



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

August 22, 2023

DIVISION MEMORANDUM

No. 220, s. 2023

**REGULAR MONITORING OF SCHOOLS ON THE OPENING OF CLASSES for  
SY 2023-2024 K to 12 CURRICULUM IMPLEMENTATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SGOD and CID Personnel  
OSDS Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In keeping with the implementation of the K to 12 Curriculum for School Year 2023-2024 particularly on compliance of schools to prescribed guidelines and activities to ensure the quality teaching and learning delivery as prescribed in DepEd Order No. 22, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the SY 2023-2024) and par. 2 of DepEd Order No.21, s. 2023 (2023 Brigada Eskwela Implementation Guidelines) the following personnel shall conduct monitoring of schools on **August 29 – September 07, 2023, 8:00 a.m. – 5:00 p.m.**

2. They will look into the school readiness on the following concerns:
- 8- Week Learning Recovery Curriculum
  - Classroom condition
  - Teacher and pupil attendance
  - Daily log / IEP (SPED)
  - Class Program
  - Other functions of teachers ( list of coordinators)
  - Other related activities
    - NLC posttest for Grade 8 and 9 learners
    - 8-week LRC pretest

3. It is being reiterated that schools shall ensure that *school grounds, classrooms and all its walls, and other facilities are clean and free from unnecessary artwork, decorations, tarpaulin, and posters at all times. Oversized signages with commercial advertisements, words of sponsorships, and/or endorsements or announcements of*

DO 31, s. 2019 DM Rev. 01



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*any kind or nature shall be taken down. Classrooms shall remain bare and devoid of posters, decorations or other posted materials. Classrooms should not be used to stockpile materials and should be clear of other unused items or items for disposal. (DepEd Order No. 21, s. 2023)*

4. Enclosed are the school assignment of the monitoring officials and monitoring tool.
5. Expenses relative to the conduct of this activity shall be charged against local funds.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. 220, s. 2023

**SCHOOL ASSIGNMENT OF THE MONITORING OFFICIALS**

<b>Team leader: SDS</b> <b>Susan S. Collano</b>	<b>Team leader: ASDS</b> <b>Cecil C. Ferro</b>	<b>Team leader: CID</b> <b>Chief Anna Liza F. Abuloc</b>	<b>Team leader: OIC-SGOD</b> <b>Chief Michael Del Rosario</b>
<b>Corazon Fatima Silerio</b> <b>Josefina DLC Solis</b> <b>Elvin Monroy</b> <b>Jarme Taumatorgo</b>	<b>Herman E Bobis</b> <b>Noel Balares</b> <b>Ma. Teresita Rentoy</b> <b>Rhea Samino</b>	<b>Eduardo Laureles</b> <b>Rudyard Balacano</b> <b>Cesar Arriola</b> <b>Emma Naguna</b>	<b>Jobert Narvadez</b> <b>Joseph Condono</b> <b>Joel Sebastian</b> <b>Vilma S. Cueto</b>
NCSAT	Calauag ES	Del Rosario ES	Rosario V. Maramba ES
Sabang ES	Dr. Domingo G. Abcede ES	Del Rosario NHS	Pacol ES
Mac Mariano ES	Mabolo ES	Villa Corazon ES	Leon Q. Mercado HS
Naga City Science HS	Tabuco Central School	Concepcion Grande ES	Grand View ES
Tinago Central School	Triangulo ES	Julian B. Meliton ES	Teodora Moscoso ES
Tinago NHS	Jose Rizal ES	Concepcion Pequena NHS	Morada-Ramos ES
Naga Central School I	Sta. Cruz ES	Villa Grande Homes ES	Carolina ES
Naga Central School II	Sta Cruz High NHS	San Rafael ES SPED C	Carolina NHS
Camarines Sur NHS	Don Manuel I. Abella CS	Balatas ES	Panicuason ES
Naga City SPED Center	Cararayan NHS	Balatas HS	San Isidro ES
	Mabolo NHS		San Isidro NHS
			Yabu Elementary School

Note: All Public Schools District Supervisors shall focus on their respective schools.

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Enclosure No. 2 to Division Memorandum No. 220, s. 2023

**MONITORING TOOL ON THE OPENING OF CLASSES  
SCHOOL YEAR 2023 – 2024**

*(This is a monitoring tool to be used by supervisors and other DFTATs assigned to oversee the preparations of 42 public schools for the opening of SY 2023 – 2024)*

Name of School: \_\_\_\_\_ Date Monitored: \_\_\_\_\_  
Name of School Head: \_\_\_\_\_ Position: \_\_\_\_\_

Instruction: Put a check ( ✓ ) mark on the column that corresponds to the monitoring assessment results based on the following criteria:

ASSESSMENT CRITERIA	Evident	Partially evident	Not evident	REMARKS
<b>A. Conduct of Scheduled Assessments:</b>				
1. 8-week LRC pretest				
2. NLC/EOSY Break Activity posttest for learners				
<b>B. Classroom Condition</b>				
1. Walls are free from unnecessary artworks, posters, decorations or other posted materials				
2. School grounds are clean				
3. No Tarpaulins hanging on the walls, fences or in other school vicinity				
4. Classrooms are free from unused materials or items for disposal				
5. There are only 1 or 2 cabinets in the classrooms				
6. Only 1 table at the back of the classroom				
7. Classrooms has no partitions for resting area or other purposes				
8. Windows are clean and no curtains that will obstruct the free flow of air				
<b>C. Classroom management and supervision (for PSDSs monitoring )</b>				
1. Principal, Teacher and Pupil attendance				
2. Teachers Daily log /IEP (SPED)				

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3. Class Program				
4. Class Record				
5. Azatids and Pupil attendance				
6. MEP Modified Lesson Plan				
7. List of learners per level				
8. Other functions of teachers - list of coordinators - (K-3 teachers must be free from other tasks or if cannot be avoided be given only one light Coordinatorship)				
9. Other Observations, Issues and concerns:				
<b>OTHER OBSERVATIONS, ISSUES and CONCERNS</b>	<b>IMMEDIATE ACTION TAKEN</b>		<b>NEEDED TECHNICAL ASSISTANCE FROM SDO</b>	

Monitoring official/s:

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Attested by:

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

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