

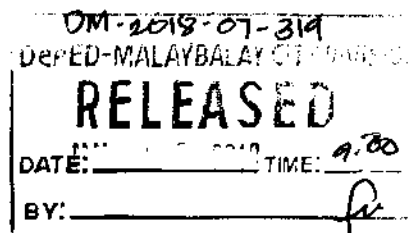


Department of Education  
Region X – Northern Mindanao  
**Division of Malaybalay City**  
Purok 6, Casisang, Malaybalay City  
Telefax: 088-314-0094 E-mail: depedmalaybalay@gmail.com



**DIVISION MEMORANDUM**

No. 319, s. 2018



TO : Assistant Schools Division Superintendent  
Chief Education Supervisors – SGOD and CID  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM : **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

DATE : July 12, 2018

SUBJECT : **CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 290,  
S. 2018 RE: SCHOOL SELF-ASSESSMENT AND VALIDATION OF CHILD  
FRIENDLY SCHOOL SYSTEM (CFSS) SY 2017-2018**

1. Relative to the conduct of Division validation of Child Friendly Schools System for schools not evaluated and assessed by the City Child Welfare Council of Malaybalay City on CY 2017, this Office informs the field on the changes of schedule from July 17-31, 2018 to **July 26-August 17, 2018**.
2. List of additional schools and the corresponding schedules (*Enclosure 1*)
3. All other provision of the aforementioned memorandum still remains in effect.

Enclosed: As stated

Copy furnished: Records Section  
SocMob Section

**TO BE POSTED IN THE WEBSITE**

**VALIDATING TEAM OF CHILD FRIENDLY SCHOOL SYSTEM (CFSS)  
FOR SY 2017-2018**

**Overall: Lorenzo O. Capacio – Chief Education Supervisor-SGOD  
Ralph T. Quirog – Chief Education Supervisor - CID**

<b>Date</b>	<b>District</b>	<b>School</b>	<b>Monitoring Team</b>
July 26, 2018	1	Kalasungay NHS  Kapitan Anghel ES	<b>Chairman: Jesus V. Muring-PSDS</b> <b>Members:</b> Edelina Ebora- M & E Nancy L. Dequito, RN Marcosjulita Fulgencio, DND Jennifer Lincuna, RN Mary Larcy Pojas, RN
July 27, 2018	2	Baganao ES Manalog ES Kibalabag IS Taguilanao ES Candiisan ES Damitan ES	<b>Chairman: Manny B. Pimentel-PSDS</b> <b>Members:</b> Rosie A. Salupado-EPS Marsfifth M. Mamawag-SOCMOB Paterno T. Padua, Jr.-PDO Lucilyn M. Cahucom-PDO Keziah Fatima Un,RN Hazel Rusiana,RN Edelina Ebora-M &E Jennifer Lincuna, RN
July 31, 2018	3	BNHS-Imbayao Annex  Bukidnon NHS  BNHS-Dalwangan Annex	<b>Chairman: Aba Q. Allaba-PSDS</b> <b>Members:</b> Rosie A. Salupado-EPS Edelina Ebora-M & E Mary Larcy Pojas,RN Marcosjulita Fulgencio,DND Marsfifth M. Mamawag,SOCMOB Maricris Obenita, RN Alma Molina, RN Nancy L. Dequito, RN Paterno T. Padua, Jr-PDO Lucilyn A. Cahucom-PDO
	4	Casisang NHS	
August 1, 2018	5	Panamucan ES Mabuhay ES Malaybalay City NHS Natid-asan ES Casisang Stand Alone SHS	<b>Chairman: Bonifacio M. Palo-PSDS</b> <b>Members:</b> Rosie A. Salupado-EPS Edelina M. Ebora-M & E Paterno T. Padua, Jr.-PDO Lucilyn M. Cahucom-PDO Jimdandy S. Lucine-PDO Hazel Rusiana, RN Nancy L. Dequito,RN Alma Molina, RN
August 3, 2018	6	Balangbang ES Laguitas ES	<b>Chairman: Jovy Molina-PSDS</b> <b>Members:</b> Rosie Salupado-EPS Edelina Ebora-M & E Marsfifth M. Mamawag-SocMob

		Malaybalay City National Science HS  Bendolan ES	Paterno T. Padua Jr.-PDO Jennifer Lincuna, RN Keziah Fatima Un, RN Lucilyn M. Cahucom-PDO Hazel M. Rusiana, RN
August 14, 2018	7	Bangcud NHS Padernal ES Binalbagan ES Dapulan ES Calawag ES Luyungan IP HS	<b>Chairman: Noel Tan Nery-PSDS</b> <b>Members:</b> Rosie A. Salupado-EPS Lucilyn Cahucom-PDO Jimdandy Lucine-PDO Marsfifth M. Mamawag-SocMob Maricris Obenita, RN Marcosjulita Fulgencio, DND Paterno T. Padua, Jr.-PDO Jennifer Lincuna, RN Hazel Rusiana, RN
August 15, 2018	8	San Martin AINHS Lalawan ES Paiwaig ES Apo Macote NHS	<b>Chairman: Coslita K. Muring-PSDS</b> <b>Members:</b> Marsfifth M. Mamawag, SOCMOB Lucilyn Cahucom-PDO Jimdandy Lucine-PDO Maricris Obenita, RN Hazel Rusiana, RN Edelina Eboram & E Paterno T. Padua, Jr-PDO
August 16, 2018	9	MNHS-Miglamín Annex MNHS-Lalawan Annex Managok NHS Matangapatang ES Lunokan ES Langasihán ES Dumayas ES Bagong Silang ES	<b>Chairman: Romil Jabonero-PSDS</b> <b>Members:</b> Rosie A. Salupado-EPS Marsfifth M. Mamawag, SOCMOB Edelina Eboram & E Paterno T. Padua Jr.-PDO Lucilyn Cahucom-PDO Keziah Fatima Un, RN Hazel Rusiana, RN Jennifer Lincuna, RN Marcosjulita Fulgencio, DND
August 17, 2018	10	Mapulo ES Tuburan ES Kibalabag ES St. Peter NHS Silae NHS Silae ES Pighalugan ES Pigpamulahan ES	<b>Chairman: Ferdinand Mortera-PSDS</b> <b>Members:</b> Rosie A. Salupado Jimdandy Lucine-PDO Marsfifth M. Mamawag-SOCMOB Nancy Dequito, RN Paterno Padua Jr.-PDO Lucilyn Cahucom-PDO Keziah Fatima Un, RN Hazel Rusiana, RN Jennifer Lincuna, RN



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DIVISION MEMORANDUM

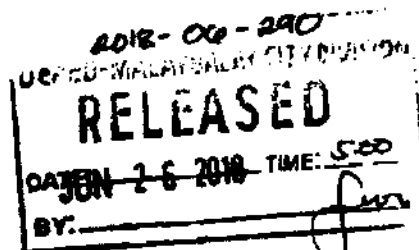
No. 290, s. 2018

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors - SGOD and CID  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM :   
REBONGAMIL R. BAGUIO  
Schools Division Superintendent

DATE : June 26, 2018

SUBJECT : SCHOOL SELF-ASSESSMENT AND VALIDATION OF CHILD FRIENDLY  
SCHOOL SYSTEM (CFSS) FOR SY 2017-2018



1. Relative to the implementation of Child Friendly School System, the Office informs the elementary and secondary schools on the conduct of CFSS (SY 2017-2018) school self-assessment on July 2-13, 2018.
2. Schedule of CFSS Division validation for schools not evaluated and assessed by the City Child Welfare Council of Malaybalay City will be on July 17-31, 2018.
3. List of schools and the corresponding schedules (*Enclosure 1*)
4. Travelling expenses of the monitoring teams shall be charged to local funds subject to auditing rules and regulations.
5. Queries relative to this can be relayed to *Marsfith M. Mamawag-CFSS Focal Person* at 0965 315 9984.

Enclosed: As stated

Copy furnished: Records Section  
SocMob Section

**TO BE POSTED IN THE WEBSITE**

## Child-Friendly School

School: \_\_\_\_\_

Date: \_\_\_\_\_

WEIGHTED SCORE			Actual Score	Remarks
<b>Goal 1: Encourage Children's participation in school and community</b>				
<b>( 5 ) Weighted Average</b>				
<i>What your school should have or should be doing:</i>				
<b>1.1. Your school has a working student government</b> _____ Minutes of meeting _____ Organizational Structure _____ Work and financial plan _____ Accomplishment report	.25 .25 .25 .25		_____ _____ _____ _____	
<b>1.2. Your school involves students in meeting and planning sessions that concern their well-being.</b> _____ Minutes of meeting (attendance of students) _____ Organizational Structures _____ IP children representation		.50 .25 .25	_____ _____ _____	
<b>1.3. Your school encourages its students to get involved in community work.</b> _____ 2 activities w/ barangay or partner group _____ Pictures documentation _____ Communication w/ barangay or partner group	.5 .25 .25		_____ _____ _____	
<b>1.4. Your school has a mechanism or mechanisms- such as a school publication, students' bulletin board, or opinion box for pupils to express their opinions about school and community issues.</b> _____ School publication w/ atleast 1 issue for school year 2006-2007 _____ Bulletin board w/ updated info. _____ Opinion box _____ Mechanism in place for taking up issues in the opinion box	.25 .25 .25 .25		_____ _____ _____ _____	
<b>1.5. Your school ensures involvement and participation of IP children in student government.</b> _____ mandated representation of IP children (executive order, or any legal basis) _____ representative IP child/children		.50 .50	_____ _____	
<b>Total number of action items checked for this goal</b>		<b>5</b>		

Name of School:

Date

**Goal #2: Enhance children's health and well-being**

( 20 ) Weighted Average

*What your school should have or should be doing:*

2.1. Your school maintains and regularly updates a health record of each pupil.

\_\_\_ 100% of students with updated health record

\_\_\_ 80% up of students with updated health record

\_\_\_ 50-79%

\_\_\_ 49% down

1

.75

.50

.25

2.2. Your school holds annual weighing and health examination of your pupils.

\_\_\_ 100% of students are weighed

\_\_\_ 80% up of students are weighed

\_\_\_ 50-79%

\_\_\_ 49% down

1

.75

.50

.25

2.3. Your school holds annual dental examination of your pupils.

\_\_\_ 100% students with updated dental record

\_\_\_ 80% up, students with updated dental record.

\_\_\_ 50-79%

\_\_\_ 49% down

1.00

.75

.50

.25

2.4. Your school treats or refers pupils with heath problems.

\_\_\_ Referral system in place (filled up slip as proof.)

1

2.5. Your school treats pupils with decayed teeth.(either)

\_\_\_ Records

\_\_\_ Referral

1

.5

2.6. Your school has a feeding program for malnourished children.

\_\_\_ Records of malnourished pupils or feeding beneficiaries

\_\_\_ Feeding program (regularly)

\_\_\_ Menu

.5

.25

.25

2.7. In the above criteria (2.1 to 2.6) IP students are properly identified.

1

2.8. Your school serves or sells health and nutritious food in your premises

1

2.9. Your school guarantees that school buildings, grounds and facilities are clean, healthy and safe.

1

2.10. Your school has written policies and regular practices that promotes good health.	1			
2.11. Your school integrates health education & life skills development in its curriculum.	1			
2.12. Your school has an existing garden of go, grow and glow food.	1			
2.13. Your school practices proper waste disposal.				
___ Practice of waste segregation	.5		_____	
___ Presence of compost pit for biodegradable waste	.5		_____	
2.14. Your school has a steady supply of clean and safe pipe drinking water.				
___ Level I	.25		_____	
___ Level II	.50		_____	
___ Level III	1		_____	
2.15. Your school has separate toilet facilities for boys and girls consisting of urinals and lavatories that are regularly maintained and kept clean.				
___ Separate toilets for boys and girls (boys with urinals)	1		_____	
___ Separate boys and girls (boys no urinals)	.50		_____	
___ Common toilet for boys and girls	.25		_____	
2.16. Your school has a functional clinic.				
___ Examination room / area with privacy	.25		_____	
___ Height and weight measuring tools	.25		_____	
___ Thermometer (anal/oral)	.25		_____	
___ Firts Aid Kit (with supplies)	.25		_____	
<b>Total number of action items checked for this goal</b>		<b>16</b>		

Name of School:

Date

**Goal 3 Guarantee safe and protective spaces for children**

**(20) Weighted Average**

*What your school should have or should be doing:*

3.1. Your classrooms have a proper ventilation and lighting and enough space for 45-50 pupils	1			
3.2. Your classroom desks and other furniture are sized to the age of the pupils. In the case of shared desks, each pupil has enough space to do seatwork	1			
3.3. Your classrooms' layout and furniture allow pupils to interact and do group work	1			
3.4. Your classrooms has a bulletin board or a corner that displays helpful learning materials such as posters, illustrations, newspaper and magazines clippings, and your pupils' own works. ___ has specific section for IP children's work.		.75 .25		
3.5. Your classrooms, facilities and premises are regularly maintained and kept clean.	1			
3.6. Your school has a library for reading and for study. ___ Has a reading center in-charge ___ Adequate utilized as indicated by the presence of logbook with entries. ___ Minimum of library fixtures such as reading table, chairs (preferably 6 chairs),bookshelves & related furnitures. ___ Presence of updated reading materials, i.e. books(storybook),nonbooks,serials, periodicals,exclusively for children. ___ has adequate and culturally appropriate reading materials for IP children.	.25 .25 .25 .25	.50	_____ _____ _____ _____	
3.7. Your school has facilities and equipment for recreation and sports. ___ 3 sets of 3 different sports ___ 2 sets of 2 different sports ___ 1 set ___ at least 2 sets of indigenous sports equipment and facilities	1 .50 .25	.50	_____ _____ _____	
3.8. Your school has sufficient lawn and space and vegetation. ___ Atleast 2 square/ child	1			



3.9. Your school has duly assigned personnel in charge of securing its premises, its properties and those of its pupils and teachers. ___ Memorandum contract of services or any proof	1			
3.10. Your school coordinates with the barangay and local authorities to ensure the safety and protection of your pupils. ___ Communication w/ barangay or local authorities	1			
3.11. Your school encourages children to care for each other like peer counseling etc.	1			
3.12. Your school has clear guidelines for conduct between students and does not allow bullying.	1			
3.13. Your school has a program for children with special needs. ___ List of identified children w/ special needs . ___ Program of activities ___ Picture documentation	.50 .25 .25		_____ _____ _____	
3.14. Your teachers use non-threatening styles of discipline. ___ No teachers identified using sticks and uses verbal abuse to pupils. ___ with identified teachers	1 .25		_____ _____	
3.15. Your school has a program for disaster preparedness ___ conduct of symposium or briefing on natural hazards such as earthquake, flood, and landslide; ___ conduct of drills and rescue simulations ___ attendance of teachers and students to disaster preparedness related trainings such as, but not limited to, Basic Life Support; Light Search and Rescue Technique; Swimming & Drown Proofing Kids; Bridge Rappelling & Swift Water Rescue; Community & Emergency Response; etc.) ___ Availability and posting of instructional/informative materials regarding disaster preparedness. ___ Picture documentation	.50 .50 .50 .25 .25			
<b>Total number of action items checked for this goal</b>		<b>17</b>		

Name of School:

Date

**Goal 4 Encourage enrolment and completion**

( 5) Weighted Average

<i>What your school should have or should be doing:</i>				
4.1. Your school has a master list of all school-age children in the community, wether enrolled or not. ___ IP Children properly identified	1	.75 .25		
4.2. Your school regularly coordinates with the local barangay council to identify school-age children who are out of school, for the purpose of bringing them to school. ___ Attendance of principal to general assemblies of the barangay	1			
4.3. Your school conducts campagne to encourage parents to enro'll their children. ___ Attendance of principal to general assemblies of the barangay	1			
4.4. Your school has a policy against discrimination with regard to gender,cultural origin,social status,religious belief, and others. ___ Written policy (all or nothing)	1			
4.5. Your school does not turn away any child from enrolling and attending classes for whatever reason.	1			
4.6. Your school gives boys and girls equally learning opportunities	1			
4.7. Your school has a system to regularly check on the attendance of its pupils and address problems concerning non-attendance.	1			
4.8. Your school has a program for IP children ___ List of IP children by grade level and section ___ Program of activities ___ Picture documentation		.50 .25 .25	_____ _____ _____	
<b>Total number of action items checked for this goal</b>		<b>8</b>		

Name of School:

Date

**GOAL 5 Ensure children's high academic achievement and success**

(20) Weighted Average

*What your school should have or should be doing:*

<p>5.1. Your school has a clear vision/ mission statement that is prominently displayed and adequately explained to all school personnel.</p> <p>____ Vision/Mission is displayed</p> <p>____ 3 teachers are able to recite the vision/mission</p>	.50		_____	
	.50		_____	
<p>5.2. Your principal and teachers are familiar with child rights and child-friendly principles.</p> <p>____ Child rights and child friendly principles are displayed</p> <p>____ 3 teachers are able to recite the Child rights</p>	.50		_____	
	.50		_____	
<p>5.3. All school personnel are familiar with the National IP Education Policy Framework</p> <p>____ school has at least 1 copy of the National IP Education Policy Framework</p> <p>____ at least 2 teachers are able to explain correctly about the National IP Education Policy Framework</p>		.50	_____	
		.50	_____	
<p>5.4. Your school considers the best interest of the child in all its learning activities</p>	1		_____	
<p>5.5. Your school has a curriculum that addresses the child's learning needs as well as those of the community and society</p> <p>____ curriculum has part/ or section that addresses IP education</p>	1	.75	_____	
		.25	_____	
<p>5.6. Your school employs teaching methods that are suitable to the child's age, abilities and ways of learning</p> <p>____ has specific teaching methods appropriate to IP learners.</p>	1	.75	_____	
		.25	_____	
<p>5.7. Your school encourages children to think and decide for themselves, ask questions and express their opinion.</p>	1			
<p>5.8. Your school encourages children to learn by doing and by doing things with others.</p>	1			

5.9. Your school makes sure that teachers improve their competencies and continue to become better teachers. _____ your school has at least 1 teacher/educator competent in teaching/implementing IP education Program.	1	.75 .25		
5.10. Your school makes sure that teachers and othe staff are physically fit and highly motivated.	1			
5.11. Your school provides each student a complete set of textbooks. _____ your school is taking aprt in the preparation of textbooks and other learning resources for IP children.	1	.75 .25		
5.12. Teachers regularly prepare their lesson plans. _____ Presence of lesson plans suitable to IP learners.	1	.75 .25		
5.13. Your school encourages and promotes cooperative and "hands-on" learning ( "learning by doing")	1			
5.14. The principal has data on the school's past three years performance in the division, regional or national tests for the purpose of improving its current year performance.	1			
5.15. Teachers regularly monitor and assess their pupils' academic performance, with the view of improving their performance.	1			
<b>Total number of action items checked for this goal</b>		<b>15</b>		

**Name of School:**

**Date**

**GOAL 6: Raise teachers' morale and motivation**

**(15) Weighted Average**

<b>What your school should have or should be doing:</b>				
6.1. Teachers undergo continuing and advance additional training at least once a year.	1			
6.2. Teachers are regularly train in new and effective teaching-learning strategies. _____ at least 3 teachers attended the DO 62 S 2011 or the National IP Education Policy framework information dissemination.	1	.75 .25		
6.3. Teachers have their own lounge and / or work area.	1			
6.4. Teachers are given annual medical check-up.	1			

6.5. The principal provides strong direction and leadership guided by a written supervisory plan.	1			
6.6. The principal regularly monitors teachers' performance and provides needed support.	1			
6.7. Teachers support their co-teachers by sharing teaching techniques and experiences	1			
6.8. Your school provides annual medical examination to your teachers and other staff. _____ 100% of teachers with updated medical records _____ 80% up, of teachers with updated medical records _____ 50-79% _____ 49% below	1 .75 .50 .25		_____ _____ _____ _____	
<b><i>Total number of action items checked for this goal</i></b>		<b>8</b>		

Name of School:

Date

**GOAL 7: Mobilize community support for education**

(15) Weighted Average

*What your school should have or should be doing:*

7.1. Your school has a Parent-Teacher-Community Association (PTCA) that has elected leaders, meets regularly and has a written plan of action. <input type="checkbox"/> Minutes of meeting <input type="checkbox"/> Organizational structure <input type="checkbox"/> Work and financial plan <input type="checkbox"/> Accomplishment report	.25 .25 .25 .25			
7.2. Your school coordinates with barangay institutions to identify children who are physically or sexually abused or are made to do hard physical labor, for the purpose of identifying their special needs. <input type="checkbox"/> Communication with barangay <input type="checkbox"/> List/record of children	.50 .50			
7.3. Your school coordinates with the barangay and local institutions to enroll illiterate parents in literacy programs. <input type="checkbox"/> Communication with barangay <input type="checkbox"/> List/record of illiterate parents	.5 .5			
7.4. Your school takes the lead in conducting literacy programs for illiterate parents. <input type="checkbox"/> at least 2 activities <input type="checkbox"/> picture documentation	.5 .5			
7.5. Your school enlist the support of community organizations to help raise funds and resources for learning. <input type="checkbox"/> Communication with organization <input type="checkbox"/> activities and picture documentation	.5 .5			
7.6. Your school invites parents to discuss with your teachers the learning experiences and progress of their children. <input type="checkbox"/> Invitation letters sent to parents <input type="checkbox"/> minutes of discussion/photo documentation	.5 .5			

<p>7.7. Your school consults parents in the drafting of its policies, and in the planning and implementation of school activities.</p> <p>___ Invitation letters sent to parents</p> <p>___ minutes of discussion/ photo documentation</p>	<p>.5</p> <p>.5</p>		<p>___</p> <p>___</p>	
<p>7.8. Your school collaborates with parents to encourage their children to practice at home what they learn in school.</p>	<p>1</p>		<p>___</p>	
<p>7.9. Your school collaborates with IP groups in the community to develop appropriate learning resources and make school environment culturally appropriate for IP learners.</p> <p>___ Communication with IP groups</p> <p>___ Picture documentation</p>		<p>.50</p> <p>.50</p>	<p>___</p> <p>___</p>	
<p><b>Total number of action items checked for this area</b></p>		<p><b>9</b></p>		