

2020 - 15534



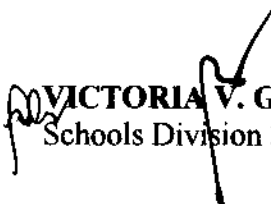
Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
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**DIVISION MEMORANDUM**

No. 254, s. 2020

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned**

From:  **VICTORIA V. GAZO, PhD, CESO V**  
Schools Division Superintendent \*

Date: **June 30, 2020**

Subject: **CHANGE IN THE SCHOOL READINESS UNIFIED MONITORING TOOL FOR 2020  
OPLAN BALIK ESKWELA AND BRIGADA ESKWELA**

1. Pursuant to Division Memorandum No. 202, s. 2020 on the Implementation the 2020 OPLAN BALIK ESKWELA AND BRIGADA ESKWELA, this Office informs the field of the changes of the monitoring tool.
2. Should there be queries, contact **Edelina M. Ebor** – *SEPS IN School Monitoring and Evaluation at 09368467029.*

M&E/lynne





Republic of the Philippines  
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REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

**SCHOOL READINESS UNIFIED MONITORING TOOL**

Name of School: \_\_\_\_\_ School ID: \_\_\_\_\_  
Name of School Head: \_\_\_\_\_ District: \_\_\_\_\_  
Total Number of Teachers: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_  
Level Offered: \_\_\_\_\_ Elementary \_\_\_\_\_ JHS \_\_\_\_\_ SHS \_\_\_\_\_ IS

**I – ENROLMENT** (as of \_\_\_\_\_, 2020)

Elementary	Male	Female	Total
Kindergarten			
G1			
G2			
G3			
G4			
G5			
G6			
<b>Total</b>			

SPED	Male	Female	Total
<b>Total</b>			

Secondary	Male	Female	Total
G7			
G8			
G9			
G10			
G11			
G12			
<b>Total</b>			

ALS	Male	Female	Total
Elementary			
Secondary			
<b>Total</b>			

OHSP	Male	Female	Total
Elementary			
Secondary			
<b>Total</b>			

**II - TEACHERS AND LEARNERS**

Grade Level	Number of Learners Enrolled	Teacher-Learner Ratio	Remarks
Kindergarten			
G1 / G7			
G2 / G8			
G3 / G9			
G4 / G10			
G5 / G11			
G6 / G12			
SPED			

**III – Enrolment Mechanism:** (Please Check)

- Online  
 Drop Box  
 Text Message  
 Phone Call  
 Others, please specify: \_\_\_\_\_



#### IV. SCHOOL READINESS

A. SAFE LEARNING FACILITIES					
INDICATORS	MODE OF VERIFICATIONS	3 stars	2 stars	1 star	0 star
Facilitate the assessment of school building structure, electrical wiring to make necessary repairs and/or upgrade to prevent unnecessary incident.	Barangay electrician inspection report, certification and/or recommendation	with certification, inspection report and action plan	any two of the three: certification, inspection report and action plan	any one of the three: certification, inspection report and action plan	No evidence
Repair minor classroom damages such as broken window, doors, blackboards, roofs and other furnitures, etc.	No evidence of damaged windows, doors, blackboards, and other furnitures in the classrooms.	windows, blackboards, doors, and furnitures are all in good condition	damaged any two of the physical facilities mentioned	damaged any one of the physical facilities mentioned	damaged all four of the physical facilities mentioned
Install appropriate and available fire suppression, equipment or resources such as fire extinguishers, water source and other indigenous materials.	All ideal rooms (e.g. Computer, Physics, Chem, H.E., etc) has fire extinguisher and on location. Ideal distance is 15 mtrs.	Not all ideal rooms (e.g. Computer, Physics, Chem, H.E., etc) has fire extinguisher and on location. Ideal distance is 15 mtrs.	Not all ideal rooms (e.g. Computer, Physics, Chem, H.E., etc) has fire extinguisher and on location. Ideal distance is 15 mtrs.	School has fire extinger only on location.	no visible fire extinguishers or visible but nonfunctional
Make sure that corridors and pathways are unobstructed and that all sharp protruding object which may cause harm to students are removed.	hallways and corridors are free from obstruction of sharp object.	All hallways and corridors are free from obstruction	Almost all hallways and corridors are free from obstruction.	Some hallways and corridors are free from obstruction.	All hallways and corridors has evidence of obstruction.
Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.	Drainage systems are well covered and no evidence of stagnant water resulting from busted and broken pipes. * Surface drainage is allowed as long as there is no evidence of soil erosion.	well covered drainage systems and no evidence of stagnant water and soil erosion	considerable amount of stagnant water and considerable length of drainage uncovered	presence of stagnant water and most drainage are uncovered	presence of stagnant water and all drainage are uncovered

Cordon off and post safety signage for on-going construction, unfinished damaged and condemned buildings.	Evidence of safety/precautions warning signs around on-going construction sites, unfinished, damaged buildings and condemned buildings.	posted safety precautions warning signs around on-going construction, damaged or unfinished buildings	no safety precautions/warning signs posted on some on-going construction, damaged or unfinished buildings	no safety precautions/warning signs posted on almost on-going construction, damaged or unfinished buildings	all buildings that are either unfinished, damaged or under on-going construction have no warning signs for safety precautions
Secure cabinets and drawers and ensure that heavy objects are below head level.	Heavy objects are not located at learners overhead occupying the classroom.	classrooms free of overhead heavy objects	25% of classrooms have overhead heavy objects	50% of classrooms have overhead heavy objects	100% of classrooms have overhead heavy objects
Post safety measures in laboratories and workshops.	Evidence of safety precautions/reminders posted on walls of laboratories and workrooms.	posted safety precautions in all laboratories and workrooms.	at least 1 laboratory/workroom failed to post safety precautions	Most of the laboratories/workrooms failed to post safety precautions	all laboratories and workrooms have no posted safety precautions/reminders
Prepare an evacuation/exit plan and directional signage on every floor of the building.	Posted evacuation/exit plan and directional signages in every floor of the building	evacuation/exit plan and directional signages are posted in every floor of the building	at least 1 building does not have a posted evacuation/exit plan and directional signages	at least 2 buildings do not have a posted evacuation/exit plan and directional signages	all buildings do not have evacuation/exit plan
Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies.	Evidence of evacuation plan that includes labeling of rooms that can be used as evacuation center or temporary shelter during disasters and emergencies.	posted location of a temporary shelter beside evacuation/exit plan in every floor of the building	at least one building do not have a posted location of a temporary shelter present beside evacuation/exit plan in every floor of the building	mostly of the buildings do not have a posted location of a temporary shelter present beside evacuation/exit plan in every floor of the building	all buildings do not have a posted location of a temporary shelter present beside evacuation/exit plan in every floor of the building
Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.	No evidence of branches of trees touching electrical wirings and not identified harmful to life and property.	All trees are not identified as hazardous to life and property	Some trees are not identified as hazardous to life and property	Most trees are not identified as hazardous to life and property	All trees are identified as hazardous to life and property

**B. SCHOOL DISASTER MANAGEMENT**

INDICATORS	MODE OF VERIFICATIONS	3 stars	2 stars	1 star	0 star
Post a directory of emergency contact numbers of relevant government and officers, in various areas of the school.	Posted a directory of emergency contact numbers esp for PNP, BFP, CDRRMO	directory of emergency contact numbers posted in the bulletin of the classrooms and offices	50% of classrooms and offices do not have a directory of emergency contact numbers posted in the bulletin.	75% of classrooms and offices do not have a directory of emergency contact numbers posted in the bulletin	100% of classrooms and offices do not have a directory of emergency contact numbers posted in the bulletin
Establish and maintain early warning mechanisms in the school.	early warning mechanisms are established to all identified hazards in the school contingency plan.	All identified hazards in the contingency plan have established early warning mechanisms	Some identified hazards in the contingency plan have established early warning mechanisms	Most identified hazards in the contingency plan have established early warning mechanisms	None identified hazards in the contingency plan have established early warning mechanisms
Equip school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed.	available and accessible go-bags and emergency equipments. All laboratory should should have first aid kits. All rooms should have a go-bag and there should at least one megaphone per school.	all classrooms have go bags and emergency first aid kits and the school has a functional megaphone	majority of the classrooms have go-bags and emergency first aid kits and the school has a functional megaphone	majority of the classrooms have go-bag and emergency first aid kit but the school has no functional megaphone	no evidence of go bag in the classroom and the school does not have a working megaphone
Secure and safety store vital school records.	Room/s designated as storage area for school records is secure and safe.	Identified records/store room is elevated, has grills, functional fire extinguisher HFC, smoke detector, with podlock, log book, and with person in-charge.	Identified records/store room is not elevated but has grills, functional fire extinguisher HFC, smoke detector, with podlock, log book, and with person in-charge.	Identified records/store room is not elevated, no grills no functional fire extinguisher HFC, but with podlock, log book, and with person in-charge.	no identified records/store room

Coordinate with barangay officials on pedestrian safety of students.	Signed MOU between the school and barangay for a designated traffic enforcer or presence of an enforcer manning the pedestrian lane outside the school's main gate.	signed MOU or visible traffic enforcer, equipped with traffic vest and signages	No signed MOU but has visible traffic enforcer, equipped with traffic vest and signages	No signed MOU and no visible traffic enforcer but sent a communication requesting to have one traffic enforcer assigned in school..	no signed MOU or no visible traffic enforcer
Create database of student with contact details and their families.	List students in the section with contact details of their families.	The school has complete, updated and consolidated electronic database of contact details of details and their families.	The school has complete, updated and but not consolidated electronic database of contact details of details and their families.	The school has incomplete, outdated and not consolidated electronic database of contact details of details and their families.	no evidence of database of students contact detail of the families
Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.	Incidence report of students compiled by guidance counselors/clinic in-charge with records of interventions done by the school to mitigate those incidents.	Has an updated incident report with mitigation measure from guidance counselor, clinic in-charge or prefect of discipline	Has an updated incident report but without mitigation measure from guidance counselor, clinic in-charge or prefect of discipline	Has no updated incident report and mitigation measure from guidance counselor, clinic in-charge or prefect of discipline	no incident report with mitigation measure from guidance counselor, clinic in-charge or prefect of discipline

### C. WATER, SANITATION AND HEALTH IN SCHOOL

INDICATORS	MODE OF VERIFICATIONS	3 stars	2 stars	1 star	0 star
Provision of water supply, through connection to barangay water networks, construction of water pumping system, and/or installation of rainwater catchments.	Availability of safe drinking water	Safe drinking water water is provided for free for all children in the school at all times.	Safe drinking water is provided by the school but supply is not regular.	Safe drinking water is not provided by the school. Children are required to bring their own drinking water.	No water supply
	Availability of water for cleaning	Regardless of source, water for cleaning is available on a daily basis in all school hours.	Regardless of source, water for cleaning is available on a daily basis but only on ceratin hours of the day.	Regardless of source, water for cleaning is available only for certain days of the week.	Water for cleaning is not available.

<p>Construction of additional toilets, particularly gender-segregated toilets for boys and girls.</p>	<p>Gender Segregated toilets</p>	<p>The functional pupil to toilet seat ratio by gender is 50 students or less.</p>	<p>The overall pupil to toilet ratio is 51-100 students or higher and there are more than 2 functional and clean toilets that are gender-segregated as needed based on enrolment.</p>	<p>The overall pupil to toilet ratio is 101 students or higher and there are at least 2 functional and clean toilets that are gender-segregated.</p>	<p>Absence of gender segregated toilet.</p>
<p>Repair and improvement of existing toilets, including desludging, to ensure functionality, privacy comfort and security for children especially girls.</p>	<p>Safe toilets</p>	<p>Funding for regular maintenance and repair of toilets, handwashing and other water facilities that come from the regular school budget (MOOE) and/or DepEd funds.</p>	<p>Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads; there is handwashing facility with soap within or near the toilets; there is a facility for washing IN at least one female toilet for MHM; detached toilets are within view of school building and people; and there is toilet accessible to persons with limited mobility.</p>	<p>Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads; there is handwashing facility with soap within or near the toilets; there is a facility for washing IN at least one female toilet for MHM; and detached toilets are within view of school building and people.</p>	<p>Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads.</p>

Construction/improvement of individual and group handwashing facilities.	Allocation from the MOOE for regular repair and maintenance of toilets.	Funding for regular maintenance and repair of toilets, handwashing and other water facilities that come from the regular school budget (MOOE) and/or DepEd funds.	Funding for regular maintenance and repair of toilets, handwashing and other water facilities that come from the regular school budget (MOOE) and/or DepEd funds.	Funding for regular maintenance and repair of toilets, handwashing and other water facilities that come from the regular school budget (MOOE) and/or DepEd funds.	MOOE does not reflect funding for regular maintenance and repair of toilets, handwashing and other water facilities.
Improving accessibility to water, toilets and handwashing facilities through provision of concrete footpaths, disability ramps and roofing.	Allocation from the MOOE for regular repair and maintenance of toilets.	Funding for regular maintenance and repair of toilets, handwashing and other water facilities that come from the regular school budget (MOOE) and/or DepEd funds.	Funding for regular maintenance and repair of toilets, handwashing and other water facilities that come from the regular school budget (MOOE) and/or DepEd funds.	Funding for regular maintenance and repair of toilets, handwashing and other water facilities that come from the regular school budget (MOOE) and/or DepEd funds.	MOOE does not reflect funding for regular maintenance and repair of toilets, handwashing and other water facilities.



Improvement of drainages, cleaning of roof gutters and elimination of stagnant water.	Allocation from the MOOE for regular repair and maintenance of toilets.	Functional drainage from kitchen and other wash areas to ensure that there is no stagnant water in school and in cases where the school is located on flood prone areas, a system (policy, practice, people, process and structure), is in place to ensure that there is no stagnant water in the school.	Functional drainage from kitchen and other wash areas to ensure that there is no stagnant water in school.	Functional drainage from kitchen and other wash areas to ensure that there is no stagnant water in school.	MOOE does not reflect funding for regular maintenance and repair of toilets, handwashing and other water facilities.
Provision of hygiene supplies--soap, toothpaste, toothbrush, sanitary pads, etc.--and cleaning materials.	Soap, toothbrush and toothpaste.	Soap, toothbrush and toothpaste are provided by school through DepEd funds complemented by external partners.	Soap, toothbrush and toothpaste are provided by school through DepEd funds only (i.e., MOOE)	Soap, toothbrush and toothpaste are provided by school through DepEd funds complemented by external partners.	No evidence of any of the materials required are shown.
	Supply of soap	Regular supply of soap for handwashing.	Regular supply of soap for handwashing.	Regular supply of soap for handwashing.	No regular supply of soap.
	supply of fluoride toothpaste	Regular supply of fluoride toothpaste for the toothbrushing activity.	Regular supply of fluoride toothpaste for the toothbrushing activity.	Regular supply of fluoride toothpaste for the toothbrushing activity.	No regular supply of fluoride toothpaste.

<p>Provision of rest space for menstruating girls that are private, secure and comfortable.</p>	<p>Sanitary pads, information on proper disposal of sanitary pads in th girls toilet, DepEd approved IEC materials on menstrual hygiene management for teachers and students, rest space/chaning room (clinic) for menstrual hygiene management.</p>	<p>Sanitary pads are accessible in the school, there is information on proper disposal of sanitary pads in th girls toilet, DepEd approved IEC materials on menstrual hygiene management for teachers and students are available, There is rest space/chaning room (clinic) for menstrual hygiene management that is secure, private and comfortable (not necessarily in the CR.</p>	<p>Sanitary pads are accessible in the school, there is information on proper disposal of sanitary pads in th girls toilet, DepEd approved IEC materials on menstrual hygiene management for teachers and students are available.</p>	<p>Sanitary pads are accessible in the school.</p>	<p>No evidence of any of the materials required are shown.</p>
<p>Improvement of solid waste management, including the provision of garbage bins for waste segregation, compost pits and material recovery facility and or local garbage collection services.</p>	<p>Waste burning practices</p>	<p>No burning of waste</p>	<p>No burning of waste</p>	<p>No burning of waste</p>	<p>Evidence of burning of waste.</p>
	<p>Waste segregation practices</p>	<p>Waste segregation is practiced</p>	<p>Waste segregation is practiced</p>	<p>Waste segregation is practiced</p>	<p>Evidence of unsegregated garbage.</p>

	Trash Bins	Segregated trash bins with cover are available in all classrooms, canteens offices and clinics, play areas, gardens, hall ways and gyms.	Segregated trash bins with cover are available in all classrooms and toilets.	Segregated trash bins with cover are available in all classrooms.	No evidence of covered trash bins in all places visited.
	Garbage collection policy	Garbage is collected at least twice a week OR school has compost facility for biodegradable waste and material recovery facility (MRF) for recyclable waste.	Garbage is collected at least once a week or school has compost facility for biodegradable waste and safe disposal of non-biodegradable waste such as properly fenced refuse pits (burying).	No garbage collection services BUT school has compost facility for biodegradable waste and safe disposal of non-biodegradable waste such as properly fenced refuse pits (burying).	No garbage collection schedule, no compost and refuse pits and no MRF.
Putting up hygiene messages in strategic places, toilets and eating places to motivate proper use of toilets and handwashing at critical times, especially after using toilet and before eating.	Health related IEC's (Information Education Communication) materials present in bulletin board, health corners, canteens, restrooms.	IEC materials are present in classroom and strategic places (e.g. canteen, play areas, toilets, handwashing facilities)	IEC materials are present in classroom but missing in some strategic places (e.g. canteen, play areas, toilets, handwashing facilities)	IEC materials are present only in the schoolboard or wall.	No evidence of posting of IEC's.

Orientation of parents and other stakeholders on WinS and engaging their support for developing proper WASH practices at home and in the community.	WinS program of the school	There are organized teams and accountable units to promote WinS (TWG's, student clubs), WinS part of INSET, Advocacy is done during PTA, WinS part of extra Curricular programs of students, available WinS learning/instructional materials in support of teaching WinS in the K to 12 curriculum.	There are organized teams and accountable units to promote WinS (TWG's, student clubs), WinS part of INSET, Advocacy is done during PTA, WinS part of extra Curricular programs of students.	There are organized teams and accountable units to promote WinS (TWG's, student clubs).	Cannot show required evidence.
Orientation and certification of canteen operators, vendors and food handlers on proper hygiene and sanitary food preparation and handling.	Health certification and Health permit of canteen operators and food handlers.	All food handlers should have a health certificate and for schools with canteen, an updated sanitary permit.	All food handlers should have a health certificate.	All food handlers are oriented and practice food safety measures.	No evidence to show certificate and document of seminar.

**D. PREPAREDNESS MEASURES FOR COVID – 19**

INDICATORS	3 stars	2 stars	1 star	0 star
Activities to promote and demonstrate hand washing and positive hygiene behaviors regularly	The school conducted activities to promote and demonstrate hand washing and positive hygiene behaviors regularly	The school conducted activities to promote and demonstrate hand washing and positive hygiene behaviors weekly	The school conducted activities to promote and demonstrate hand washing and positive hygiene behaviors monthly	No activities conducted

Cleaning and disinfecting of classrooms, water and sanitation facilities, and surfaces that are touched by many people.	The school conducted cleaning and disinfecting of classrooms, water and sanitation facilities, and surfaces that are touched by many people daily	The school conducted cleaning and disinfecting of classrooms, water and sanitation facilities, and surfaces that are touched by many people weekly	The school conducted cleaning and disinfecting of classrooms, water and sanitation facilities, and surfaces that are touched by many people monthly	No disinfection conducted
Activities to improve air flow and ventilation in classrooms and offices	The school conducted activities to improve air flow and ventilation in classrooms and offices regularly	The school conducted activities to improve air flow and ventilation in classrooms and offices at least once a month	The school conducted activities to improve air flow and ventilation in classrooms and offices quarterly	No activities conducted
Post signs encouraging good hand and respiratory hygiene practices	The school posted signs encouraging good hand and respiratory hygiene practices at strategic areas.	The school posted signs encouraging good hand and respiratory hygiene practices at the School Entrance and Exit only	The school posted signs encouraging good hand and respiratory hygiene practices at the School Entrance only	No evidence
ensure trash bins are removed daily and disposed of safely	The school ensure trash bins are removed daily and disposed of safely	The school ensure trash bins are removed weekly and disposed of safely	The school ensure trash bins are removed monthly and disposed of safely	No proper disposal of garbage
The school has floor markers, chairs in place and observes unidirectional walkways and aisles	The school has floor markers, chairs in place and observes unidirectional walkways and aisles	The school has floor markers, chairs in place and but don not observe unidirectional walkways and aisles	The school has floor markers only	No evidence