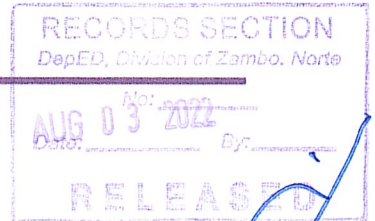




Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum  
 No. 289s. 2022

TO : Assistant Schools Division Superintendents  
 Chief Education Supervisors  
 EPSs/PSDSs/SEPSs/Section/Unit Heads  
 School Heads, Public Elementary & Secondary Schools  
 Teaching and Non-Teaching Personnel  
*All Others Concerned*

FROM : **VIRGILIO P. BATAN JR.**, CESO VI  
 Schools Division Superintendent

SUBJECT : **OPENING OF S. Y. 2022-2023 SCHOOL MONITORING**

DATE : August 1, 2022

1. In view of the conduct of school activities like the Brigada Eskwela, & Oplan Balik Eskwela 2022 leading to the opening of classes, SY 2022-2023 on August 22, 2022, this Office announces the conduct of a division-wide school readiness monitoring from **August 15-September 2, 2022**.
2. Attention is invited to the following enclosures, to wit:
  - i.) Enclosure 1: School Opening Monitoring Plan
  - ii.) Enclosure 2: SY 2022-2023 School Readiness Monitoring Tool
3. To ensure that the division monitors and the district counterparts represented by the PSDSs/PICDs and/or district M&E Coordinators are fully oriented of this monitoring mechanism, an online pre-monitoring orientation shall be done on **August 9, 2022 @ 1:30 PM** thru [meet.google.com/ozi-vaye-fjb](https://meet.google.com/ozi-vaye-fjb).
4. Strict observance of the health and safety protocols is enjoined by all concerned in the entire duration of the monitoring activity.
5. Expenses for travel incurred by all concerned shall be chargeable against division/school local funds, subject to the usual accounting and auditing rules and regulations.
6. Wide dissemination of this Memorandum is desired.

WHI/MEMORANDUMDIVISIONWIDESCHOOLMONITORING/SGOD-SMME-032-08012022

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 O-pportunities to  
 R-e-engineer for  
 T-ransformation &  
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Enclosure 1:

**SY 2022-2023 SCHOOL OPENING MONITORING PLAN**

- I. Objective:** To monitor the readiness of schools for the Brigada Eskwela, Balik Eskwela, and provide technical assistance to schools relative thereto facilities in the new normal SY, as well as crucial resources to be
- II. Scope:** 60 district schools
- III. Monitoring Target:** At least 70 % of district schools be monitored and given TA
- IV. Planned Output :** School Readiness Report submitted/reported to the EXECOM  
On a weekly basis
- V. Monitoring Period :** 3 weeks  
**Inclusive dates:** August 15 to September 2, 2022
- VI. Data gathering modes:** 1. Administration of monitoring tools in hard or soft copies/  
2. Online Reporting of consolidated data and reports

**VII. Composition of Division Monitoring teams and the Assignment of Districts**

ASSIGNED DISTRICTS	CID COUNTERPART	SGOD COUNTERPART
POLANCO II, III, SERGIO OSMEÑA I, II, III	LEYNIE BOY G. BELLINO	ROBERT I. POCULAN III JED NIEVES
PIÑAN, MUTIA, RIZAL, SIBUTAD, LA LIBERTAD	ANTONIO R. LIAO	VICENTE RAMON SUAREZ LAISA MADEL M. CINCHES
POLANCO I, KATIPUNAN I, II, III, IV	ANITA D. SUBEBE	JESSICA L. CABURATAN GLINDA C. OCA
ROXAS I, II, III, MANUKAN I, II	FE B. GEBONE	EUNICE D. JANOLINO JOSEPH L. PANTOJA
MANUKAN III, PONOT I, II, NORTH SINDANGAN I, II,	MICKREL N. DULLER	WILSON H. INDING HAZEL J. RANJITH
SINDANGAN CENTRAL I, II, III, SINDANGAN SOUTH I, II	GRACE T. DELA CRUZ	MA. GINA M. CHIONG DR. SONIA Y. UY
SIAYAN I, II, III, BACUNGAN I, II	ARCELITA B. ZAMORAS	JOY MARIE O. LABOG JOSEPHINE U. DANO

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SALUG I, II, III, GODOD I, II, LILOY I,	EVELYN C. LABAD	ENGR. DAVE PATIGAYON GIPAREL B. ELUMBA
LILOY II, III, TAMPILISAN I, II, KALAWIT I, II	ARTHURO J. LAMDAG	ETHYL KIMBERLY S. LABADAN NICOLLETTE RIA E. TANGON
LABASON I, II, III, GUTALAC I, II, BALIGUIAN,	NILDA Y. GALAURA	JESSIE E. ELACAN HORLITA D. BALAIS DR. CHERYL V. OCUPE
SIOCON I, II, III, SIRAWAI I & II, SIBUCO I & II	JALDERITA A. DUBLICO	LEONIDO A. PAMPILO JR. NEORIENTE FERRER


**VIII. WHEREWITHAL**

1. Authority to Travel shall be prepared by the Brigada Eskwela/OBE Focals.
2. Reservation of Service Vehicles shall be done at the instance of each monitoring team.
3. Each team is encouraged to bring own baon, and possibly extra belongings in case of overnight/extended stay in a certain district.
4. District nurses should accompany the team in order to cover health and wellness concerns.
5. In case any of the following SDO personnel is not available during the day of visit, the PSDS/PICD shall assign a school head, district M&E Coordinator, or any district personnel to take the place of absent SDO personnel and form part of the monitoring team.

Prepared by:

  
**WILSON H. INDING**  
 SEPS, SMM&E

Recommending Approval:

  
**JOY E. LETRAN-SINGSON, EMD**  
 Chief Education Supervisor, SGOD

01 AUG 2022

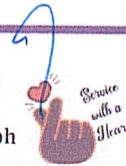
APPROVED:

  
**VIRGILIO P. BATAN JR., CESO VI**  
 Schools Division Superintendent

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School: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_

District: \_\_\_\_\_  
 Date of Monitoring: \_\_\_\_\_

**OPENING OF S.Y. 2022-2023**  
READINESS OF SCHOOL CHECKLIST

**Instruction:** Except 1.1.1 and 1.1.2 wherein you need to enter values in the blocks, put ✓, if the indicated provision is present/complied, X, if not present/, or -, if the provision is NA or claimed to be present but not functional/ascertained. Accordingly, pls. indicate data under the remarks column.

DOCUMENT/ITEM/INDICATOR		✓/-/X		REMARKS					
<b>1. LEARNING RESOURCES</b>									
1.1.1. Portfolio of MELCs									
Grade	No. of enrollees	Eng	Fil	Math	Sci	AP	MTB- MLE	EsP	MAPEH
Kinder garten									
1									
2									
3									
Grade	No. of enrollees	Eng	Fil	Math	Sci	AP	TLE/ EPP	EsP	MAPEH
4									
5									
6									
7									
8									
9									
10									
11									
12									
1.1.2.a. Self- Learning Modules (SLMs)									
Grade	No. of enrollees	Eng	Fil	Math	Sci	AP	MTB MLE	EsP	MAPEH
Kinder									
1									
2									
3									
Grade	No. of enrollees	Eng	Fil	Math	Sci	AP	TLE/ EPP	EsP	MAPEH
4									
5									
6									
7									

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8									
9									
10									
11									
12									

1.1.2.b. Learning Activity Sheets (LAS)

Grade	No. of enrollees	Eng	Fil	Math	Sci	AP	MTB/ MLE	EsP	MAPEH
Kinder									
1									
2									
3									
Grade	No. of enrollees	Eng	Fil	Math	Sci	AP	TLE/ EPP	EsP	MAPEH
4									
5									
6									
7									
8									
9									
10									
11									
12									

1.1.2.c. Digitalized learning package (radio/video)

Grade	No. of enrollees	Eng	Fil	Math	Sci	AP	MTB/ MLE	EsP	MAPEH
Kinder									
1									
2									
3									
Grade	No. of enrollees	Eng	Fil	Math	Sci	AP	TLE/ EPP	EsP	MAPEH
4									
5									
6									
7									
8									
9									
10									
11									
12									

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1.2. District Learning Resource Hub (Package of Learning Resources per desktop) – <i>applicable only for central school or center of the district</i>											
1.3. Individual Performance Monitoring Plan a. For Principal over the teachers b. Teachers over the learners											
1.4. Instructional Supervisory Plan for School Heads											
1.5. Integration of Curricular Activities in the SIP											
1.6.1 Copy of approved SIP 2022-2025											
1.6.2. copy of approved AIP (using the enhanced template, with quarterly targets)											
1.6.3. copy of BE-LRCP SY-2022-2023											
1.7. Available of communication system/virtual learning platforms											
1.8. Learning Plan of teachers with PROPEL notation ( at least for 1 <sup>st</sup> week of classes )											
<b>2. FINANCIAL RESOURCES</b>											
2.1. updated MOOE allotment	Date of Latest MOOE download: _____ Amount: _____										
2.2. latest MOOE liquidation portfolio											
2.3. evidence of MOOE utilization seen											
2.4. support from LGU/other partners, if any 2.4.1. Barangay 2.4.2. Municipal 2.4.3. Provincial 2.4.54. Other/private partner	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Type (cash/in kind)</th> <th style="width: 30%;">Amount/Quantity</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Type (cash/in kind)	Amount/Quantity								
Type (cash/in kind)	Amount/Quantity										
2.5 monetary donations from PTA/alumni											
2.6. proceeds from IGP/fund-raising											
<b>3. HUMAN RESOURCES</b>											
3.1. enrolment	<i>Total no. of enrollees</i>										
3.2.1. No. of teachers	<i>Present: ___ Absent/On leave : ___</i>										
3.2.2. No. of non-teaching personnel	<i>Present: ___ Absent/On leave : ___</i>										
3.3. Presence of School Head	<i>Check his/her status:</i> <i>TIC: ___ SH: ___ Principal: ___</i> <i>Cluster head: ___ PICD: ___</i>										
<b>4. PHYSICAL</b>											
4.1. classroom	<i>Other features:</i>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Key Indicators</th> <th style="width: 20%;">✓/x</th> </tr> </thead> <tbody> <tr> <td>1. structured for the new normal</td> <td> </td> </tr> <tr> <td>2 well-maintained (repainted/repaired)</td> <td> </td> </tr> <tr> <td>3. functional built-in CR and washing facility</td> <td> </td> </tr> </tbody> </table>	Key Indicators	✓/x	1. structured for the new normal		2 well-maintained (repainted/repaired)		3. functional built-in CR and washing facility				
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1. structured for the new normal											
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4. with health and safety kits/provisions		
5. with greeneries		
4.2. functional biometrics/digital		
4.3. active logbooks		
4.4. AWA plan, if any		
<b>4.5 Transparency Board</b> a. <i>its provision is strategically located</i> b. <i>contains CDR for MOOE spending</i> c. <i>contains pertinent financial reports( e.g. financial report about project implemented, or activity undertaken, IGP financial statement, PTA's, school donations report, if any.)</i>		
4.6. Provisions for health and safety		Where found? ( ✓/x)
1	Health barriers	
2	Alcohol/hand sanitizer	
3	Thermal scanner	
4.	Foot bath	
5.	Health signage	
6.	Buffer face mask/face shield	
7.	Vitamin C/first-aid supplies	
8.	Screening area being established	
4.7. School ground is properly cleaned/maintained		
4.8. school security provisions are evident		
4.9. emergency contacts/signages clearly/visibly posted		
5.0 updated bulletin of information for clients/teachers		
5.1. signage for Quality Policy Statement (QPS) is pegged.		
5.2. readable Citizen's Charter		
5.3. rehabilitated flag pole with hanged flag		
5.4. rehabilitated school signage at the entrance or at the conspicuous place outside the campus		
5.5 OBE help desk is operative		
<b>Other Information/Findings</b>		
1.		
2.		
3.		

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**GENERAL FINDINGS**

- 1.
- 2.
- 3.

**RECOMMENDATIONS**

- 1
- 2
- 3

Prepared by:

\_\_\_\_\_

Conformed :

\_\_\_\_\_

\_\_\_\_\_

School Principal

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