

Republic of the Philippines Department of Education Region X

DIVISION OF MALAYBALAY CITY

Purok 6, Casisang, Malaybalay City Telefax #088-314-0094



0 1 2018 TIME: S.CO

| DIVIS | SION MEN | MORANDUM |
|-------|----------|-----------------|
| 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

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.



Republic of the Philippines Department of Education Region X

DIVISION OF MALAYBALAY CITY



Purok 6, Casisang, Malaybalay City Telefax #088-314-0094

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 | Districst 6-10 | | | | | | |
| LouAnn J. Cultura | Aglayan Central School | District 1 | | | | | | |
| Marsfifth M. Mamawag | Patpat Elementary School | District 1 | | | | | | |
| Virgilin R. Pizarro | Kalasungay Central School | District 2 | | | | | | |
| Rosie A. Salupado | Casisang National High School | District 3 | | | | | | |
| Edelina M. Ebora | 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 | | | | | | |



DEPARTMENT OF EDUCATION Region X-Northern Mindanao DIVISION OF MALAYBALAY CITY



Purok 6, Casisang, Malaybalay City

Telefax: (0880 or 088) 221-4597 email: depedmlblycity @yohoo.com

Enrolment Monitoring Form District: Date: _____ School: No. of Students Enrolled No. of Actual Attendance Remarks Section M F T M F Monitored by: Position: Noted: School Head

Republic of the Philippines Department of Education

Region X

DIVISION OF MALAYBALAY CITY

MONITORING TOOL ON SCHOOL READINESS

School: District: Date Monitored: CPADE AND SECTION

| | | | | | | | | | | GRADE AND SECTION | | | | | | | | | | |
|-----|---|---|----------|-------------|----|---------|----|---|----|-------------------|----|----|----|---|---------------|--------|---------|--|--|--|
| No. | Indicators | | | | | | | | | | | | | | | | | | | |
| | A. CLASSROOM STRUCTURING | 0 | NO | ¢ | NO | 0 | NO | 0 | NO | 0 | NO | 0 | NO | 0 | NO | 0 | NO | | | |
| | At the entrance of the room, a signboard is posted showing the following identification: | | | | | | | | | | | | | | | | | | | |
| ī | A.1 Grade and section occupying the room | | | | | | | | | | | | | | | | | | | |
| 2 | A.2 Name of teacher handling the class | | | | | | | | | | | | | | | | | | | |
| 3 | A.3 A framed copy of the class program is displayed on the door to the classroom at adult-eye level A.4 On the front wall, chalkboards are properly framed and provided with chalk ledge and curtains | | | - | · | | | | | · | | | | | | | | | | |
| 4 | are installed at a height | | | | | | | | | | | li | | | | | | | | |
| 5 | A.5 Above the chalkboard, a framed portrait of the President of the Phil. Displayed prominently at the center, flanked on one side at a lower level of the framed motto. | | | | | | | | | | | | | | | | | | | |
| 6 | A.6 Framed copy of the national Anthem displayed at the upper left-hand corner. | | | | | | | L | | | | | | | | | | | | |
| 7 | A.7 Framed copy of the Pledge of Allegiance to the Philippine Flag | | | | | <u></u> | | | | | | | - | | | | | | | |
| 8 | A.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 | A.9 The attendance chart and the DepEd forms rack are placed near the door | | | | | | - | | | | | | | | | | | | | |
| 10 | A.10 the teacher's table, chair and cabinet are located at the rear of the room | | | | | | | | | | | | | | | | | | | |
| 11 | A. 11 Reading Corner | | | | | | | ļ | | | | | | | | | | | | |
| 13 | A. 12 Health Corner A. 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 | | | | | | | | | | | | | | | \neg | | | | |
| 14 | A.14 Classroom have proper ventilation and lighting and enough space for 50-60 learners | | | | | | | | | | | | | | | | | | | |
| 15 | A.15 Classroom desk and other furniture are sized to the age of the learners | | | | | | | | | | | | | | $\overline{}$ | | | | | |
| 16 | A.16 In case of shared desk, each pupil has enough space to do seatwork. | | <u> </u> | | | | | | | | | | | | 1 | | | | | |
| 17 | A.17 Classroom lay out and furniture allow pupils to interact and do group work | | | | | | | | | | | | | | | | | | | |
| 18 | A.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. | | | | | | | | | | | | | | | | | | | |
| 19 | B. LEARNING RESOURCES | | | | | | | | | | I | |] | | | | | | | |
| 20 | B.1. Curriculum Guide and Teacher's Guide | | | | | | | ل |] | I | | | | | | | | | | |
| 21 | B.2 Learning Resource Materials | | | | | | | | | | | | | I | | | | | | |
| 22 | B.3 Inventory of references in all learning areas | | | | | | | | |] | | I | | 1 | | | | | | |
| 23 | C. LIST OF PUPILS/STUDENTS | | | | | | | | | | | | I | | \Box | | | | | |
| 24 | Outside the room entrance is the list of learners in that room. Automatic enrolment and tracking mechanism is encouraged by adopting the following: | | <u> </u> | | | | | | | | | | | | | | | | | |
| 25 | C.1 Automatic enrolment of Kindergarten learners to Grade 6 including Education learners (SPED, ALS, ADM, IPEd, MEP) | | | | | | | | | | | | | | | | | | | |

| | | | | | <u> </u> | y | | , | | | | | 1 | | | | |
|----|--|--------------|----------------|---|--|--|--|----------------|-------------|-------------|--------------|-------------------|--------------|---|-------------|-------|---------------|
| | | 0 | NO | 0 | NO | 0 | NO | 0 | NO | 0 | NO | 0 | NO | 0 | NO | 0 | NO |
| | C.2 Automatic referral of Grade 6 graduates to Grade 7 and Grade 10 completers to Grade 11 | | | | | | | | Ī | | I - | | | | | | |
| 26 | including learners with special needs and passers of Basic Literacy to A and E | | | | | | | | | | <u> </u> | | | | | | <u> </u> |
| | C.3 Automatic enrolment of Grade 7 learners to Grade 10 and Grade 11 learners with special | | 1 | | [| { | | | | | | | | | | | İ |
| 27 | needs and passers of Elementary A and E C. 4 Automatic referral of grade 10 completers including learners with special needs and passers of | | <u> </u> | | ├ | | | - | <u> </u> | | | ļ | ļ | | \vdash | | <u> </u> |
| 20 | secondary A and E to Senior High School | | | | Ì | | 1 | | | | | ļ | | | | | ĺ |
| 28 | The state of the s | | | | ╁ | 1 | | ├─- | | | | | | | | | ├ |
| 29 | | ├─ | - | | + | | | ├─- | - | <u> </u> | | | } | | \vdash | | - |
| 30 | D.1 Mowed grasses | <u> </u> | - | | | <u> </u> | | - | | | <u> </u> | | - | | <u> </u> | | — |
| 31 | D.2 Robust plants | <u> </u> | <u> </u> | | - | | | - - | <u> </u> | | _ | <u></u> | <u> </u> | | | | <u> </u> |
| 32 | D.3 Painted buildings | <u> </u> | <u> </u> | | - | <u> </u> | - | - | | | | ļ | | | | | Щ |
| 33 | D.4 Fenced | | <u> </u> | | ↓ | <u> </u> | | <u> </u> | | | <u> </u> | | | | | | |
| 34 | D.5 Tarpaulin on School Offerings for SHS | | | | <u> </u> | | | <u> </u> | | | <u> </u> | <u> </u> | | | | | |
| 35 | D.6 Help Desk | | | | | | | <u> </u> | | | | | | | | | |
| 36 | E. PHILIPPINE FLAG | | | | | | | | | | | | | | | | |
| 37 | E.1 Unfaded Philippine Flag | | | | <u> </u> | | | | | | | | | | | | |
| 38 | F. UPDATED PROFILE OF TEACHERS | | | | <u> </u> | | | | | | | | | | | | |
| 39 | G.1 Profile of teachers printed in tarpaulin to be posted in a conspicuous place. | | L^{-} | | | | | | | | | | | | | | \Box |
| 40 | A. OTHER CONCERNS | | | | T | | | | | | | | | | | | |
| 41 | The school has a program for children with special needs | | ſ | | | | | | | | _ | | | | | | |
| 42 | The school has a Child Protection policy | <u> </u> | | | | | | | | | | | | | | | |
| | The school coordinates with the barangay and local authorities to ensure the safety and protection | | | | | · | | _ | <u> </u> | | | | | | | · · · | |
| 43 | of the pupils | | <u>L</u> | | <u> </u> | <u> </u> | | | | | | | | | | | |
| | The school has duly assigned personnel in charge of securing its premises, its properties and | | | | | | | | | | | | | | | | |
| 44 | pupils and teachers | <u> </u> | | | ├ | ļ, | | | | | | · · · · · · · · · | | _ | | | |
| 45 | The school has facilities and equipment for recreation and sports | <u> </u> | <u> </u> | | ↓ | | ! | | ╙ | | | | | | | | <u> </u> |
| 46 | The school has library for reading and for study | | <u> </u> | | <u> </u> | | | | | | | | | | | | |
| 47 | Compliance to DO 42, s.2016 re Policy Guidelines on Daily Lesson Prepapration for the K to 12 | | | | | | | | [| | | | | | | | l |
| 47 | Basic Education Classroom consultation with specific time approved by the school head shall be included in the | | 1 | | | - | | | | | \vdash | | | | | | |
| 48 | class program for teachers meetings/conference with parents | | | | | | | | | | | | | | | | l |
| | 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 | 1 | 1 | | | | • | | | | | | | | | | l |
| 49 | instructional supervision | <u> </u> | | | | | | | | | | | | | | | l |
| | Automatic turn-over of learner's school records and portfolio from Kindergarten teacher to the | Ĭ | | | | | | | | | | | | | | | $\overline{}$ |
| 50 | succeeding grade level teacher including inclusive education teacher | <u> </u> | <u> </u> | | | <u> </u> | <u> </u> | | | | | | | | | | |
| ٠. | Immediate submission of Report/Updates including damaged assessment on learning resources | | | | | | <u> </u> | | | | | | | | | | į |
| 51 | due to crises situation | | - | | | <u> </u> | ļ | | | | | | | | | | — |
| 52 | Schedule of Learning Actin Cell (LAC) and implementation plan M and E of Division Office on the cascading of trainings conducted in the RO and CO to the | ļ —— | ├— | | <u> </u> | <u> </u> | \vdash | | <u> </u> | | \vdash | | | | | | — |
| 53 | M and E of Division Office on the cascading of trainings conducted in the RO and CO to the school level | | | | | | | | | | | | | | | | <u>.</u> |
| 54 | Utilization of off-line, on-line Learning Resources to facilitate the need of resource materials | | | | | | | | | l | | | | | | | |
| 55 | Implementation of ADM, SPED, ME and IP Education | | [| | | | | | | | | | | | | | |

Legend: