



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

DM 2021-07-345  
 MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: JUL 05 2021  
 BY: [Signature]

**DIVISION MEMORANDUM**

No. 795, s. 2021

To: **Assistant Schools Division Superintendent  
 Education Supervisor Chiefs, CID and SGOD  
 Education Program Supervisor  
 Public Schools District Supervisor  
 Elementary and Secondary School Heads  
 All Others Concern**

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

Date: **July 2, 2021**

Subject: **SCHOOL REPORT ON HOME GUIDANCE MONITORING AND EVALUATION**

1. With reference to DM-OUCI-2021-144 and RM No. 334 s, 2021 on Home Guidance Monitoring and Evaluation. This office will conduct a Home Guidance Monitoring and Evaluation to all elementary and secondary schools.
2. All the Public Schools District Supervisor will spearhead the said activity with the Education Program Supervisor assigned per district.
3. Please use the attached monitoring and evaluation template.
4. Deadline for the submission of the report will be on July 13, 2021.
5. Should there be queries, contact **Edelina M. Eborá**, SEPS – SMME at 09368467029 or [edelina.eborá@deped.gov.ph](mailto:edelina.eborá@deped.gov.ph).

Enclosed: As stated

SGOD/SMME/Lynne





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**Enclosure 1: Homeroom Guidance Monitoring and Evaluation Tool**

**Homeroom Guidance Monitoring and Evaluation Tool**

Name of School: \_\_\_\_\_ District: \_\_\_\_\_  
School Head: \_\_\_\_\_ Date of Monitoring: \_\_\_\_\_

Directions: Check the box that corresponds to your answer in each item using the legend below.

**LEGEND: E – Evident EI – Evident but Inadequate NE – Not Evident NA – Not Applicable**

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
<b>I. Curriculum Implementation and Compliance</b>					
1. HG MELCs is being followed properly.	Class schedule and learner's output/portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re HGs impact on learners				
<b>II. Delivery Process</b>					
1. HG Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter.	Letter to parents prepared by Adviser regarding the competencies for the quarter (Based on Learner's Development Assessment)				
3. Class advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
<b>III. Evaluation of Learner's Development</b>					
1. Learners are oriented on the learning objective and how their development will be evaluated.	Documentation of Learner's orientation about the learning objectives and evaluation of their development				
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	Documentation of conference with the learners about their development				
3. Learners can keep track of their progress in the program.	Learner's checklist of competencies with remarks of adviser and parent				
<b>IV. Supervision of Homeroom Guidance Implementation</b>					
1. A clear Monitoring Plan (Guidance Counselor/Designate and School Head) before the start of the program is evident.	Monitoring Plans of School Head and Guidance Counselor/Designate				





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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery.	Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool				
4. Monitoring results are utilized to improve the program delivery.	Matrix of Monitoring Results and the action taken				
5. Proper coordination, planning and corrective feedback system are being enforced.	Minutes of the Meeting and Post Conference documentation				
6. Capacity building for HG is being conducted.	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
<b>V. Administrative Concerns</b>					
1. Orientation for learners and their parents is conducted by the School before the start of School Year.	Documentation of learners and parents orientation (e.g. attendance sheet, photos, etc.)				
2. An adequate budget is allotted for HG expenses	Approved budget vs Financial Report of HG (e.g. materials, training expenses, etc.)				
3. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers of HG.	Inventory of supplies and materials vs utilization				
4. The learning modality is appropriate and conducive for the conduct of the program.	Number of learners in each learning modality				
5. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
6. Correct reports are submitted.	Mid-year and year-end reports by the school				
7. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				



