



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

September 27, 2021

DIVISION MEMORANDUM

No. 396, s. 2021

**STEP BY STEP PROCEDURE ON THE CONDUCT OF LIMITED
 FACE TO FACE SCHOOL MONITORING**

To: Chief Education Supervisors (SGOD & CID)
 All Cluster Leaders and DFTAT Members
 SGOD and CID Personnel
 All School Heads of Public and Private Elementary and Secondary Schools

1. The Schools Division of Science City of Munoz issues this guideline on the conduct of Limited Face to Face monitoring and validation of schools.

<i>Preparatory Activities</i>	<i>During Monitoring/ Validation/ Evaluation</i>	<i>Post Monitoring</i>
<p>Presentation of Step-by-step procedures to Division Mancom;</p> <p>Gathering of feedbacks from School Heads monitored by the Regional supervisors in the conduct of OBE 2021;</p>	<p>At the school's designated receiving area, the School Head must assure that the health and safety protocol will be observed following the suggested the activities:</p> <ol style="list-style-type: none"> 1. At the school gymnasium, microphones and speakers, and tables and chairs must be prepared 2. Register via QR code/ log book for visitors 3. Arrange chairs or spacing of 1-2m apart 4. Do not remove face masks or face shields during the course of monitoring/ validation of reports. 5. Introduction of the Monitoring/ Validation Team 	<p>The school shall disseminate the recommendations given by the validating team to the school's stakeholders.</p>

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	6. Brief Overview of the Monitoring Process and objectives of the activity	
<p>Identification of Parking area for visitors; Receiving area; Dining area; Preparation of sound system;</p> <p>Preparation of QR code for health declaration, token, merienda/ lunch; certificate of appearance for the visitors</p>	<p>In the process of monitoring/ validation, Only teachers who were fully-vaccinated are advised to assist or attend to the monitors/ validators;</p> <p>a. The monitoring/ validating team shall convene with the School Head for discussion.</p> <p>b. Needed documents will be provided by the School Head, with the assistance of teachers if necessary, in a prepared table where the monitors/ validators could freely examine the documents and records requested.</p> <p>c. Recommendations, and next steps for the provision of TA, if necessary, to the concerned schools will be given as per agreement.</p>	<p>An action plan to address and implement the recommendations shall be prepared.</p>
<p>School Preparation of OBE Front Desk/ E-help Desk; Creation of School's Public Assistance Team</p>	<p>Serving of lunch/ merienda to the visitors; (<i>Division personnel not included</i>) A. There should be an open space prepared for</p>	<p>Documentation to the E-portal of SBM</p>

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	<p>the serving of foods and snacks. B. Foods and snacks should be prepared in an open area. Snacks and lunch will be prepared per pack.</p>	
<p>Advanced preparation of needed documents for monitoring and validation</p>	<p>Schools shall put signage at the conspicuous places that will guide the visitors of the route or plan in terms of their validation</p>	
<p>Posting of Signage/ Contact Information; Posting of Division Memorandum for the conduct of activity and as Travel Authority</p>	<p>The school head or support staff may phone call the concerned teachers during the validation in case they need to be interviewed.</p>	<p>Certificate of Appearance of the Visitors must be prepared in advance.</p>

2. For clarification, you may contact the SEPS for School Management Monitoring and Evaluation (SMME) through lamberto.corpuz@deped.gov.ph or at cellphone number 0935 631 0043.

DANTE G. PARUNGAO, CESO VI

Officer-in-Charge

Office of the Schools Division Superintendent

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