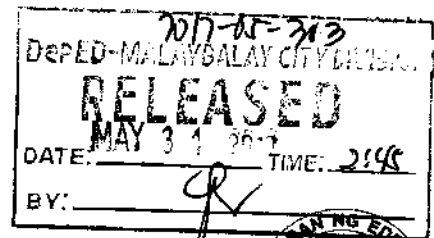




DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

Telefax: (088) 314-0094 email: depedmalaybalay@gmail.com



DIVISION MEMORANDUM

No. 252, s. 2017

TO : Chief Education Supervisors and Staff – SGOD & CID
Public Elementary and Secondary School Heads
All Others Concerned

FROM :  **EDILBERTO L. OPLENARIA, CESO VI**
Schools Division Superintendent

DATE : May 31, 2017

**SUBJECT : MONITORING ON THE READINESS OF SCHOOLS FOR THE OPENING OF CLASSES
FOR SCHOOL YEAR 2017-2018**

1. Pursuant to Region Memorandum no. 178, s. 2017 re: **GUIDELINES ON SCHOOL READINESS FOR THE OPENING OF CLASSES FOR SCHOOL YEAR 2017-2018**, the field is hereby informed on the monitoring of the readiness of all schools on June 5 - 8, 2017.
2. Attached is the List of In-charge per school (*Enclosure 1*) and Monitoring Tool on School Readiness per Region Memorandum no. 178, s. 2017 (*Enclosure 2*).
3. For information and guidance.

Enclosed: As stated
Copy furnished:
Records Unit

TO BE POSTED IN THE WEBSITE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION X

Zone 1, Upper Bakileng, Cagayan de Oro City
Telephone Nos: (088) 880-7072, 880-7071; Telefax: (08822) 72-26-51; Website: depedreg10.net

Tayo
PARA SA
EDUKASYON

DepED-X
Cagayan de Oro City
April 11, 2017

REGION MEMORANDUM
No. 178, s. 2017

**GUIDELINES ON SCHOOL READINESS FOR THE OPENING
OF CLASSES FOR SCHOOL YEAR 2017-2018**

To: Schools Division Superintendents
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
This Region

1. In support to the Strategic Direction of DepEd-Region 10 anchored on the 10-Point Agenda of Secretary Leonor Magtolis Briones is to start the school year right with the implementation of guidelines in the opening of the school year 2017-2018.
2. Pursuant to the mandate of education in increasing access and quality education, all schools are hereby directed to strengthen their capacity to provide better learning environment and to bring all school-aged children to school.
3. Two weeks before the opening of school year 2017-2018, Regional Office personnel shall be deployed to monitor the readiness of all schools. Division and district offices shall provide technical assistance and monitoring on the adherence of schools to this Memorandum.
4. Attached are the guidelines for reference.
5. Immediate and wide dissemination of this Memorandum is desired.


ALLAN M. FARNAZO
Director IV

Encls.: As stated
Reference: RM No. 10, s. 2013
To be indicated in the Perpetual Index under the following subjects:
CURRICULUM SCHOOL CLASSROOM
11/20/16/ebur

GUIDELINES ON SCHOOL READINESS

A. Classroom Structuring

All schools are directed to observe Regional Memorandum No. 15, s. 2013 re: Classroom Structuring.

B. Learning Resources

On top of the teacher's table are the following:

1. Curriculum Guide (CG) and Teacher's Guide (TG)
2. Learning Resource Materials (LRMs)
3. Inventory of references in all learning areas

C. List of Pupils/Students

Outside the room entrance is the list of learners in that room. Automatic enrollment and tracking mechanism is encouraged by adopting the following:

1. Automatic Enrolment of Kindergarten learners to Grade 1 to Grade 6 including inclusive Education learners (SPED, ALS, ADM, IPED, MEP)
2. Automatic referral of Grade 6 Graduates to Grade 7 and Grade 10 completers to Grade 11 including learners with special needs and passers of Basic Literacy to A and E
3. Automatic Enrolment of Grade 7 learners to Grade 10 and Grade 11 learners to Grade 12 including learners with special needs and passers of Elementary A and E
4. Automatic referral of grade 10 completers including learners with special needs and passers of secondary A and E to Senior High School

D. School Face-Lifting

This considers the following:

- Mowed grasses
- Robust plants all around
- Painted buildings and fences
- Unblemished school signage

E. Senior High School

All Senior High Schools are advised to have the following:

1. Media blitz
2. SHS jingles on air within the school if not over the radio
3. Tarpaulin on school offerings
4. Info center or info desk
5. Industry mapping

F. New Philippine Flag

All schools are directed to hang unfaded Philippine Flag.

G. Updated Profile of Teachers

This shall be placed in tarpaulin near the school to provide direction to learners of their class advisers.

H. Other Concerns

1. **Compliance to DO 42, s. 2016** re Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education.
2. **Classroom consultation** with specific time approved by the school head shall be included in the class program for teacher's meetings/conferences with parents.
3. Division Supervisors, Public Schools District Supervisors & school heads must have a copy of the **budget of work of the K to 12 Curriculum by learning areas and by grade level from first to fourth quarters** of the school year to ensure provision of effective and efficient instructional supervision.
4. **School calendar for SY 2017-2018** must be strictly complied with. School heads shall prepare remedial and make-up class mechanism in case of disruption of classes for consolidation by the schools division offices and submission to Regional Office on or before May 15, 2017.
5. **Automatic turn-over** of learners' school records and portfolio from kindergarten teacher to the succeeding grade level teacher including inclusive education teacher (SPED, ALS, ADM, IPED, MEP) is encouraged.
6. **Immediate submission of Report/Updates** including damaged assessment on Learning Resources due to crisis situation.
7. **Schedules of Learning Action Cell (LAC)** and implementation plan
8. **M and E** of Division Offices on the cascading of trainings conducted in the RO and CO to the school level.
9. **Utilization of off-line, on-line Learning Resources** to facilitate the need of resource materials
10. **Implementation of Alternative Delivery Mode (ADM), Alternative Learning System, Special Education (SPED), Muslim Education and IP Education** as included in the Mission of DepEd.



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Casisang., Malaybalay City



Enclosure 1-List of In-charge per school

DISTRICT	SCHOOL	NAME
I -V		Ralph T. Quirog
VI - X		Lorenzo O. Capacio, EdD
District I	Kalasangay Central School	Jesus V. Muring Jasmin Adriatico
	New Ilocos ES	Jesus V. Muring Jasmin Adriatico
	Kapitan Angel ES	Jesus V. Muring Jasmin Adriatico
	Dalwangan ES	Jesus V. Muring Jasmin Adriatico
	Patpat ES	Jesus V. Muring Jasmin Adriatico
	Patpat ES	Jasmin Adriatico Jesus V. Muring, EdD
	Kalasangay NHS	Jesus V. Muring Jasmin Adriatico
District II	Sumpong Central School	Virgillin Pizarro
	Can-ayan IS	Virgillin Pizarro
	Candiisan ES	Virgillin Pizarro
	Manalog ES	Paterno T. Padua
	Kibalabag ES	Paterno T. Padua
	Baganao ES	Paterno T. Padua
	Kilap-agan ES	Jimdandy S. Lucine
	Taguilanao ES	Jimdandy S. Lucine
	Tintinaan ES	Jimdandy S. Lucine
District III	Bukidnon National High School	Lou-Ann J. Cultura Aba Q. Allaba
	BNHS Annex Dalwangan	Lou-Ann J. Cultura Aba Q. Allaba
	BNHS Annex Imbayao	Lou-Ann J. Cultura Aba Q. Allaba
	Imbayao ES	Lou-Ann J. Cultura Aba Q. Allaba
	Sta.Ana ES	Aba Q. Allaba Lou-Ann J. Cultura
District IV	Malaybalay City Central School	Luis S. Alajar Carlos G. Rara
	BCT ES	Luis S. Alajar

		Carlos G. Rara
	Casisang NHS	Luis S. Alajar
		Carlos G. Rara
	Barangay 9 ES	Carlos G. Rara
		Luis S. Alajar
District V	Casisang Central School	Imelda A. Bentillo
		Bonifacio Palo
	Airport Village ES	Imelda A. Bentillo
		Bonifacio Palo
	Natid-asan ES	Imelda A. Bentillo
		Bonifacio Palo
	San Jose ES	Marsfifth M. Mamawag
		Bonifacio Palo
	Mabuhay ES	Lucilyn M. Cahucom
		Bonifacio Palo
	Panamucan ES	Lucilyn M. Cahucom
		Bonifacio Palo
	Malaybalay City National High School	Marsfifth M. Mamawag
		Bonifacio Palo
District VI	Aglayan Central School	Rachel R. Valde
		Jovy Molina
	Balangbang ES	Rachel R. Valde
		Jovy Molina
	Malaybalay City Science Highschool	Rachel R. Valde
		Jovy Molina
	Cabangahan ES	Marsfifth M. Mamawag
		Jovy Molina
	Magsaysay ES	Lucilyn M. Cahucom
		Jovy Molina
	Laguitas ES	Marsfifth M. Mamawag
		Jovy Molina
	Bendolan ES	Rachel R. Valde
		Jovy Molina
	Mapayag ES	Imelda A. Bentillo
		Jovy Molina
District VII	Bangcud Central School	Maria Concepcion S. Reyes
		Noel Tan Nery
	Bangcud NHS	Maria Concepcion S. Reyes
		Noel Tan Nery
	Binaibagan ES	Maria Concepcion S. Reyes
		Noel Tan Nery
	Simaya ES	Vicente San Miguel
		Noel Tan Nery
	Dapulan ES	Vicente San Miguel
		Noel Tan Nery
	Calawag ES	Vicente San Miguel
		Noel Tan Nery

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	Padernal ES	Vicente San Miguel
		Noel Tan Nery
	Macote ES	Vicente San Miguel
		Noel Tan Nery
District VIII	Linabo Central School	Purisima J. Yap
		Coslita Muring
	Lalawan ES	Purisima J. Yap
		Coslita Muring
	Paiwaig ES	Purisima J. Yap
		Coslita Muring
	Sawaga ES	Ferdinand V. Mortera
		Coslita Muring
	Malagap ES	Ferdinand V. Mortera
		Coslita Muring
	San Roque ES	Ferdinand V. Mortera
		Coslita Muring
	San Martin ES	Perlita B. Wales
		Coslita Muring
	San Martin-Agro Industrial	Perlita B. Wales
		Coslita Muring
	SMAIHS-Apo Macote	Perlita B. Wales
		Coslita Muring
District IX	Managok Central School	Josie D. Zamora
		Romil Jabonero
	Managok NHS	Josie D. Zamora
		Romil Jabonero
	Lalawan Annex	Josie D. Zamora
		Romil Jabonero
	Miglamin Annex	Josie D. Zamora
		Romil Jabonero
	Miglamin ES	Maria Concepcion S. Reyes
		Romil Jabonero
	Lunokan ES	Ferdinand V. Mortera
		Romil Jabonero
	Dumayas ES	Purisima J. Yap
		Romil Jabonero
	Bagong Silang ES	Purisima J. Yap
		Romil Jabonero
	Langasihian ES	Virgillin Pizarro
		Romil Jabonero
	Matangpatang ES	Luis S. Alajar
		Romil Jabonero
	Maligaya ES	Perlita B. Wales
		Romil Jabonero
District X	Zamboanguita Central School	Analy L. Ocier
		Manny Pimentel
	Indalasa ES	Analy L. Ocier

J

		Manny Pimentel
	St. Peter ES	Analy L. Ocier
		Manny Pimentel
	St. Peter Annex	Analy L. Ocier
		Manny Pimentel
	Silae NHS	Analy L. Ocier
		Manny Pimentel
	Silae ES	Rosie A. Salupado
		Manny Pimentel
	Kibalabag ES	Rosie A. Salupado
		Manny Pimentel
	Mapulo ES	Rosie A. Salupado
		Manny Pimentel
	Tuburan ES	Rosie A. Salupado
		Manny Pimentel
	Caburacanan ES	Maitel B. Israel
		Manny Pimentel
	Kulaman ES	Maitel B. Israel
		Manny Pimentel
		Manny Pimentel
	Busdi IS	Maitel B. Israel





Department of Education
Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

Casisang., Malaybalay City



**MONITORING TOOL ON SCHOOL READINESS
(AS PER REGION MEMORANDUM NO. 178, S. 2017)**

SCHOOL: _____ District: _____ Date Monitored: _____

No.		YES	NO	REMARKS
	CLASSROOM STRUCTURING			
	At the entrance of the room, a signboard is posted showing the following identification:			
1	Grade and section occupying the room.			
2	Name of teacher handling the class.			
3	A framed copy of the class program is displayed on the door to the classroom at adult-eye-level.			
4	On the front wall (that is, the wall facing the class) chalkboards properly framed and provided with chalk ledge and curtains, are installed at a height			
5	Above the chalkboard, a framed portrait of the President of the Philippines displayed prominently at the center, flanked on one side at a lower level of the framed motto.			
6	Framed copy of National Anthem displayed at the upper left hand			
7	corner and on the other side, a framed copy of the pledge of Allegiance to the Philippine Flag.			
8	The bulletin boards and tack boards, as well as charts, may be placed on the walls at the sides or at the back of the back of the room. They shall be placed at the same height as the chalkboards.			
9	The attendance chart and the DepEd forms rack are placed near the door.			
10	The teachers' table, chair and cabinet are located at the rear of the room.			
11	Reading Corner			
12	Health Corner			
13	A classroom-based data on the BEIS to be placed on the walls at the side or at the back of the room which contains modules A - H.			
14	Classroom have proper ventilation and lighting and enough space for 50 - 60 learners.			
15	Classroom desk and other furniture are sized to the age of the learners.			
16	In case of shared desk, each pupil has enough space to do seatwork.			
17	Classroom layout and furniture allow pupils to interact and do group work.			
18	Classroom have a bulletin board or a corner that display helpful learning materials such as posters, illustrations, newspaper and magazine clippings and your pupil's own.			
	LEARNING RESOURCES:			
	On the top of the teacher's table are the following:			
19	Curriculum Guide (CG) and Teacher's Guide (TG)			
20	Learning Resources Materials (LRMs)			
21	Inventory of references in all learning areas			
	LIST OF PUPILS/STUDENTS			

	Outside the room entrance is the list of learners in that room. Automatic enrolment and tracking mechanism is encouraged by adopting the following:			
22	Automatic Enrolment of Kindergarten learners to Grade 6 including Education Learners (SPED, ALS, ADM, IPED, MEP)			
23	Automatic referral of Grade 6 Graduates to Grade 7 and Grade 10 completers to Grade 11 including learners with special needs and passers of Basic Literacy to A and E			
24	Automatic Enrolment of Grade 7 learners to Grade 10 and Grade 11 learners with special needs and passers of Elementary A and E.			
25	Automatic referral of grade 10 completers including learners with special needs and passers of secondary A and E to Senior High School			
	SCHOOL FACE-LIFTING			
	This considers the following:			
26	Mowed grasses			
27	Robust plants all around			
28	Paint buildings and fences			
29	Unblemished school signage			
	SENIOR HIGH SCHOOL			
30	All Senior High Schools are advised to have the following:			
31	Media blitz			
32	SHS jingles on air within the school if not over the radio			
33	Tarpaulin on school offerings			
34	Info center or info desk			
35	Industry mapping			
	NEW PHILIPPINE FLAG			
36	Hang unfaded Philippine Flag.			
	UPDATED PROFILE OF TEACHERS			
37	Profile of teachers printed in tarpaulin to be posted in a conspicuous place			
	OTHER CONCERNS: (FOR SCHOOLHEADS/ CID AND SGOD PERSONNEL)			
38	The school has a program for children with special needs			
39	The school has a Child Protection policy			
40	The school coordinates with the barangay and local authorities to ensure the safety and protection of the pupils.			
41	The school has duly assigned personnel in charge of securing its premises, its properties			
42	and those of its pupils and teachers.			
43	The school has sufficient lawn and space vegetation.			
44	The school has facilities and equipment for recreation and sports.			
45	The school has library for reading and for study.			
46	Compliance to DO 42, s. 2016 re Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education			
47	Classroom consultation with specific time approved by the schoolhead shall be included in the class program for teachers meetings/conferences with parents.			
48	Division Supervisors, Public Schools District Supervisors & school heads must have a copy of the budget of work of the K to 12 Curriculum by learning areas and by grade level from first to fourth quarters of the efficient instructional supervision.			

49	School calendar for SY 2017-2018 must be strictly complied with. School heads shall prepare remedial and make-up class mechanism in case of disruption of classes for consolidation by the schools division officers and submission to Regional Office on or before May 15, 2017.			
50	Automatic turn-over of learners' school records and portfolio from kindergarten teacher to the succeeding grade level teacher including inclusive education teacher (SPED, ADM IPED, MEP)			
51	Immediate submission of Report/Updates including damaged assessment on Learning Resources due to crisis situation.			
52	Schedules of Learning Action Cell (LAC) and implementation plan			
53	M and E of Division Offices on the cascading of trainings conducted in the RO and CO to the school level.			
54	Utilization of off-line, on-line Learning Resources to facilitate the need of resource materials.			
55	Implementation of ADM, SPED, ME AND IP Education as included in the Mission of DepEd..			

Monitored by: _____