

Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY DM 2021 - 67 - 344

RELEASED

DATES LL D STIMBEL

BY:

DIVISION MEMORANDUM No. ッタイ , 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

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. Ebora**, SEPS SMME at 09368467029 or edelina.ebora@deped_gov.ph.

Enclosed: As stated

SGOD/SMME/Lynne



Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094 Email: Malaybalay.city@deped.gov.ph



Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

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



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	AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
2.	Monitoring Plan is properly	Documentation of the actual				
	implemented.	monitoring results	ļ		<u> </u>	
3.	Monitoring results are discussed	Minutes of Meeting with the				
	with the concerned personnel so as	concerned personnel and the				
	to encourage actions needed to	accomplished HG Monitoring Tool		ļ		
	improve the program delivery.		<u> </u>			
4.	Monitoring results are utilized to	Matrix of Monitoring Results and the				
	improve the program delivery.	action taken	ļ			
5,	Proper coordination, planning and	Minutes of the Meeting and Post	ļ			
i	corrective feedback system are	Conference documentation				
	being enforced.		1			
6.	Capacity building for HG is being	Documentation of teachers and	1			
	conducted.	personnel training with the attached		ļ	1	
		utilized budget and recorded training				
	Administrative Concerns					
1.	Orientation for learners and their	Documentation of learners and parents				
	parents is conducted by the School	orientation (e.g. attendance sheet,				
	before the start of School Year.	photos, etc.)				
2.	An adequate budget is allotted for	Approved budget vs Financial Report				
	HG expenses	of HG 9e.g. materials, training				
		expenses, etc.)				
3.	Materials and relevant supplies	Inventory of supplies and materials vs				
ļ	(online of printed learning	utilization			1	
Ì	materials) are available for the		•			
1	learners and teachers of HG.				ŀ	
4.	The learning modality is	Number of learners in each learning				
	appropriate and conducive for the	modality		1		
1	conduct of the program.		ĺ			
5.	Duties and responsibilities of	Documentation of orientation for the				
-	personnel are clearly defined.	personnel and teachers				
6.	Correct reports are submitted.	Mid-year and year-end reports by the				
	<u>-</u>	school				
7.	Issues and concerns based on the	Matrix of issues and concerns from the				
1	reports are acted upon.	reports and actions taken				



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Enclosure 2: SUMMARY OF RESULTS

Write the total number of checks per area and identify those that are not evident and evident but inadequate which merit actions to be taken.

AREAS TO BE MONITORED	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE		
Curriculum Implementation and Compliance		·				
II. Delivery Process						
III Evaluation of Learner's Development						
IV Supervision of Homeroom Guidance Implementation						
V. Administrative Concerns		""				

AREAS NOT EVIDENT/EVIDENT BUT INADEQUATE To be filled up by Monitor	ACTIONS TO BE TAKEN To be filled-up at the Conference by School Head with the HG Implementer	ACCOUNTABLE PERSON & POSITION	FOLLOW UP Date: Indicate whether actions to be taken are Implemented or Not Implemented in the next monitoring
Ex. Curriculum Guide is being followed properly.	Ensure that CG will be followed properly	Juan dela Cruz, School Head	
Ex. Issues and concerns based on the reports are acted upon	To draft an action plan addressing the issues and concerns from the reports		

that my signature does not necessarily indicate agreement, but acknowledges receipt of the report, and that I may respond to any and all issues contained in this evaluation.

School Head:

Signature over printed name

Date:

Signature over printed name

This certifies that the monitoring and evaluation results have been discussed with me. I understand