cluster: \_\_\_\_\_  
 School: \_\_\_\_\_

Issues and Concerns Encountered	Action Taken	Results (after the action taken)	Recommendations (to avoid the recurrence of the issue)

Prepared by: \_\_\_\_\_  
 School Head/Designation

\*Please attach 1 to 2 pictures per school as MOV'S



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Enclosure No. 7 to Division Memorandum No. III, s. 2021

**WEEKLY ACCOMPLISHMENT REPORT ON SCHOOL CLEAN AND GREEN PROGRAM**

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

I. SCHOOL GROUND CLEANLINESS AND BEAUTIFICATION
II. GULAYAN SA PAARALAN PROGRAM
III. SCHOOL INSIDE A GARDEN (SIGA)
IV. SCHOOL SAFETY AND PREPAREDNESS

Prepared by:

\_\_\_\_\_  
Designation

Evaluated by:

\_\_\_\_\_  
Designation



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Enclosure No. 8 to Division Memorandum No. III, s. 2021

**STATUS OF ALLOTMENT, OBLIGATION, RELEASE AND UTILIZATION OF FUNDS FOR SCHOOL MOOE**

Cluster: \_\_\_\_\_  
 School: \_\_\_\_\_

	FUNDS ALLOCATED (SOB)	FUNDS RELEASED (DOWNLOADED)	FUNDS UTILIZED (ACTUAL)	% OF UTILIZATION	BALANCE (DEFICIT)
Travel					
Training					
Supplies					
Utilities					
Others					
Total					

Prepared by:

\_\_\_\_\_  
 School Head/Designation



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Enclosure No. 9 to Division Memorandum No. III, s. 2021

**STATUS ON ADMINISTRATIVE CONCERNS**

Cluster: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Inclusive Period: \_\_\_\_\_

Issues, Concerns and Problems Encountered	Resolved	Unresolved	Solution(s)/ Action Taken	Remarks

\*\*\* please put check whether resolved or unresolved

Prepared by: \_\_\_\_\_

School Head  
 Designation

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Enclosure No. 10 to Division Memorandum No. III, s. 2021

WEEKLY MONITORING OF DAILY TIME RECORD (FORM 48) AND LOG SHEET/BOOK

Date: \_\_\_\_\_ Week Covered: \_\_\_\_\_ Cluster: \_\_\_\_\_ School: \_\_\_\_\_

Daily Time Record/ Form 48	Findings		Log Sheet/Book		Findings
	With	Without	With	Without	

Prepared by: \_\_\_\_\_

Monitored by: \_\_\_\_\_

\_\_\_\_\_  
(School Head)

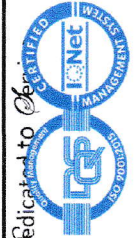
\_\_\_\_\_  
(Name/Signature and Designation)



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Enclosure No. 11 to Division Memorandum No. 11, s. 2021

**MONITORING TEAM**

Cluster/School	CID	SGOD	OSDS/ADMIN
North and Magtanggol E	Rodolfo A. Dizon, PhD Mary Queen P. Orpilla	Cyril S. Talusan	Johann M. Tabing
East and Maragol E	Mercedita D. Saldero Zoraida F. Espino, PhD	Joel G. Dizon	Minda V. Mangalindan
West, SAIS E and Gabaldon E	Nelie DC. Sacman, PhD Nehemia L. Ganiban	Leoval DG. Dela Cruz, PhD	Emalyn R. Maglanoc
South and Palusapis E	Augusto A. Mateo	Jonnadel S. Patonona Marlon V. Siminig	Jomel V. Mangawang
Junior HS and Senior HS	Winnie W. Poli Melody E. Galingan	Lamberto P. Corpuz	Stella Marie C. Dumale



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