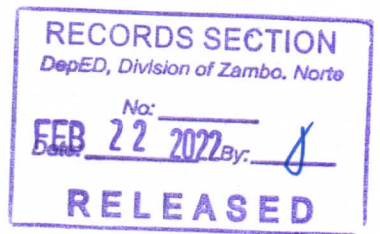




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum

No. 74 s. 2022

To: Assistant Schools Division Superintendents
Chief of SGOD & CID
Public School District Supervisors/ PICD
School Heads of Identified Pilot Schools
All Other Concerned

From:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: Monitoring on the Utilization of the Program Fund for Establishment of School-Based Teen Centers (SBTC)

Date: February 21, 2022

1. In line with the Division Memorandum No. 384 series of 2021 titled, "Establishment of School-Based Teen Centers", this office announces the conduct of monitoring and evaluation on the utilization of program support fund for the establishment of school-based teen centers in identified pilot secondary schools on **March 17-21, 2022**.
2. The Division ARH Focal and Youth Formation Coordinators are tasked to lead the monitoring activity. All concerned are required to refer to the attached SBTC Development Monitoring Checklist for areas to monitor. Please see attached monitoring schedule.
3. Kindly contact the Division Youth Formation Coordinator through e-mail: yfs.zdn@deped.gov.ph or 09190915435 for any concern or clarification.
4. Compliance of this Memorandum is directed.

SGODYFS-jlp-ekbsl-lmmc/Monitoring of SBTC/DivMemo004-2022/02212022

N-avigating
O-pportunities to
R-eengineer for
T-ransformation &
E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
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with a
Sense of Urgency"



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Enclosure 01 of Division Memorandum No. 74, s. 2022

SCHEDULE OF MONITORING ACTIVITY

Purpose: Monitor utilization of Program Support Fund for the Establishment of School-based Teen Center and mental health and psychosocial support activities

Date	Congressional District	Schools to be monitored	Monitoring Team
March 7, 2022	3	Malayal NHS, Sibuco NHS	Vicente Ramon C. Suarez Laisa Madel M. Cinches Ethyl Kimberly S. Labadan Neoriente A. Ferrer
March 8, 2022	3	Siay Integrated School, Sirawai NHS	Vicente Ramon C. Suarez Laisa Madel M. Cinches Ethyl Kimberly S. Labadan Neoriente A. Ferrer
March 9, 2022	3	Balas NHS, Mamawan NHS, Baliguian NHS	Vicente Ramon C. Suarez Laisa Madel M. Cinches Ethyl Kimberly S. Labadan Neoriente A. Ferrer
March 10, 2022	3	Compra NHS, Galingon NHS, Kalawit NHS	Vicente Ramon C. Suarez Laisa Madel M. Cinches Ethyl Kimberly S. Labadan Josephine U. Dano
March 14, 2022	3	Talinga NHS, Bacong NHS, Godod NHS	Vicente Ramon C. Suarez Laisa Madel M. Cinches Ethyl Kimberly S. Labadan Josephine U. Dano
March 15, 2022	2	Ponot NHS, Siayan NHS, Dumalogdog NHS, Sindangan NAS	Vicente Ramon C. Suarez Laisa Madel M. Cinches Joseph L. Pantoja Ma. Gina M. Chiong
March 16, 2022	2	Bartolome Aripal NHS, Sitog NHS, Moliton NHS	Vicente Ramon C. Suarez Laisa Madel M. Cinches Joseph L. Pantoja Jessica L. Caburatan
March 17, 2022	1	San Pedro NHS, San Isidro NHS	Vicente Ramon C. Suarez Laisa Madel M. Cinches Joseph L. Pantoja
March 21, 2022	1	Rizal NHS, Sawang NHS, La Libertad NHS, Mutia NHS	Vicente Ramon C. Suarez Laisa Madel M. Cinches Joseph L. Pantoja





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SBTC Coordinator: _____ Gender: _____
 District: _____ School: _____ School ID: _____
 School Year: _____ Date Accomplished: _____

SCHOOL-BASED TEEN CENTER DEVELOPMENT MONITORING CHECKLIST
(Division Memorandum No. 384, s. 2021)

Instruction: Check the box which corresponds to the actual implemented activities and supply additional information as necessary.

SBTC ESTABLISHMENT/ IMPLEMENTATION

- Fund utilization is in accordance with the approved WFP/ Program of Expenditure
 Remarks: _____

✓ (X)	Center readiness	Remarks
	Furniture (control desk, chairs)	
	Fixture (cabinet, counseling cubicle)	
	Mental health & Psychosocial support activity	
	Art materials	
	Music equipment	
	Recreational sports equipment	
	Health session and advocacy	
	Printed IEC materials, teen guides	
	Teen center services poster	
	Health education poster	

- Financial report submitted and liquidated
 Remarks: _____
- Stakeholder partnership/support
 Remarks: _____

SBTC ORGANIZATION STRUCTURE & TOR

- SBTC Organization Structure

✓ (x)	Committee	In-Charge/ Lead
	SBTC Management	
	SBTC Operation	
	Advising/Counseling/Referral	
	Teen center activities	
	Youth Peer Advocates	
	Volunteers/ Partnership	

Remarks: _____

- SBTC Services defined

✓ (x)	Indicator
	Advocacy/Education / Youth Health sessions
	Advising/Counseling
	Referrals
	Recreational activities
	Academic enhancement/ peer tutorials





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Remarks: _____

SBTC OPERATION

- SBTC Processes defined

✓(x)	Indicator	Remarks
	Establish SBTC service hours	
	Establish SBTC user/client policy	
	Establish advising/counseling (process flow)	
	Establish <i>referral</i> mechanism (process flow)	
	Establish volunteer/ peer advocacy (IEC) policy	

- Planning, documentation and record keeping

✓(x)	Indicator	Remarks
	Activity plan and schedule	
	Report of activity completed	
	Record of SBTC users/client	
	Record of user's/client feedback	
	Update of SBTC operation to school management	

SBTC Activities

Program	Implemented Activities	Upcoming activities
ARH		
MHPSS		
NDEP		

SBTC USER PROFILE

SBTC service area: _____
 School Enrollment: _____ Total _____ Male _____ Female
 Number of clients served: _____ Total _____ Male _____ Female
 Cases: _____ Resolved _____ Referred to appropriate agency
 Common cases type: _____

Monitored by:

 Div. Monitoring Lead

 Div. Monitoring Member

 Div. Monitoring Member

Noted:

 SBTC Coordinator

 School Head

SGODYFS Monitoring Tool/SBTC Development Ver.001-2022/02182022

N-avigating
 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



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SUPPLEMENTAL DATA FORM

TEEN-AGE PREGNACY CASES

Indicator	Male	Female	Total Cases	Resolved within SBTC intervention	Referred to appropriate agency
Teen-age mother					
Teen-age father					

GENDER-RELATED VIOLENCE/ABUSE

Indicator	Male	Female	Total Cases	Resolved within SBTC intervention	Referred to appropriate agency
Catcalling					
Sexual violence					
Child labor (OSEC)					

MENTAL HEALTH ISSUES

Male	Female	Total Cases	Resolved within SBTC intervention	Referred to appropriate agency

Submitted by:

Guidance Counselor/ Coordinator Designate

Noted by:

School Head

