



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

August 19, 2021

DIVISION MEMORANDUM

No. 323, s. 2021

**GUIDELINES ON THE CONDUCT OF WEEKLY MONITORING OF SCHOOLS'
READINESS FOR SY 2021-2022**

To: Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To ensure compliance of the schools with the policy guidelines on the K to 12 Basic Education- Learning Continuity Operational Plan (BE-LCOP) and to respond to the needs of the learners in the implementation of the Learning Delivery Modality in this time of pandemic, this division issues the following guidelines:
 - a. Strategies to be Undertaken
 - i. Submission/ uploading of reports to the Google Drive provided by the Curriculum Implementation Division (CID) shall be done every Wednesday starting on August 25, 2021 and the reporting of Monitoring Teams will start on August 31, 2021.
 - ii. Harvesting of reports by the Monitoring Teams (CID, SGOD, OSDS, Admin) will be held every Thursday.
 - iii. Monitoring/ online validation and meeting of Monitoring Teams with their respective cluster will be done every Friday.
 - iv. Weekly meeting/ reporting of findings from the different areas of concern of the Monitoring Teams to the Division will be held every Monday.
 - v. Incorporate all the activities in the Learners Activity Sheets (LAS) that are similar/ related to other learning areas to minimize the number of activities, and the number of pages to be utilized without neglecting the Most Essential Learning Competencies (MELCs). (e.g. English and Science with the same activity/ies can be put together in the one LAS)
 - b. Areas of Concern
 - i. CID- Curricular Aspects
 - (1) Monitoring of Schools' Readiness on the Preparation and Reproduction of Learning Materials
 - (2) List of SLMs Received Including Insufficient Number of Copies
 - (3) Intervention Program Monitoring Tool
 - (4) School Readiness Issues and Concerns
 - (5) Weekly Monitoring of Teachers' Instructional Support to Learners



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-
- (6) Consolidated Weekly Monitoring of Teachers' Mode of Instructional Support to Learners
 - (7) Weekly Monitoring of Reading Intervention/Activities per Grade Level
 - (8) Consolidated Weekly Monitoring of Reading Intervention/Activities
 - (9) Weekly Monitoring of Enhanced SLMs
 - (10) Weekly Monitoring of Learners Watching DepEd TV Episodes
 - (11) Weekly Monitoring of School Head's/ALS Focal Person's Supervisory and Instructional Activities
- ii. SGOD
- (1) Enrolment
 - (2) School Ground Cleanliness and Beautification/Gulayan sa Paaralan Program/School Inside A Garden
 - (3) Brigada Eskwela Plus/Adopt-A-School Program
 - (4) Technical Assistance
 - (5) Research/ Innovations/Articles
 - (6) Health and Safety Protocols
- iii. OSDS Concerns- Administrative Matters
- (1) Weekly Monitoring of Daily Time Record (Form 48) and Log Sheet/Book
 - (2) Status on Administrative and Financial Concerns
 - (3) Liquidation Status of Downloaded MOOE
 - (4) Monthly Budget Analysis for Printing of SLMs
 - (5) Weekly Updating of File 201
2. This issuance 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 Learning Strands for Alternative Learning System (ALS)
 - c. provide updated and additional templates of school readiness reports, and
 - d. give interventions to address identified issues and concerns.
3. The implementation and accomplishment (prompt compliance and quality reports) of the said program shall be one of the bases for rating the:
- a. OPCR/IPCRR of the Monitoring Team, and
 - b. OPCR/IPCRR of School Heads.
4. Enclosures to this Memorandum are the following:
- a. No.1 Monitoring of Schools' Readiness on the Preparation and Reproduction of Learning Materials
 - b. No.2 List of SLMs Received Including Insufficient Number of Copies
 - c. No.3 Intervention Program Monitoring Tool
 - d. No.4 School Readiness Issues and Concerns



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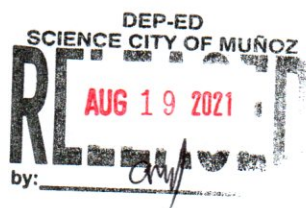
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- e. No.5 Weekly Monitoring of Teachers' Instructional Support to Learners
 - f. No.6 Consolidated Weekly Monitoring of Teachers' Mode of Instructional Support to Learners
 - g. No.7 Weekly Monitoring of Reading Intervention/Activities per Grade Level
 - h. No. 8 Consolidated Weekly Monitoring of Reading Intervention/Activities
 - i. No. 9 Weekly Monitoring of Enhanced SLMs
 - j. No. 10 Weekly Monitoring of Learners Watching DepEd TV Episodes
 - k. No. 11 Weekly Monitoring of School Head's Supervisory and Instructional Activities
 - l. No.12 Enrolment
 - m.No.13 School Ground Cleanliness and Beautification/Gulayan sa Paaralan Program/School Inside A Garden, Brigada Eskwela Plus/Adopt-A-School Program, Technical Assistance and Research/ Innovations/Articles
 - n. No.14 Health and Safety Protocols
 - o. No. 15 OSDS Concerns (DTR, MOOE Liquidation, Admin Matters)
 - p. No. 16 Weekly Monitoring of DTR and Log Sheet/ Book (for ALS only)
 - q. No. 17 Status on Administrative Concerns
 - r. No. 18 Monthly Budget Analysis for Printing of SLMs
 - s. No. 19 Weekly Updating of File 201
 - t. No. 20 Monitoring Team
5. For the Alternative Learning System (ALS), same reports will be submitted weekly except Enclosure Nos. 2, 11, 15 and 18.
6. Wide dissemination and compliance to this Memorandum is desired.

DANTE G. PARUNGAO, CESO VI

Officer-In-Charge

Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 222, s. 2021

MONITORING OF SCHOOLS' READINESS ON THE PREPARATION AND REPRODUCTION OF LEARNING MATERIALS
SY 2021-2022

Date: _____ Cluster: _____
School/CLC: _____ School Head/ALS Focal Person: _____

Grade Level	# of Learners	PREPARATION AND REPRODUCTION OF SELF-LEARNING MODULES																% of Readiness for the Q						
		1		2		3		4		5		6		7		8								
		#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L		Q	%				
TE/Ave.%/week																								

of SLM/L = Total No. of Modules to be received by a learner in a given week in all learning areas / grade level

Q = quantity of modules printed and ready for distribution / grade level

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Grade Level	# of Learners	PREPARATION AND REPRODUCTION OF LEARNING ACTIVITY SHEETS (LAS)																% of Readiness for the Q		
		1		2		3		4		5		6		7		8				
		#of SLM/ L	Q	%	#of SLM/ L	Q	%	#of SLM/ L	Q	%	#of SLM/ L	Q	%	#of SLM/ L	Q	%	#of SLM/ L	Q	%	
TE/ Ave. %/ week																				



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Grade Level	# of Learners	PREPARATION AND REPRODUCTION OF LEARNING ACTIVITY LOG (LAL)																								% of Readiness for the Q									
		1			2			3			4			5			6			7			8												
		#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%													
TE/ Ave. %/ week																																			



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Grade Level	# of Learners	PREPARATION AND REPRODUCTION OF WEEKLY HOME LEARNING PLAN (WHP)																% of Readiness for the Q									
		1			2			3			4			5			6			7			8				
		#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%	#of SLM/L	Q	%		
T/E/ Avc. %/ week																											



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GRADE LEVEL	NO. OF LEARNERS	MASTERY ASSESSMENT				% OF READINESS FOR THE QUARTER	# OF MA/LEARNER/ WEEK
		Q 4	%	Q 5	%		
Total							
Enrolment & Ave. %/ week							

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SUMMARY:

Learning Materials	Learners	% of School Readiness on Learning Materials / Week																								% of readiness for the Quarter
		1			2			3			4			5			6			7			8			
		NQ	PQ	%	NQ	PQ	%	NQ	PQ	%	NQ	PQ	%	NQ	PQ	%	NQ	PQ	%	NQ	PQ	%	NQ	PQ	%	
SELF-LEARNING MODULES																										
LEARNING ACTIVITY SHEETS																										
WEEKLY HOME LEARNING PLAN																										
LEARNING ACTIVITY LOG																										
MASTERY ASSESSMENT																										
AVE. % OF READINESS / WEEK			W1			W2			W3			W4			W5			W6			W7			W8		

- NQ- number of copies needed

Prepared by: _____

Monitored by: _____

School Head
ALS Focal Person

Leader, _____ Cluster
Division School Readiness Committee

Member, _____ Cluster
Division School Readiness Committee

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Enclosure No.2 to Division Memorandum No. 322, s. 2021

LIST OF SLMS RECEIVED INCLUDING INSUFFICIENT NUMBER OF COPIES
SY 2021-2022

Monitoring Date: _____
School/ CLC: _____
Quarter: _____

Cluster: _____
School Head/ALS Focal Person: _____

Grade Level	No. of Learners	Subject	No. of Module per Week Received	ISSUES on SLMS (For SLMS printed by the Division Office, indicate the no. of insufficient copies per module)	
				Insufficient No. of Copies	Action taken (if any)/ Remarks

Prepared by: _____

Reviewed by: _____

Noted: _____

School Head
ALS Focal Person

EPS/ LR Supervisor

Chief ES-CID

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Enclosure No.3 to Division Memorandum No. 372, s. 2021

INTERVENTION PROGRAM MONITORING TOOL

School/ CLC: _____
 School Year: _____

School Head/ALS Focal Person: _____
 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 (5th week of the quarter and a week after the quarter) and only the first 7 columns will be accomplished during the 1st monitoring.

Conforme: _____ Monitored by: _____

Noted: _____

School Head/ALS Focal Person
 Date: _____

Monitoring Supervisor
 Date: _____

Chief ES- CID
 Date: _____

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Enclosure No. 4 to Division Memorandum No. 372, s. 2021

MONITORING OF SCHOOLS' READINESS ISSUES AND CONCERNS

Date: _____
School/CLC: _____

Cluster: _____
School Head/ALS Focal Person: _____

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

Prepared by: _____

Monitored by: _____

School Head
ALS Focal Person

Leader, _____ Cluster
Division School Readiness Committee

Member, _____ Cluster
Division School Readiness Committee

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Enclosure No. 5 to Division Memorandum No. 323, s. 2021

WEEKLY MONITORING OF TEACHER'S INSTRUCTIONAL SUPPORT TO LEARNERS

Monitoring Date: _____ Cluster: _____
 School/CLC: _____ School Head/ALS Focal Person: _____
 Grade/ Level: _____ Enrolment: _____

No	Name of Pupil (who received instructional support)	Date	Time	Subject	Specific Lesson/ Topic	Platform/ Mode of Delivery					Result			
						Synchronous			Asynchronous			Phone Call	Text message	
						Live Webinars	Video Conferencing	Instant Messaging	Virtual Classroom	E-mail	Blog	Pre-recorded Video		

Note: This template is for teachers.

Prepared by: _____ Teacher _____
 Validated by: _____ School Head _____
 ALS Focal Person _____



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Enclosure No. 6 to Division Memorandum No. 303, s. 2021

CONSOLIDATED WEEKLY MONITORING OF TEACHERS' MODE OF INSTRUCTIONAL SUPPORT TO LEARNERS

Monitoring Date: _____
 School/ CLC: _____

Cluster: _____
 School Head/ALS Focal Person: _____

Grade/ Level	Enrollment	Number of Learners Who Received Instructional Support	Platform/ Mode of Delivery						Remarks	
			Synchronous (state number of learners assisted per modality)			Asynchronous (state number of learners assisted per modality)			Phone Call	Text message
			Live Webinars	Video Conferencing	Instant Messaging	Virtual Classroom	E-mail	Blog		
TOTAL										

Note: This template is for school head/ ALS Focal Person.

Prepared by: _____

 School Head
 ALS Focal Person

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Enclosure No. 7 to Division Memorandum No. 323, s. 2021

WEEKLY MONITORING OF READING INTERVENTION / ACTIVITIES PER GRADE LEVEL

Monitoring Date: _____

Cluster: _____

School/CLC: _____

School Head/ALS Focal Person: _____

Grade: _____

No.	Name of Learner	Reading Level/ Status	Reading Activities/Materials Given to Learner (with Title or Name of Activities/ Materials if applicable)	Reading Focus Skills (Decoding, Fluency, Vocabulary, Sentence Construction, etc.)	Platform/ Mode of Delivery	Result/ Remarks

Prepared by: _____

Validated by: _____

Teacher

School Head/ALS Focal Person

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Enclosure No. 8 to Division Memorandum No. 322, s. 2021

CONSOLIDATED WEEKLY MONITORING OF READING INTERVENTION / ACTIVITIES

Monitoring Date: _____
School/ CLC: _____

Cluster: _____
School Head/ALS Focal Person: _____

Level (Kinder to Grade 6)	Enrolment	Reading Activities/ Materials Given to Learners (with Title or Name of Activities/ Materials if applicable)	No. of Recipients	Reading Focus Skills (Decoding, Fluency, Vocabulary, Sentence Construction, etc.)	Platform/ Mode of Delivery	Result/ Remarks

Prepared by: _____

School Head
ALS Focal Person

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Enclosure No. 9 to Division Memorandum No. 342, s. 2021

WEEKLY MONITORING OF ENHANCED SLMS

Monitoring Week: _____
Quarter: _____

School / CLC: _____
School Head / ALS Focal Person: _____

Grade Level	Subject	Title of LR (Module Number)	Paragraph / Line / Page number (in chronological order)	Brief description of Errors / Findings / Observations	Enhancement Made for Improving the Identified Criterion

Prepared by: _____
School Head
ALS Focal Person



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Enclosure No. 10 to Division Memorandum No. 328, s. 2021

**WEEKLY MONITORING OF LEARNERS WATCHING DEPED TV EPISODES
(Inclusive Date)**

Monitoring Week: _____

School / CLC: _____

Quarter: _____

School Head / ALS Focal Person: _____

Grade Level	Enrollment	Total No. of Learners Watching DepEd TV	Learning Area/ Episode/Topics	Percentage
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				
TOTAL				

Prepared by: _____

School Head
ALS Focal Person

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Enclosure No. 11 to Division Memorandum No. 312, s. 2021

WEEKLY MONITORING OF SCHOOL HEAD'S / ALS FOCAL PERSON'S SUPERVISORY AND INSTRUCTIONAL ACTIVITIES

Monitoring Week: _____

School/ CLC: _____

Quarter: _____

School Head/ALS Focal Person: _____

Date Conducted	Area of Concern (Ex. Delivery of Instruction, Assessment of Learning Outcome, SLMs)	Activity	Strategy	Teacher Concerned	Action Taken/Support Provided	Agreement	Result

Prepared by: _____

Conforme: _____

School Head/ ALS Focal Person _____

Teacher _____

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Enclosure No. 12 to Division Memorandum No. 323, s. 2021

ENROLMENT REPORT
SY 2021-2022

Monitoring Date: _____
 School/ CLC: _____

Cluster: _____
 School Head/ALS Focal Person: _____

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

For Schools without Special Program

Grade Level	Male	Female	Total
K			
G1			
G2			
G3			
G4			
G5			
G6			
Total Enrolment			

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			



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	SSES			
	Total			
G4	Regular			
	SSES			
	Total			
G5	Regular			
	SSES			
	Total			
G6	Regular			
	SSES			
	Total			
Total Enrolment				

For Senior High School

Grade Level	Track	Strand/ Specialization (by Combi)	Male	Female	Total	Grade Level Enrolment per 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: ___					

Prepared by:

 School Head/ALS Focal Person



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Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 13 to Division Memorandum No. 323, s. 2021

SCHOOL GROUND CLEANLINESS AND BEAUTIFICATION / GULAYAN SA PARALAN PROGRAM/SCHOOL INSIDE A GARDEN, BRIGADA ESKWELA PLUS / ADOPT-A-SCHOOL PROGRAM, TECHNICAL ASSISTANCE AND RESEARCH / INNOVATIONS / ARTICLES

NAME OF CLUSTER/ SCHOOL/ CLC (for ALS)	SCHOOL GROUND CLEANLINESS AND BEAUTIFICATION / GULAYAN SA PARALAN PROGRAM/ SCHOOL INSIDE A GARDEN	BRIGADA ESKWELA PLUS / ADOPT-A-SCHOOL PROGRAM	TECHNICAL ASSISTANCE	RESEARCH/ INNOVATIONS/ ARTICLES
North				
East				
West				
South				
Secondary				
ALS				

Excellence, *Accountable* and *Dedicated* to *Service*

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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No.14 to Division Memorandum No. 312, s. 2021

HEALTH AND SAFETY PROTOCOLS

Cluster: _____
School/ CLC: _____

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

*Please attach 1 to 2 pictures as MOV's

Prepared by: _____

School Head
ALS Focal Person

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 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 15 to Division Memorandum No. 372, s. 2021

MONITORING OF DTR AND LOG SHEET / BOOK, STATUS ON ADMINISTRATIVE AND FINANCIAL CONCERNS, AND LIQUIDATION STATUS OF DOWNLOADED MOOE

Monitoring Date: _____
 Quarter: _____

No.	School	School Head	Monitoring of DTR and Log Sheet / Book			Status on Administrative and Financial Concerns	Solution	Liquidation Status of Downloaded MOOE
			DTR	Log Sheet / Book	Findings			

Note: This template is in google sheet.



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REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 16 to Division Memorandum No. 37th s. 2021

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

Date: _____

CLC: _____

Week Covered: _____

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

Note: For ALS only

Prepared by: _____

ALS Focal Person _____

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REGION III - CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 17 to Division Memorandum No. 322, s. 2021

STATUS ON ADMINISTRATIVE CONCERNS

CLC: _____

Inclusive Date: _____

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

Note: For ALS only. Please put a check under resolved or unresolved.

Prepared by: _____

ALS Focal Person _____

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SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 18 to Division Memorandum No. 323, s. 2021

MONTHLY BUDGET ANALYSIS FOR PRINTING OF SLMS

	Budget (SOB)	Actual	Balances
MOOE			
Financial Assistance from SDO			
Cash Donation			
Total			

Prepared by:

School Head





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 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 19 to Division Memorandum No. 212, s. 2021

WEEKLY UPDATING OF FILE 201

Cluster: _____
 School / CLC: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Weekly Updating of File 201	____ out of ____	____ out of ____	____ out of ____	____ out of ____	____ out of ____	____ out of ____

Prepared by: _____

 School Head
 ALS Focal Person

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REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 20 to Division Memorandum No. 222, s. 2021

MONITORING TEAM

Cluster / School	CID	SGOD	OSDS /ADMIN
North and Magtanggol Elem	Rodolfo A. Dizon, PhD Mary Queen P. Orpilla, PhD	Cyril S. Talusan	Johann M. Tabing
East and Maragol Elem	Mercedita D. Saldero Zoraida F. Espino, PhD	Joel G. Dizon	Minda V. Mangalindan
West, SAIS Elem and Gabaldon Elem	Nelie D. Sacman, PhD	Engr. Alvin D. Tangonan	Emalyrn R. Maglanoc
South and Palusapis Elem	Augusto A. Mateo Aileen G. Mactal	Jonnadel S. Patonona	Jomel V. Mangawang
Junior High School and Senior High School	Winnie W. Poli, PhD Melody E. Galingan, PhD	Lamberto P. Corpuz	Stella Marie C. Dumale
ALS	Melody E. Galingan, PhD Edgardo G. San Andres, Jr.	Princess Mea P. Madayag	

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