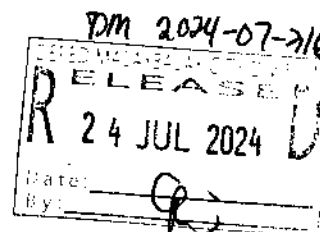




2024-96315

Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
Division of Malaybalay City

**DIVISION MEMORANDUM**No. 316 s. 2024

TO : Assistant Schools Division Superintendent  
Curriculum Implementation Division  
Schools Governance Operations Division  
All Others Concerned  
This Division

FROM :  **CHERRY MAE L. LUMBACO-REYES**  
Schools Division Superintendent

DATE : July 22, 2024

SUBJECT: **MONITORING FOR THE OPENING OF CLASSES FOR  
SCHOOL YEAR 2024-2025**

1. Relative to DepEd Order No. 09, s. 2024 on the School Calendar of Activities for the School Year 2024-2025, the Division Office personnel will monitor and extend technical assistance to ensure smooth, orderly and systematic opening of classes on July 29 to August 1, 2024.
2. This activity aims to monitor schools on the following areas:
  - a. Enrolment and School Personnel Data
  - b. Operational Plan
  - c. Learning and other Resources
  - d. Health and Safety Protocols
  - e. Issues and Concern of the school
3. Attached are the composition of the Division Monitoring Team and the Monitoring Tool for 2024 -2025 opening of classes.
4. Meals , snacks, and travelling expenses of the Division Monitoring Team shall be charged against the Division MOOE subject to the usual government accounting and auditing rules and regulations. Strictly no unnecessary preparation and excessive expenditure shall be made for this purpose.
5. Queries relative to this can be relayed to Ralph T. Quirog, CES.





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Enclosure 1 of Division Memorandum no. 316 s. 2024.

**Monitoring and Evaluation Tool**  
(OPENING OF CLASSES FOR SCHOOL YEAR 2024-2025)

This Monitoring and Evaluation Tool is intended to check/validate the various activities/preparations done by schools with regard to the opening of classes for S.Y. 2024 – 2025.

**GENERAL INFORMATION**

DISTRICT: \_\_\_\_\_ DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

SCHOOL HEAD/ POSITION: \_\_\_\_\_

**CATEGORY OF SCHOOL**

(Kindly Check) \_\_\_\_\_ Primary School \_\_\_\_\_ Elementary School  
\_\_\_\_\_ Secondary School \_\_\_\_\_ Integrated School

**Part I: ENROLMENT AND PERSONNEL DATA** : Directions: Kindly fill -out the required data.

	Data	Remarks
Enrollment (Kindly attached the enrollment per grade level)	M:    F:    T:	
Number of Teachers:	M:    F:    T:	
Number of Non-Teaching Personnel	M:    F:    T:	

**Part II: OPERATIONAL PLAN:** Directions: Please mark “/” the observed status in each item. Write your observation in the Remarks column.

AREAS OF CONCERN	Observed	Not Observed	Remarks
1. Classroom Program (posted on the door)			
2. Teachers Class Schedule (signed by the Adviser and PSDS)			
3. General School Program			





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4. Help Desk for OBE with attending school personnel			
5. Coordination with the community for security and safety			
6. Ensured that the school environment is SAFE			
7. Ensured that the school environment is CLEAN			
8. Ensured the PEACE and ORDER in the school			
9. Ensured 100% SMOKE-FREE in the school			
10. Ensured that the regular classes are going on in all grade levels			
11. Ensured that the School Teaching and Non teaching Personnel WEAR THEIR PROPER UNIFORMS and IDs			
<b>Part III: LEARNING RESOURCES</b>			
1. Availability of Learning Competencies (per teacher)			
2. Availability of Lesson Plans/DLL			
3. Existing functional ICT gadgets and internet connectivity in school			
4. Availability of SLMs			
5. Availability of Text books			
6. Availability of Chairs in the classrooms ( 1:1 ratio)			
7. Flags are not Tattered			
8. Office of the Principal is CLEAN			
9. Blackboard is ready and CLEAN			
<b>Part IV: HEALTH AND SAFETY PROTOCOLS</b>			
1. School MAP ( plywood size or 4x8ft)			
2. Signages to school facilities (CR, canteen, library, and other school facilities)			
3. Comfort Rooms are CLEAN			
4. Lightings are Functional			





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Part V: **CHALLENGES/GAPS/ISSUES**

<b>Challenges /Gaps/ Issues/Concerns</b>	<b>Action Plan</b>	<b>Suggestions/Recommendations</b>

**Best Practices ( Opening of Classes):**

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*Note: Please attached MOVs (pictures, etc.) Use another sheet if necessary*

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Monitored by: \_\_\_\_\_

CID/SGO

Conformed: \_\_\_\_\_

School Head



Enclosure 2 of Division Memorandum no. 316 s. 2024.

MONITORING SCHEDULE (July 29 to August 1, 2024)						
DISTRICT	MONITORING TEAM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	RACHEL R. VALDE	Kalasangay CS Kalasangay NHS	Dalwangan NHS Dalwangan ES	New Ilocos ES Damitan ES	Capitan Angel IS	DO
	MANNY B. PIMENTEL	Capitan Angel IS Damitan ES	Dalwangan NHS Dalwangan ES	New Ilocos ES Damitan ES	Capitan Angel IS	DO
	MARSFIFT M. MAMAWAG	Dalwangan ES Dalwanagn NHS	Dalwangan NHS Dalwangan ES	New Ilocos ES Damitan ES	Capitan Angel IS	DO
2	VIRGILIN R. PIZARRO	Kilap-agan IS Tintinaan ES	Tintinaan ES Tag ilanao ES	Kibalabag IS Manalog IS	Baganao ES Incalbog ES	DO
	FERDINAND V. MORTERA	Candiisan IS Tag-ilanao ES	Tintinaan ES Tag ilanao ES	Kibalabag IS Manalog IS	Baganao ES Incalbog ES	DO
	RIA K. ALQUIZAR	Can-ayan IS Incalbog ES	Tintinaan ES Tag ilanao ES	Kibalabag IS Manalog IS	Baganao ES Incalbog ES	DO
3	PURISIMA J. YAP	Bukidnon NHS	Sta. Ana ES Imbayao NHS Imbayao ES	Bukidnon NHS	Bukidnon NHS	DO
	ROSALIO P. ARANGCO	Bukidnon NHS	Sta. Ana ES Imbayao NHS Imbayao ES	Bukidnon NHS	Bukidnbon NHS	DO

4	EVERNOLD C. BERAL	MCCS	Casisang NHS Barangay 9 ES BCT ES	MCCS	MCCS	DO
	EDELINA M. EBORA	MCCS	Casisang NHS Barangay 9 ES BCT ES	MCCS	MCCS	DO
5	ROSIE A. SALUPADO	Casisang Central IS (Elem) Casisang CCIS (Junior)	Mabuhay IS Panamucan ES	Malaybalay City NHS Natid-asan ES	Malaybalay Senior High School Casisang CCIS ( Junior)	DO
	LIZA G. BALINTONGOG	Airport Village ES Malaybalay Senior High School	Mabuhay IS Panamucan ES	Malaybalay City NHS Natid-asan ES	Malaybalay Senior High School Casisang CCIS ( Junior)	DO
	MARIA GLADYS J. DUBLAS	San Jose ES Malaybalay City NHS	Mabuhay IS Panamucan ES NHS	Malaybalay City NHS Natid-asan ES	Malaybalay Senior High School Casisang CCIS ( Junior)	DO
6	SHARON MAE A. BONGOCAN	Magsaysay IS Bendolan ES	Aglayan CS Malaybalay CNSHS	Laguitas ES Bendolan ES Tamogawe ES	Balangbang ES	DO
	NOEL A. TAN NERY	Mapayag IS Tamogawe ES	Aglayan CS Malaybalay CNSHS	Laguitas ES Bendolan ES Tamogawe ES	Balangbang ES	DO
	LUCILYN M. CAHUCOM	Cabangahan ES Laguitas ES	Aglayan CS MALaybalay CNSHS	Laguitas ES Bendolan ES Tamogawe ES	Balangbang ES	DO

7	IMELDA S. BENTILLO	Bangcud NHS Luyungan Farm School	Padernal ES Simaya ES Binalbagan ES	Calawag ES Apo Macote NHS Apo MACote ES	Dapulan ES	DO
	JOVY G. MOLINA	Bangcud CS Padernal ES	Padernal ES Simaya ES Binalbagan ES	Calawag ES Apo Macote NHS Apo MACote ES	Dapulan ES	DO
8	ANALY L. OCIER	Linabo CS Sawaga ES	San Martin Agro Industrial NHS Isabela Ayala GES Sawaga ES	Lalawan ES Lalawan NHS Paiwaig ES	San Roque ES	DO
	ABA Q. ALLABA	San Martin Sinanglanan ES San Martin AINHS	San Martin Agro Industrial NHS Isabela Ayala GES Sawaga ES	Lalawan ES Lalawan NHS Paiwaig ES	San Roque ES	DO
9	MARIA. CONCEPCION S. REYES	Managok NHS Langasihan ES	Miglamin ES Miglamin NHS Lunukan IS	Bagong Silang ES Matangpatang ES	Maligaya ES Dumayas ES Maligaya IS	DO
	VICENTE G. SAN MIGUEL	Managok CS Matangpatang ES	Miglamin ES Miglamin NHS Lunukan IS	Bagong Silang ES Matangpatang ES	Maligaya ES Dumayas ES Maligaya IS	DO

10	DINDO M. GABALES	ST. Peter ES St. Peter NHS	Pigpamulahan ES Zamboanguita CS	Indalasa ES	Kibalabag ES	DO
	PERLITA B. BORGONOS	Silae NHS Kibalabag ES	BUSDI IS	Caburacan ES Kulaman ES	Tuburan IS	DO
	JIMDANDY S. LUCINE	Indalasa ES Mapulo ES	Mapulo ES	Silae ES	Pighalugan ES	DO

*NOTE: Assigned Monitoring shall attend the Flag Raising Ceremony on Monday July 29, 2024 on specified schools.*