

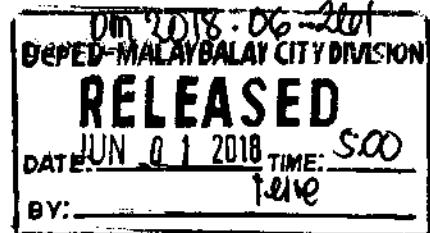


Republic of the Philippines
Department of Education
Region X
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City
Telefax #088-314-0094



DIVISION MEMORANDUM

No. 261 s, 2018



TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
This Division

From: **REBONFAMIL R. BAGUIO**
Schools Division Superintendent
of June 18

Date: June 1, 2018

Subject: **MONITORING ON THE READINESS OF SCHOOLS FOR THE
OPENING OF CLASSES FOR SCHOOL YEAR 2018-2019**

1. In view of the Opening of Classes on June 4, 2018 for School Year 2018-2019, the field is hereby informed on the monitoring of the readiness of all schools on June 4 to 8, 2018.
2. Attached is the Monitoring Tool on School Readiness (Enclosure 1) and List of school assignment (Enclosure 2).
3. For information and guidance.



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Enclosure 2:

List of Assignment

Name:	School to be attended during Flag Ceremony	District to be Monitored
Ralph T. Quirog	Bangcud National High School	Districts 1 - 5
Lorenzo O. Capacio	Managok National High School	District 6-10
LouAnn J. Cultura	Aglayan Central School	District 1
Marsfith M. Mamawag	Patpat Elementary School	District 1
Virgilin R. Pizarro	Kalasangay Central School	District 2
Rosie A. Salupado	Casisang National High School	District 3
Edelina M. Eborá	Bukidnon National High School	District 3
Maria Concepcion S. Reyes	Malaybalay City Central School (Upper)	District 4
Rachel R. Valde	Casisang Central School	District 5
Analy L. Ocier	Sumpong Central School	District 6
Jasmin J. Adriatico	Airport Village Elementary School	District 7
Imelda S. Bentillo	Linabo Central School	District 8
Purisima J. Yap	Bangcud Central School	District 9
Luis S. Alajar J.	Zamboanguita Central School	District 10
PSDS	Secondary School in the assigned District	Assigned District
Lucilyn M. Cahucom	Monitor the Youth /Guidance Program of the Secondary Schools	Districts 1 – 5
Paterno T. Padua Jr.	Monitor the Youth /Guidance Program of the Secondary Schools	Districts 6–10
Health and Nutrition Unit	Monitor the Health and Nutrition Program of the Schools	Districts 1 – 10
Engr. Leslie T. Fontanilla	Monitor the On-going and Completed School building	Districts 1 – 10

		O	NO	O	NO	O	NO	O	NO	O	NO	O	NO	O	NO	O	NO
26	C.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																
27	C.3 Automatic enrolment of Grade 7 learners to Grade 10 and Grade 11 learners with special needs and passers of Elementary A and E																
28	C. 4 Automatic referral of grade 10 completers including learners with special needs and passers of secondary A and E to Senior High School																
29	D. SCHOOL																
30	D.1 Mowed grasses																
31	D.2 Robust plants																
32	D.3 Painted buildings																
33	D.4 Fenced																
34	D.5 Tarpaulin on School Offerings for SHS																
35	D.6 Help Desk																
36	E. PHILIPPINE FLAG																
37	E.1 Unfaded Philippine Flag																
38	F. UPDATED PROFILE OF TEACHERS																
39	G.1 Profile of teachers printed in tarpaulin to be posted in a conspicuous place.																
40	A. OTHER CONCERNS																
41	The school has a program for children with special needs																
42	The school has a Child Protection policy																
43	The school coordinates with the barangay and local authorities to ensure the safety and protection of the pupils																
44	The school has duly assigned personnel in charge of securing its premises, its properties and pupils and teachers																
45	The school has facilities and equipment for recreation and sports																
46	The school has library for reading and for study																
47	Compliance to DO 42, s.2016 re Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education																
48	Classroom consultation with specific time approved by the school head shall be included in the class program for teachers meetings/conference with parents																
49	Division Supervisors, PSDS and 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																
50	Automatic turn-over of learner's school records and portfolio from Kindergarten teacher to the succeeding grade level teacher including inclusive education teacher																
51	Immediate submission of Report/Updates including damaged assessment on learning resources due to crises situation																
52	Schedule of Learning Actin Cell (LAC) and implementation plan																
53	M and E of Division Office 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																

Legend:

O - Observed NO - Not Observed