



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

November 15, 2021

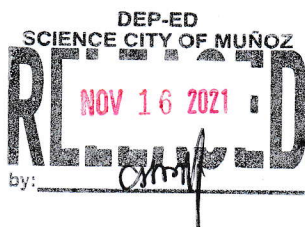
**DIVISION MEMORANDUM**

No. 511 , s. 2021

**CONDUCT AND SCHEDULE OF FACE-TO-FACE MONITORING  
AND VALIDATION OF SCHOOL REPORTS**

To: Assistant Schools Division Superintendents  
Chiefs, Education Supervisors  
Members, Division Technical Assistance Team  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division of Science City of Muñoz announces the conduct of Face-to-Face Monitoring and Validation of school reports by the members of the Division Technical Assistance Team (DFTAT) per cluster.
2. DFTAT members from the Curriculum Implementation Division (CID) shall conduct the face-to-face monitoring and validation every 1<sup>st</sup> week and 3<sup>rd</sup> week of the month, during Thursdays and Fridays, after the School Heads' online submission of school reports every Wednesday.
3. DFTAT members from the Office of the Schools Division Superintendent (OSDS) and the School Governance and Operations Division (SGOD) shall do the face-to face monitoring and validation every 3<sup>rd</sup> Thursday and Friday of the month.
4. The step-by-step procedure on the conduct of limited face-to-face school monitoring and validation stipulated in the Division Memorandum No. 398, s.2021 shall strictly be followed to ensure compliance with the health and safety protocols.
5. Attached to this Memorandum for reference and guidance are the following:  
Enclosure 1: DFTAT Itinerary During the F2F Monitoring and Validation  
Enclosure 2: Division Memorandum No. 398, s.2021
6. Wide dissemination of this Memorandum is enjoined.



CID2021

*[Signature]*  
**DANTE G. PARUNGAO, CESO VI**

Officer – In - Charge  
Office of the Schools Division Superintendent



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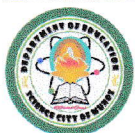
Office of the Schools Division Superintendent

Enclosure to the Division Memorandum No. 11 s. 2021

**DFTAT Itinerary During the Face-to-Face Monitoring and Validation**

NORTH CLUSTER			
Area of Concerns	THURS	FRI	Monitoring Personnel
CID Concerns	RIZAL	MNCS	Dr. Mary Queen P. Orpilla Dr. Rodolfo A. Dizon
	LINGLINGAY	SAN ANDRES	
	VILLA ISLA	BICAL	
	MANGANDINGAY	SAN FELIPE	
SGOD and OSDS Concerns	MNCS	RIZAL	Johann M. Tabing Engr. Marlon Siminig
	SAN ANDRES	Bantig ES	
	BICAL	LINGLINGAY	
	SAN FELIPE	VILLA ISLA	
MANGANDINGAY			
SOUTH CLUSTER			
Area of Concerns	THURS	FRI	Monitoring Personnel
CID Concerns	Maligaya ES	Mapangpang ES	Augusto A. Mateo Aileen G. Mactal
	Curva ES	Villa Santos ES	
	Palusapis ES	Calabalabaan ES	
	Mapangpang ES	RVA ES	
SGOD and OSDS Concerns		Maligaya ES	Jomel V. Mangawang Jonnadel Patonona
	Villa Santos ES	Curva ES	
	Calabalabaan ES	Palusapis ES	
	RVA ES	Mapangpang ES	
EAST CLUSTER			
Area of Concerns	THURS	FRI	Monitoring Personnel
CID Concerns	Franza ES	Bagong Sikat ES	Mercedita D. Saldero Zoraida F. Espino
	Cabisuculan ES	Franza ES	
	Bagong Sikat ES	SaPang Cauayan ES	
	DepEd CLSU	Bantug ES	
	Licoang ES	Maragol IS (Elem.)	

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SGOD and OSDS Concerns	Bagong Sikat ES	Franza ES	Joel G. Dizon Minda V. Mangalindan
	Franza ES	Cabisuculan ES	
	Sapang Cauayan ES	Bagong Sikat ES	
	Bantug ES	DepEd CLSU( Lab.) ES	
	Maragol IS (Elem.)	Licaong ES	
<b>WEST CLUSTER</b>			
<b>Area of Concerns</b>	<b>THURS</b>	<b>FRI</b>	<b>Monitoring Personnel</b>
CID Concerns	Calisitan ES	MCS	Dr. Nelie D. Sacman
	Pandalla ES	Balante ES	
	Rang-ayan ES	Catalanacan ES	
SGOD and OSDS Concerns	MCS	Calisitan ES	Emalyn R. Maglanoc Engr. Alvin D. Tangonan
	Balante ES	Pandalla ES	
	Catalanacan ES	Rangayan ES	
<b>SECONDARY CLUSTER</b>			
<b>Area of Concerns</b>	<b>THURS</b>	<b>FRI</b>	<b>Monitoring Personnel</b>
CID Concerns	MNHS Main JHS	Palusapis IS	Winnie W. Poli Melody E. Galingan
	MNHS Main SHS	San Antonio IS	
	Magtanggol IS	Gabaldon IS	
	Maragol IS	MNHS Annex	
SGOD and OSDS Concerns	Palusapis IS	MNHS Main JHS	Lamberto G. Corpuz Stella Marie Dumale
	San Antonio IS	MNHS Main SHS	
	Gabaldon IS	Magtanggol IS	
	MNHS Annex	Maragol IS	
<b>ALTERNATIVE LEARNING SYSTEM (ALS) CLCs</b>			
<b>Area of Concerns</b>	<b>THURS</b>	<b>FRI</b>	<b>Monitoring Personnel</b>
CID /SGOD/OSDS Concerns	Villa Isla	Bantug	Edgardo San Andres
	Linglingay	Maligaya	
	Curva	Palusapis	
	Poblacion East	Licaong	
	Franza	San Antonio	
	Mapangpang		



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Enclosure No. 2 to the Division Memorandum No. 347, s. 2021



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

September 27, 2021

**DIVISION MEMORANDUM**

No. 347, 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 Muñoz 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>
Presentation of Step-by-step procedures to Division Mancom;  Gathering of feedbacks from School Heads monitored by the Regional supervisors in the conduct of OBE 2021;	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: 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	The school shall disseminate the recommendations given by the validating team to the school's stakeholders.

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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; (Division personnel not included)          A. There should be an open space prepared for</p>	<p>Documentation to the E-portal of SBM</p>



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

2. For clarification, you may contact the SEPS for School Management Monitoring and Evaluation (SMME) through [samberto.corpus@deped.gov.ph](mailto:samberto.corpus@deped.gov.ph) or at cellphone number 0935 631 0043.

**DANTE G. PARUNGAO, CESO VI**  
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