



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

DM 2020-12-490  
DEPED MALAYBALAY CITY DIVISION  
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BY: \_\_\_\_\_

**Division Memorandum**

No. 490 series of 2020

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

**FROM:** **VICTORIA V. GAZO, PhD, CESQ**  
Schools Division Superintendent

**DATE:** December 16, 2020

**SUBJECT: IMPLEMENTATION OF THE STAR SCHOOLS AND OFFICES PROGRAM**

1. Pursuant to the Mission of the Department of Education that is to nurture a child-friendly, gender-sensitive, safe, and motivating environment and to ensure an enabling and supportive environment for effective learning to happen and in consonance with Basic Education Learning Continuity Plan of the Schools Division of Malaybalay City and per DepEd Memorandum No. 53, s. 2020 on the Joint Implementing Guidelines of the 2020 Brigada Eskwela and Oplan Balik Eskwela relative to the COVID-19 situation, this Office informs the field on the **IMPLEMENTATION OF THE STAR SCHOOLS AND OFFICES PROGRAM;**
2. This program aims to;
  - a. Create an enabling environment in schools and Offices
  - b. Ensure the establishment of a safe-conducive learning environment for learners and school workers
  - c. Maintain and sustain the interest of learners in going to school and stakeholders to provide support in school operations.
3. All school heads are enjoined to prepare their respective schools and Offices based on the attached criteria for evaluation. Public Schools District Supervisors is in charge to conduct the District level evaluation and must submit the results to the Monitoring and Evaluation Section c/o Edelina M. Eborra, Senior Education Program Specialist in M & E for the preparation of the master list of winners per district as an entry to the Division wide Evaluation.





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4. The Selection of the STAR Schools and Offices will be done among Elementary, Secondary and Integrated Schools, The School Evaluation will be based on the following Category specified in the Brigada Eskwela classification of schools;

- a. Small Schools
- b. Medium-sized
- c. Big Schools

3. Queries related to this can be relayed to **Vince G. Sanmiguel, EdD**, Public Schools District Supervisor and concurrent Senior Education Program Specialist, Planning and Research at 09778091156.

Encls.: As stated

Reference: DO No. 16, s. 2017

To be indicated in the Perpetual Index under the following subjects:

Performance Review





Republic of the Philippines  
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Enclosure no. 1 of Division Memorandum \_\_\_\_\_ s. 2020

**Schedule of Evaluation**

<b>Dates</b>	<b>Activity</b>
<b>January 18-29, 2021</b>	<i>District 1-10 School Evaluation per District</i>
<b>February 1, 2021</b>	<i>Submission of District Results</i>
<b>February 8, 2021</b>	<i>Publication of District Results</i>
<b>February 15-26, 2021</b>	<i>Division Level Evaluation</i>
<b>March 5, 2020</b>	<i>Division Consolidation of results and Deliberations</i>
<b>March 9, 2021</b>	<i>Publication of Division Final Results</i>
<b>March 29, 2021</b>	<i>Awarding Ceremony</i>

**Composition of the Division Committee of Evaluators**

**Chairman: Lorenzo O. Capacio, EdD**

*Chief Education Supervisor, SGOD*

**Co-Chair: Ralph T. Quirog**

*Chief Education Supervisor, CID*

**Members: Edelina M. Eborra, SEPS M & E**

*Mary Gladys J. Dublas, EPS II M & E*

*Luis S. Alajar, EPS -TLE*

*Lou-ann J. Cultura, EPS -MAPEH*

*Manuel Dinlayan III, DPA, Administrative Officer V- Services*





**Republic of the Philippines**  
**Department of Education**  
**REGION X-NORTHERN MINDANAO**  
**DIVISION OF MALAYBLAY CITY**  
**STAR MONITORING TOOL FOR OFFICES**

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

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

**Instruction:** In a scale of three stars, rate the School or Office based- on the following: **3 stars-** the schools and office has excellent practices based on the indicators, **2 stars** has practices gearing towards excellence **1-star** has started practices gearing towards excellence **0-** star practices is not evident

<b>A. GENERAL OFFICE ENVIRONMENT</b>					
<b>INDICATORS</b>	<b>MODE OF VERIFICATIONS</b>	<b>3 stars</b>	<b>2 stars</b>	<b>1 star</b>	<b>0 star</b>
The Office overall physical appearance are attractive	The surrounding are well maintain, painted, clean and presence of ornamental plants	The surrounding are well maintain, painted, clean and presence of ornamental plants	The surrounding are well maintain, clean and presence of ornamental plants	The surrounding are well maintain	No evidence
The office lightings and ventilation are properly considered	The Office is properly lighted and ventilated	The Office is properly lighted and ventilated	The Office is properly lighted	The Office is existing without proper ventilation and lighting	No evidence
The office layout is accessible for everyone	The office is strategically situated and easy to locate/access by the visitors, spacious and with fixtures	The office is strategically situated and easy to locate/access by the visitors, spacious and with fixtures	The office is strategically situated and easy to locate/access by the visitors.	The office is existing but not strategically located	No evidence
The office windows are free from hang posters and bulletins boards	The Office windows are free from obstructions of hang posters and bulletins boards	The Office windows are free from obstructions of hang posters and bulletins boards	The Office windows has some obstruction	The Office windows are obstructed	No evidence
Area is clear of unnecessary PCs, laptops, printers, gadgets, personal photo, mug, other materials and equipment and clear of unsightly wires and cables hanging on walls or laying on floors.	Manifestation of areas cleared from PCs, laptops, printers, gadgets, personal photo, mug, other materials and equipment and clear of unsightly wires and cables hanging on walls or laying on	Manifestation of areas cleared from PCs, laptops, printers, gadgets, personal photo, mug, other materials and equipment and clear of unsightly wires and cables hanging on walls or laying on floors.	Manifestation of areas cleared from PCs, laptops, printers, gadgets, personal photo, mug, other materials and equipment.	Manifestation of areas cleared from PCs, laptops, printers, gadgets, personal photo and mug.	No evidence
Items in cupboards, drawers, including desk and file drawers, steel cabinets, have been sorted, separating needed from unneeded (with labels if necessary).	Manifestation of labeled cupboards, drawers, including desk and file drawers, steel cabinets, have been sorted, separating needed from unneeded.	Manifestation of labeled cupboards, drawers, including desk and file drawers, steel cabinets, have been sorted, separating needed from unneeded.	Manifestation of labeled cupboards, drawers, desk and file drawers, steel cabinets.	Lack of labeled cupboards, drawers, desk and file drawers, steel cabinets and other items.	No evidence
Specific areas are beautifully demarcated for garbage, /rejects/wastes and items needed for work are easy to find without delay.	The availability of three kinds of garbage bins with proper labels and necessary work items which are easy to find without delay	The availability of three kinds of garbage bins with proper labels and necessary work items which are easy to find without delay	The availability of two kinds of garbage bins with proper labels and necessary work items which are easy to find without delay	The availability of garbage bin with proper labels and necessary work items which are easy to find without delay	No evidence

Fire extinguishers and other emergency equipment permanently displayed and unobstructed.	Availability of fire extinguishers and other emergency equipment permanently displayed and unobstructed.	Availability of fire extinguishers and other emergency equipment permanently displayed and unobstructed and in good condition.	Availability of fire extinguishers and other emergency equipment permanently displayed.	Availability of fire extinguishers.	No evidence
Ornamental flowers are evident in the Office nearby positioned in areas and are unobstructed.	Presence of ornamental plants in the Office and other strategic areas.	Presence of ornamental plants in the Office and other strategic areas.	Presence of ornamental plants in the Office but not appropriately place.	Presence of non-ornamental plants few places.	No evidence
Employees 5S rules clearly identified and the leadership can explain the importance of 5S.	Clear understanding of employees on 5S rules and the leadership articulates its importance.	Clear understanding of employees on 5S rules and the leadership articulates its importance.	clear understanding of 5S rules among employees .	Lack of understanding of 5S rules among employees and the leadership cannot articulates its importance.	No evidence
The office has minimize mechanisms from noise and distractions.	establishment of policies and guidelines on holding of various activities	Implementation of policies and guidelines on holding of various activities	creation of policies and guidelines on holding of various activities	conceptualize of policies and guidelines on holding of various activities	No evidence
The office has bulletin boards for important school/office data	Placement of office important data in standard and appropriate frames	The office has signages on important data and information placed in standard and appropriate frames posted in strategic areas	The office has signages on data and information placed in frames and posted in strategic areas	The office has signages on important data and information posted in strategic areas	No evidence
The office has handwashing facilities, disinfectant and signages that promotes health protocols	Availability of handwashing facilities, disinfectant and signages that promotes health protocols	The office has functional handwashing facilities, disinfectant and signages that promotes health protocols located in strategic areas	The office has functional handwashing facilities and signages that promotes health protocols located in strategic areas	The office has handwashing facilities and signages that promotes health protocols located in strategic areas	No evidence

### B. OFFICE CULTURE AND PRACTICES

INDICATORS	MODE OF VERIFICATIONS	3 stars	2 stars	1 star	0 star
The Office adheres to a positive vision and mission statement that outlines the goals and demonstrates behavior that exemplify the highest commitment to quality and service to each other the department, clients and shareholders.	Adherence to the Vision, Mission and Goals of the Department	Posted the signages of the Vision , Mission and Cores values of the Department in strategic locations.	Posted the signages of the Vision , Mission and Cores values.	Posted the signages of the Vision and Mission.	No evidence
The Office measures performance in an effective and efficient way by establishing indicators that allow results and make suitable adjustments when it is necessary .	Conduct of performance review in a regular basis as scheduled	Conduct all the phases of performance review	Conduct three phases of performance review	Conduct one or two phases of performance review	No evidence
The Office geared towards results-oriented improvement plan and improve cost, quality service or	Conduct executive meetings	conduct weekly meetings	conduct at least two meetings in a month	conduct a meetings once a month	No evidence
The Office calculates its action steps ranging from making minor changes that eliminate duplicate steps or other workflow redundancies to redesigning an entire process that specifically includes analysis, prioritization, reassembling tasks and operational steps.	Conduct of regular operational planning, monitoring and evaluation.	Conduct operational planning, monitoring and evaluation weekly	Conduct operational planning, monitoring and evaluation twice a month	Conduct operational planning, monitoring and evaluation once a month	No evidence

The Office generates valuable feedback on areas of inefficiency that employees experience daily such as consistent inventory issues.	Regular feedback during meetings and regular gathering of feedbacks from clients	Conduct weekly meetings and regular gathering of feedbacks from clients	Conduct twice a month meetings and regular gathering of feedbacks from clients	Conduct once a month meetings and regular gathering of feedbacks from clients	No evidence
The Office commence the creation of a workplace environment that accepts and embraces change.	Creation of innovation that further improves performance	Introduce and implemented innovations that draws positive impact.	Introduce innovations that draws positive impact.	Encourage innovations	No evidence
The Office has institute an open-door policy, fair and respectful treatment and open communications.	Institutionalization of grievance committee for conflict management	Has functional grievance committee	Has created a grievance committee	Conceptualize a grievance committee	No evidence
The Office look at data regularly to understand patterns, look for deficiencies and reviews from employees to collect data to have an understanding what's working well and what isn't.	Conduct of regular data analysis for decision making in refining the operations	Conduct twice a month data analysis for decision making	Conduct once a month data analysis for decision making	Collected data	No evidence
The Office identified the existing process and imperatively take steps to improve workplace operations, keeps an eye on new protocol if it is implemented as part of the operations.	Adherence to memorandum and issuances	updates the personnel weekly on the released issuances	updates the personnel every two weeks on the released issuances	updates the personnel monthly on the released issuances	No evidence

### C. EMPLOYEES WELFARE AND DEVELOPMENT

INDICATORS	MODE OF VERIFICATIONS	3 stars	2 stars	1 star	0 star
The Office creates an environment where employees enjoy coming to work and feel appreciated, acknowledged and rewarded.	Ensuring friendly, fair and gender sensitive working environment	Ensuring friendly, fair and gender sensitive working environment	Ensuring fair and gender sensitive working environment	Ensuring gender sensitive working environment	No evidence
The Office compels its employees to give its best with volunteerism spirit and enjoyment and to deliver top-quality products, services and take responsibility of its employees actions and decisions.	Promotion of volunteerism spirit, cooperativism and sense of responsibility	Promotion of volunteerism spirit, cooperativism and sense of responsibility	Promotion of volunteerism spirit, and cooperativism	Promotion of volunteerism spirit	No evidence
The Office creates an avenue for everyone to communicates in a cards-on-the-table manner, solving difficulties in a positive way and don't play nasty revenge games when given difficult feedback.	Hold of regular feedback giving in every activity conducted	conduct regular feedback giving after every activity	conduct feedback giving twice a month	conduct feedback giving once a month	No evidence
The Office does the go-the-extra-mile and win-win attitudes that are evident signs of workplace wellness implicating that employees have a sense of camaraderie, cooperation, and empowerment.	Conduct of teambuilding activities in the promotion of positive work environment	Conduct of teambuilding activities quarterly	Conduct of teambuilding activities twice a year	Conduct of teambuilding activities once a year	No evidence
The Office and its employees embrace change, accommodate new trends and technology, and incorporate new skills.	Promotion of opportunities for trainings and scholarships	all employees were given opportunities to avail training and scholarship programs	selected employees were given opportunities to avail training and scholarship programs	one or two employees were given opportunities to avail training and scholarship	No evidence
The Office ensures rewards and recognition considering that people need acknowledgement, appreciation, and gratitude to be motivated.	Conduct of rewards and recognition among employees	Holds employees awards and recognition yearly	distribute certificates in regular meeting	publish names in the bulletin board	No evidence

AREAS	RATINGS
A. GENERAL OFFICE ENVIRONMENT	
B. OFFICE CULTURE AND PRACTICES	
C. EMPLOYEES WELFARE AND DEVELOPMENT	
<b>Grand Total</b>	

**Legend :** 0-26 =1 Star

27-52= 2 Stars

53-78=3 Stars

Evaluated By:

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Signature Over Printed name



**Republic of the Philippines**  
**Department of Education**  
**REGION X-NORTHERN MINDANAO**  
**DIVISION OF MALAYBLAY CITY**  
**STAR MONITORING TOOL FOR SCHOOLS**

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

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

**Instruction:** in a scale of three stars rate the School or Office based- on the following 3 stars- the schools and office has excellent practices based on the indicator, 2 stars has practices gearing towards excellence 1-star has started practices gearing towards excellence 0- star practices is not evident

**Phase -1 First Round of Evaluation During the New Normal**

<b>A. GENERAL SCHOOL ENVIRONMENT</b>					
<b>INDICATORS</b>	<b>MODE OF VERIFICATIONS</b>	<b>3 stars</b>	<b>2 stars</b>	<b>1 star</b>	<b>0 star</b>
The School overall physical appearance are attractive	The surroundings are well maintain, painted, clean and has presence of ornamental plants	The surrounding are well maintain, painted, clean and presence of ornamental plants	The surrounding are well maintain, clean and presence of ornamental plants	The surrounding are well maintain	No evidence
The School fence is repaired and repainted	The school fence is repainted/repared preferably in pastel blue and lemon yellow colors (Division Colors)	The school fence is repaired/ repainted in pastel blue and lemon yellow colors (Division Colors)	The school fence is repaired/ repainted in pastel blue.	The school fence is repaired/ repainted	No evidence
The School roofings and buildings are repaired and repainted	The school roofings and buildings is repainted/repared in DepEd Color Scheme.	The school fence is repaired/ repainted in green with school name and ID (roof) and biege color (DepEd Building Colors)	The school roofings and buildings is repaired/ repainted not in specified DepEd color schemes.	The school roofings and buildings is repaired but not painted/faded.	No evidence
The School has wider walkways/pathways with no obstructions and removed old plant boxes and ballosters	Establishment of wider walkways/pathways with no obstructions and removed old plant boxes and ballosters	Establishment of wider walkways/pathways with no obstructions and removed old plant boxes and ballosters in classrooms	Establishment of walkways/pathways with no obstructions and with old plant boxes and ballosters in classrooms	Establishment of walkways/pathways with obstructions and old plant boxes and ballosters in classrooms	No evidence
The School Ground is well manicured/ trimmed lawns with no harmful objects	The School Appearance is well kept and the grounds are well manicured / trimmed lawns with no harmful objects	The School grounds are well manicured / trimmed lawns with no harmful objects	The School grounds are well manicured / trimmed lawns with harmful objects	The School grounds are not well manicured / trimmed lawns and has harmful objects	No evidence



The School has well-cared/maintained flowerscape and landscape.	The School has well maintained and sustained flowerscape, landscape and plants are placed in dignified plant holders	The School has well maintained and sustained flowerscape, landscape and plants are placed in dignified plant holders	The School has well maintained and sustained landscape and plants are placed in dignified plant holders	The School plants is placed in dignified plant holders.	No evidence
The School personnel and staff are always there and available whenever learners, parents and visitors needs them.	The presence of log book in the office	the presence of log book in the office with complete time in-out and reflecting the signature of the school personnel	the presence of log book in the office has no complete entries of the school personnel	The presence of log book in the office is seldom filled-out by the school personnel.	No evidence
The School is clean and all the personnel and staff ensure that rubbish are properly disposed	The Presence of three kinds of garbage bins with proper labels	The Presence of three kinds of garbage bins with proper labels	The Presence of two kinds of garbage bins	The Presence of one kind of garbage bins	No evidence
The School management recognizes the improved work, congratulate a teacher on a job well done.	The School instituted awarding ceremony for teachers and other school personnel	the School holds an annual awarding ceremony for teachers and other school personnel	the School holds a recognition in an informal meeting	the School only recognized school personnel through posting in the bulletin board	No evidence
The School Leaders and teachers accept responsibility for learners achievement and are persistently designing new ways to support students who are not reaching benchmarks and those learners that are academically challenge.	The School has institutionalized strategies and programs to address the academically challenge learners	The School has institutionalized strategies and programs to address the academically challenge learners	The School has programs limited to few academically challenge learners	The School has not organized strategies and programs to address the academically challenge learners	No evidence
The School Leaders and teachers regularly use data to review learners progress to drive instructional decisions for individual learners, both on the micro level with daily checks for understanding and on the macro level with interim assessments.	The School instituted feedback mechanisms to track learners performance and non-academic aspects	The School instituted feedback mechanisms to track learners performance and non-academic aspects	The School instituted feedback mechanisms but non-academic aspects is not included	The School instituted feedback mechanisms	No evidence

### B. SAFE LEARNING FACILITIES

INDICATORS	MODE OF VERIFICATIONS	3 stars	2 stars	1 star	0 star
The school has a land title of the school site where the school is located.	Land Title, updated land tax declaration, deed of donations/sale, contract of usufract	has a copy of the the land title and updated tax declaration	deed of donation/sale ,contract of usufract	tax declaration	No evidence
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	Having certification, inspection report and action plan	has two of the three evidences: certification, inspection report and action plan	has one of the three evidences: certification, inspection report and action plan	No evidence

Evidenced of classroom repairs: damages such as broken window, doors, blackboards, roofs and other furnitures, etc.	Number of approved and accomplished program of work with complete support documents	accomplished all identified repair	accomplished some identified repairs	accomplished few identified repairs	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 extinguer 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 crosion	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 buidings 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 a temporary shelters during disasters and emergencies.	Evidence of evacuaton 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	Most trees are not identified as hazardous to life and property	Some trees are not identified as hazardous to life and property	All trees are identified as hazardous to life and property
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**C. 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	All classrooms have directory of emergency contact numbers posted in the bulletin of the classrooms and offices are placed in frames	50% of classrooms and offices do not have a directory of emergency contact numbers posted in the bulletin with frames	75% of classrooms and offices do not have a directory of emergency contact numbers posted in the bulletin with frames.	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	Most identified hazards in the contingency plan have established early warning mechanisms	Some 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, properly arrange and organized for easy access following the 5S rules.	Identified records/store room is elevated, has grills, functional fire extinguisher HFC, smoke detector, with podlock, log book, with person in-charge and all records are properly arranged and organized for easy access following the 5s rules.	Identified records/store room is not elevated but has grills, functional fire extinguisher HFC, smoke detector, with podlock, log book, with person in-charge and all records are properly arranged and organized for easy access following the 5s rules.	Identified records/store room is not elevated, no grills no functional fire extinguisher HFC, but with podlock, log book, with person in-charge and all records are properly arranged and organized for easy access following the 5s rules.	no identified records/store room

Create database of learners with contact details and their families.	List of learners 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
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#### D. 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 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
Repair, painting and improvement of existing toilets, including desludging, to ensure functionality, privacy comfort and security for children especially girls.	Safe toilets	Funding for regular maintenance and repair and repainting of toilets, handwashing and other water facilities that come from the regular school budget (MOOE) and/or DepEd funds.	Toilets repaired, repainted and secured, 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.	Toilets are repaired, repainted and secured, 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.	Toilets are secure, private, with door and lock, have lighting, adequate ventilation and wrapping materials for used pads.
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 foothpaths, 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.
Improvement of quality solid waste management with easthetic value, including the provision of garbage bins for waste segregation, compost pits and material recovery facility and or local garbage collection services.	Waste burning practices	Facility used in solid waste management are quality with easthetic value and no burning of waste	Facility used in solid waste management are quality and no burning of waste	has facility used in solid waste management and no burning of waste	Evidence of burning of waste.
	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.

### E. PREPAREDNESS MEASURES FOR COVID – 19

INDICATORS	3 stars	2 stars	1 star	0 star
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

#### F. GULAYAN SA PAARALAN PROGRAM

INDICATORS	3 stars	2 stars	1 star	0 star
Promote vegetable production for learners	all grade levels have specific 200 square meter areas for school gardening and with action plan implemented for the school year	all grade levels have specific 150 square meter areas for school gardening for specific grading period	only selected grade levels have gardening area with 100 square meter.	No activities conducted

produce vegetables in schools that are rich sources of protein, vitamins, and minerals and eventually increase vegetable consumptions and improve learners nutrition	complete with sources of protein ( e.g. beans, mungo, peas), calorie( e.g. gabi, camote, cassava etc.) and energy vitamin A and iron vegetables(e.g. malunggay, kangkong, sili, kulitis etc.) planted	only vegetables with calorie and protein	only few vegetables	No activities conducted
Establish and maintain school gardens as ready food basket source of vegetables in sustaining supplementary feeding	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

**General Rule:** all school Data should be presented in quality materials and placed in an identified /designated areas/places.

AREAS	RATINGS
A. GENERAL SCHOOL ENVIRONMENT	
B. SAFE LEARNING FACILITIES	
C. SCHOOL DISASTER MANAGEMENT	
D. WATER, SANITATION AND HEALTH IN SCHOOL	
E. PREPAREDNESS MEASURES IN COVID-19	
F. GULAYAN SA PAARALAN PROGRAM	
<b>Grand Total</b>	

**Legend :** 0-45 =1 Star  
46-90= 2 Stars  
91-135=3 Stars

Evaluated By:

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Signature Over Printed name