



Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
Cor. Don Carlos - Guingona Sts., Malaybalay City
Telefax # 088-813-2894, E-mail add: depedmlyblycity@yahoo.com




DIVISION MEMORANDUM

No. 216, s. 2013

152
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 8/15/13 Time: 8:35AM
By: Anabelle

To : Education Program Supervisors
Division Coordinators -Designate
Public Schools District Supervisors
Public Elementary & Secondary School Heads
This Division

From :  **PARISOL L. ORONG**
Secondary School Principal IV
Bukidnon National High School
OIC- Office of the Schools Division Superintendent

Date : August 14, 2013

Subject: Status Report on the Implementation of the Classroom Structuring in
Public Schools per Regional Memorandum No. 109, s. 2013

-
1. Pursuant to Regional Memorandum No. 15, s. 2013 and Division Memorandum No. 26, s. 2013 re: Classroom Structuring, this Office hereby requires all District Supervisors and Secondary School Heads to submit Status Report on the Implementation of Classroom Structuring in Public Schools.
 2. For purposes of uniformity and to ensure that all data needed by this office are reflected in the report, enclosed is the template and guidelines.
 3. District Offices and Secondary School Heads are enjoined to create mechanisms to recognize efforts of teachers on the implementation of classroom structuring in the schools, and recommend top 10 teachers per district/secondary school for the Division level monitoring and evaluation.
 4. To give time for the division to summarize the report on the implementation of classroom structuring to the Regional Office on August 30, 2013, deadline of submission of hard and soft copy will be on August 22, 2013 c/o LOU-ANN J. CULTURA, EPS I – MAPEH.
 5. For compliance and action.

Incl. as stated



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Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO

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**Guidelines on the Monitoring
of the Classroom Structuring in Public Schools**

1. Division Education Program Supervisors/ District Supervisors/ School Heads will rate the Classroom Structuring using **Form C** (Classroom Structuring Monitoring Sheet) in line with Regional Memorandum No. 15, s. 2013 re: Classroom Structuring
2. Result of the monitoring will be consolidated by district using **Form B** (District Summary Report on the Implementation of Classroom Structuring)
3. Division Offices will fill out **Form A** (Division Summary Report on the Implementation of Classroom Structuring)
4. Accomplished **Form A** will be submitted to the Regional Office.
5. Division Education Program Supervisors/ District Supervisors/ School Heads should ensure that assistance will be extended to those schools/teachers who needs significant and immediate improvement

Form C



Department of Education
REGION X-NORTHERN MINDANAO
 Cagayan de Oro City



CLASSROOM STRUCTURING MONITORING SHEET

Division: _____ District: _____

School: _____

Teacher: _____

Grade and Section Handled: _____

Instruction: Put a check mark (✓) next to the items if observed.

1	A signboard is posted, showing the following identification the entrance to the room	
	(Grade/Year and Section occupying the room)	<input type="checkbox"/>
	(Name of teacher handling the class)	<input type="checkbox"/>
	<i>Total Rating for 1 (Total Score/2)</i>	
2	A framed copy of the class program is displayed on the door to the classroom at adult eye-level	<input type="checkbox"/>
3	On the front wall (that is, the wall facing the class), the classroom chalkboards is located	
	properly framed	<input type="checkbox"/>
	with chalk ledge	<input type="checkbox"/>
	with curtains	<input type="checkbox"/>
	installed at a height which is in accordance with the maximum comfortable reach of the children to the top of the board (<i>The proper height of the chalkboard from the floor to its top-edge is determined by multiplying the mean standing height of the class by the constant 1.2.</i>)	<input type="checkbox"/>
	<i>Total Rating for 4 (Total Score/4)</i>	
4	Above the chalkboard, a framed portrait of the President of the Philippines shall be displayed prominently at the center	<input type="checkbox"/>
5	Flanked on one side at a lower level is a framed motto (for the month or week) and on the other side by a framed picture preferably relevant to the motto. (<i>In Grades I and II, framed perception strips are displayed along the top edge (or frame) of the chalkboard, while framed conceptualizing strips are displayed along the bottom-edge of the chalk ledge</i>)	<input type="checkbox"/>
6	The bulletin boards and tack boards, as well as charts, are placed on the walls at the sides or at the back of the room.	<input type="checkbox"/>
7	The attendance chart and the DepED forms rack are placed near the door	<input type="checkbox"/>
8	The teacher's table and chair is located at the rear of the room.	<input type="checkbox"/>
9	The teacher's cabinet is located at the rear of the room.	<input type="checkbox"/>
10	One corner of the room is set up as a reading corner.	<input type="checkbox"/>
11	Another corner of the room is set up as a health corner	
	first aid or medicine cabinet	<input type="checkbox"/>
	with mirror	<input type="checkbox"/>
	soap dish	<input type="checkbox"/>
	towel rack	<input type="checkbox"/>
	<i>Total Rating for 11 (Total Score/4)</i>	
12	Hand Washing Facility	<input type="checkbox"/>
13	Drinking Facilities	<input type="checkbox"/>

14	Above the chalkboard, a framed copy of the National Anthem shall be displayed at the upper left corner	<input type="checkbox"/>
15	Above the chalkboard, a framed copy of the Pledge of Allegiance to the Philippine Flag shall be displayed at the upper right corner	<input type="checkbox"/>
16	A classroom-based data on the Basic Education Information System to be placed on the walls at the sides or at the back of the room which contains the following modules:	<input type="checkbox"/>
	Module A-Students' EIS (Profile of Students)	
	Module B-Teachers' EIS (Organizational Chart of DepEd Officials, School Officials, Profile of adviser & Subject Teachers)	
	Module C-Curriculum Development (K-12 Basic education Curriculum)	
	Module D-Legislative (Rights of a Child, School & Classroom Policies)	
	Module E-Physical Facilities (inventory of Classroom Property)	
	Module F-Finance (HRPTA Proposed Projects)	
	Module G-Community Involvement (HRPTA, SGC, Brigada Eskwela)	
	Module H-Research and Evaluation (Proficiency Level per Subject Area)	

Grand Total:

Rating: *(Grand Total/16)*

Descriptive Rating:

KEY TO RATING SCALE:

0-.25=Many Improvement Needed

rarely achieves established goals; requires significant and immediate improvement

.25-.49= Several Improvement Needed

completed 4-7 items of the established goals

.50-.75=Some Improvement Needed

completed 8-12 items of the established goals

.76-.92=Few Improvement Needed

completed 13-14 items of the established goals

.93-1=Meets the Requirement

completed 15-16 items of the established goals

References: Educational Facilities Manual 2010 (Revised Edition of the 2007 Handbook on Educational Facilities- Integrating Disaster Risk Reduction in School Construction)

Republic Act No. 8491 "An Act Prescribing the Code of the National Flag, Anthem, Motto, Coat-of-Arms and Other Heraldic Items and Devices of the Philippines"

Rater: _____