



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

DM 2023-11-469
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 NOTED BY: 7 2023 TIME: 3:22

DIVISION MEMORANDUM

No. 469, s. 2023

To: Assistant Schools Division Superintendent
 Chief Education Supervisors- CID and SGOD
 Public Elementary and Secondary Schools
 All Others Concerned
 This Division

FROM: ✓ CHERRY MAE LIMBACO- REYES
 Schools Division Superintendent *gm*

DATE: November 6, 2023

SUBJECT: EVALUATION OF STAR CLASSROOMS AND STAR SCHOOLS

1. Pursuant to the Mission of the Department of Education which is to nurture a child. - friendly, gender-sensitive, safe, and. motivating environment and to ensure an enabling and supporting environment for effective learning to happen and in consonance with the Guidelines of the 2023 Brigada Eskwela, this Office informs the field on the Evaluation of Star Classrooms and Star Offices.
 2. This program aims to; a. Create an enabling environment in classrooms and schools 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. In view of this, the Public Schools District Supervisors, and School Heads shall conduct an onsite monitoring and evaluation of the schools and classrooms using the tools attached in Enclosure 1 and 2. Each district will choose its top fifteen (15) star classrooms for elementary; and top four (4) star classrooms for secondary except for District 3 which has fourteen (14) slots for secondary. For the star schools, the top three (3) will be selected in each district, except Districts 3 and 4 which will be fused as 1 district. Results of the evaluation shall be submitted on or before November 20, 2023, to this email address, sharonmae.bongocan001@deped.gov.ph.
2. Queries related to this can be relayed to Sharon Mae A. Bongocan, Education Program Supervisor at 09359357158.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph





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

Template for the Summary of Results for STAR CLASSROOM

For Elementary:

| No. | Name of Teacher | School | School Head |
|-----|-----------------|--------|-------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |

For Secondary:

| No. | Name of Teacher | School | School Head |
|-----|-----------------|--------|-------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

Template for the Summary of Results for STAR SCHOOL

| No. | Name of School | School Head |
|-----|----------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



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

STAR CLASSROOM MONITORING TOOL
SY 2023-2024

Teacher: _____ Grade Level: _____ District: _____
 School: _____ School Head: _____
 Date Evaluated: _____ PSDS: _____

| No. | INDICATORS/ CRITERIA | Compliant to 100% of the Criteria ★ ★ ★ | Compliant to 75 % of the Criteria ★ ★ | Compliant to 50 % of the Criteria ★ | Non - Compliant 0 Star |
|-----|--|--|--|--|---------------------------|
| 1. | Physical Overall Appearance of FRONT, BACK, and SIDE WALLS <ul style="list-style-type: none"> • <i>Clean and neat, and painted based on the standard color scheme for DepEd</i> -<i>Interior Wall (concrete) Latex interior beige (wood) Ode interior beige</i> -<i>Railing and Baseboards painted with Palmyra green/ matcha</i> • <i>Bare and Free from unnecessary artwork, decorations, tarpaulins, and posters at all times</i> • <i>Free from vandals, dirt and breakage</i> | | | | |
| 2. | Painted Ceiling <ul style="list-style-type: none"> • <i>(Concrete) Painted with Flat White</i> • <i>(Wood) Painted with Flat wall enamel white</i> • <i>Neat and clean; no murals and paintings</i> • <i>No breakage, holes, and damages</i> | | | | |
| 3. | Door <ul style="list-style-type: none"> • <i>Painted with Palmyra green/ Matcha</i> • <i>With Label/ Sign Board- Preferably One School Design</i> • <i>Presence of Updated Teacher's Program; Class Program</i> • <i>Framed or mounted name of Grade level and section</i> | | | | |
| 4. | Windows <ul style="list-style-type: none"> • <i>valance-style window curtains only (optional)</i> • <i>no boards, posters, or cabinets covering the windows</i> • <i>(wooden) no deteriorated window panel</i> | | | | |



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



| | | | | | |
|-----|--|--|--|--|--|
| | <ul style="list-style-type: none"> • (glass) no missing or broken window/ glass blades/panels | | | | |
| 5. | Chalkboards/ White Boards (Attendance of Learners written at the upper right side of the chalkboard) <ul style="list-style-type: none"> • Curtain (Optional)-plain or printed with cool & light colors and properly installed • Presence of chalk ledge • With appropriate lines and height suited for the grade level | | | | |
| 6. | Floors <ul style="list-style-type: none"> • Free from dirt and rubbish • Safe from sliding/ slipping Shoe/ Slipper Rack <ul style="list-style-type: none"> • Clean and organized • Presentable | | | | |
| 7. | Teacher's Table <ul style="list-style-type: none"> • presence of Seat Plan • Neat and clean • With varnished/ painted with earth color | | | | |
| 8. | Deped Forms <ul style="list-style-type: none"> • Properly filled up School Forms 1,2,3,6,7,8,9 and 10 | | | | |
| 9. | Other Forms <ul style="list-style-type: none"> • Updated DLLs/ DLPs • Teachers Guide, MELC, Learner's Materials, • Individual Learner's Plans | | | | |
| 10. | Learning Resources Available <ul style="list-style-type: none"> • Cabinet/ Divider for IMs labeled -at least 1 or 2 • no extra furniture (bed, sofa, sala set) inside the classroom | | | | |
| 11. | Learners/ Students Performance Result <ul style="list-style-type: none"> • Phil Iri Result/ Reading Performance • Rapid Math Assessment (RMA) • CRLA (grades 1 to 3) • Diagnostic Test Result • Grading Sheets | | | | |
| 12. | Uniform Segregated Trash Cans -at least 3 outside the Rooms <ul style="list-style-type: none"> • properly labeled; should be near the comfort room • Neat and clean • With cover; not broken | | | | |
| 13. | Functional Comfort Room <ul style="list-style-type: none"> • Neat & clean with handwashing facility, soap, water • Presence of pail and dipper • With sanitary pads and garbage cans labeled for used sanitary napkins) for grades 4-12 • Odor-free • Well-lighted and ventilated | | | | |



| | | | | | |
|------------------------------|---|--|--|--|--|
| 14. | Adequate Ventilation & Lighting Facility <ul style="list-style-type: none"> organized electrical fixtures, no spaghetti-like hanging wires Bulbs and fluorescent lamps are functional | | | | |
| 15. | Armchairs/ Tables/ Chairs <ul style="list-style-type: none"> free from vandals and scratches no damage and breakage clean, varnished, or painted with cool and earth colors Arranged well as to the comfort of learners/ students | | | | |
| 16. | Plants inside the room <ul style="list-style-type: none"> Small potted plants can be placed on top of available cabinets and tables | | | | |
| 17. | Divan/ Box <ul style="list-style-type: none"> Cleaning materials are properly stored; neatly arranged and organized Presentable | | | | |
| 18. | Health Corner <ul style="list-style-type: none"> Water jug, galloons, glasses, and plates are neatly arranged Health kits organized Neat and clean; free from dirt and stains | | | | |
| 19. | The class-assigned area outside the room (front, side, and back) <ul style="list-style-type: none"> with flowering plants clean and well-maintained free from hazards | | | | |
| 20. | Physical Arrangement/ Over-all Appearance of Classroom <ul style="list-style-type: none"> Clean and organized shows color harmony, depicts calmness not overcrowded with unnecessary things clear from other unused items for disposal | | | | |
| Number of Stars | | | | | |
| Total Number of STARS | | | | | |

Legend: 51-60 = 3 stars

34-50 = 2 stars

11-33 = 1 star

0-10 = 0 star

Evaluated by:

Name and Signature

Name and Signature

Name and Signature



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph





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

STAR SCHOOL MONITORING TOOL
SY 2023-2024

School: _____ School Head: _____
 Date Evaluated: _____ District/PSDS: _____

| No. | INDICATORS/ CRITERIA | Compliant to 100% of the Criteria ★ ★ ★ | Compliant to 75 % of the Criteria ★ ★ | Compliant to 50 % of the Criteria ★ | Non - Compliant 0 Star |
|-----|--|--|--|--|---------------------------|
| 1. | The School's overall physical appearance is attractive <ul style="list-style-type: none"> • <i>Surroundings are well-maintained, clean, and painted, lawns are mowed, and with ornamental plants</i> | | | | |
| 2. | School Fence and Gate <ul style="list-style-type: none"> • <i>Painted preferably with pastel blue and lemon yellow</i> • <i>Clean and free from dirt, grime, and mold from the surface</i> • <i>Maintain adequate clearance between the plants and the wall</i> • <i>Damaged sections are repaired; no cracks or dents</i> • <i>Hardware such as hinges and latches functions correctly</i> | | | | |
| 3. | School Buildings <ul style="list-style-type: none"> • <i>Roofs be painted with Foam Green; clean and free from shrubs</i> • <i>Doors painted with Palmyra Green</i> • <i>Column and Beams with Beige (light shades)</i> • <i>Exterior Wall-Beige (light shades)</i> • <i>Ceiling (suspended or slab/stair slab soffit) –White</i> • <i>Grills and Railings-Palmyra Green</i> • <i>Floor Finish (Interior and Exterior) Concrete Plain Cement Non-skid finish (Grayish color)</i> | | | | |
| 4. | School Ground <ul style="list-style-type: none"> • <i>Well-manicured/trimmed</i> • <i>Safe and free from hazards</i> • <i>Neat and clean</i> | | | | |



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



| | | | | | |
|-----|---|--|--|--|--|
| 5. | <p>School Walkways/Pathways/ Corridors</p> <ul style="list-style-type: none"> • <i>No obstructions</i> • <i>No old and dilapidated balusters and plant boxes</i> • <i>Clean and safe</i> | | | | |
| 6. | <p>School Flowerscape/ Landscape</p> <ul style="list-style-type: none"> • <i>Well cared/ maintained</i> • <i>With plants/ flowering plants</i> • <i>Depicts color harmony/ pleasing to the eyes</i> | | | | |
| 7. | <p>Garbage bins/ Solid Waste Management</p> <ul style="list-style-type: none"> • <i>Presence of three garbage bins properly labeled at the canteen, playground, multi-purpose hall, and garden.</i> • <i>Material Recovery Facility (MRF) organized</i> • <i>Compost pit for biodegradable wastes</i> • <i>No burning of waste (guided with City/ barangay ordinance)</i> | | | | |
| 8. | <p>Land Title</p> <ul style="list-style-type: none"> • <i>Land title</i> • <i>Tax declaration</i> • <i>Deed of donation</i> • <i>Contract of USUFRACT</i> | | | | |
| 9. | <p>Available fire suppression, equipment</p> <ul style="list-style-type: none"> • <i>Fire extinguishers present at the ICT room, school office, Science room, H.E, library, clinic</i> | | | | |
| 10. | <p>Drainage System</p> <ul style="list-style-type: none"> • <i>Clean and covered</i> • <i>No stagnant water</i> • <i>No broken pipes</i> | | | | |
| 11. | <p>* Safety precautions and warning signs for dilapidated buildings and structures; ongoing construction; hazardous trees, structures, and sites</p> <p>* Posted safety precautions and measures for laboratories, and other workrooms/ workplace</p> | | | | |
| 12. | <p>Clinic</p> <ul style="list-style-type: none"> • <i>With medicines, emergency kits and equipment</i> • <i>Health record of learners and school personnel</i> • <i>Health posters</i> • <i>Neat and clean</i> • <i>Well-lighted and ventilated</i> | | | | |



| | | | | | |
|-----|--|--|--|--|--|
| 13. | Contingency Plan and Evacuation Plan <ul style="list-style-type: none"> • <i>Contingency Plan properly disseminated to school personnel and stakeholders</i> • <i>Evacuation Plan posted in noticeable places</i> | | | | |
| 14. | Evacuation Areas <ul style="list-style-type: none"> • <i>There are identified classrooms and spaces that can be used as Temporary Learning Centers (TLC) during disasters and emergencies</i> | | | | |
| 15. | Trees <ul style="list-style-type: none"> • <i>Pruned</i> • <i>No electrical wirings entangled</i> • <i>Not hazardous</i> | | | | |
| 16. | Directory of Emergency Contacts <ul style="list-style-type: none"> • <i>Posted a directory of emergency contact numbers of PNP, BFP, CDRRMO, and Hospitals in noticeable places</i> | | | | |
| 17. | Emergency Kits <ul style="list-style-type: none"> • <i>First aid kits; go bags in all classrooms and offices</i> • <i>Flashlight; megaphones; stretcher</i> | | | | |
| 18. | Storage Room/ Cabinet <ul style="list-style-type: none"> • <i>Secured school records</i> • <i>Properly arranged with labels; organized</i> • <i>Logbook</i> | | | | |
| 19. | Database of Learners <ul style="list-style-type: none"> • <i>Complete and updated electronic database of learners by grade level</i> | | | | |
| 20. | Water Supply <ul style="list-style-type: none"> • <i>Safe drinking water is provided free at all times (Sanitary certificate to prove that water is safe/ potable)</i> | | | | |
| 21. | Toilets/ Comfort Rooms <ul style="list-style-type: none"> • <i>Neat and clean</i> • <i>odor-free</i> • <i>Well-ventilated and lighted</i> • <i>Presence of water, soap, and sanitary napkins</i> • <i>Garbage bins</i> • <i>Girls CR is located in a noticeable place</i> • <i>Disability ramps</i> • <i>Hygienic reminders</i> | | | | |
| 22. | Canteen <ul style="list-style-type: none"> • <i>Sanitary/ health permit</i> • <i>Neat and clean</i> | | | | |



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



| | | | | | |
|------------------------------|---|--|--|--|--|
| | <ul style="list-style-type: none"> • <i>Healthy and nutritious foods are displayed in clean, and covered containers</i> • <i>Garbage bins properly labeled</i> • <i>Hygienic reminders</i> • <i>Vendors wear hair nets, aprons, and gloves</i> | | | | |
| 23. | Gulayan sa Paaralan <ul style="list-style-type: none"> • <i>All grade levels have assigned vegetable gardens with existing plants (documents as proof of harvest)</i> • <i>Action plan</i> • <i>Accomplishment Report</i> • <i>Garbage bins</i> • <i>Water supply</i> | | | | |
| 24. | Teaching and Non-Teaching Logbook, <ul style="list-style-type: none"> • <i>Neatly and clean</i> • <i>Filled up daily</i> | | | | |
| 25. | School Uniform and ID <ul style="list-style-type: none"> • <i>All teaching and non-teaching personnel have uniforms (except for Fridays) and IDs (Worn daily)</i> | | | | |
| Number of Stars | | | | | |
| Total Number of STARS | | | | | |

Legend: 58-75 = 3 stars
40-57 = 2 stars
20-39 = 1 star
0-19 = 0 star

Evaluated by:

Name and Signature

Name and Signature

Name and Signature



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph

