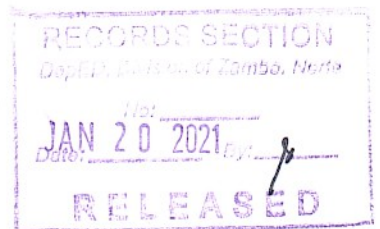




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 13 s. 2020

**TO : Chief Education Supervisors, CID & SGOD
SGOD Supervisor/SMM&E Personnel
Public Schools District Supervisors
Public Elem & Secondary School Principals
District/School M&E Coordinators
All Others Concerned**

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

**SUBJECT : 2ND QUARTER SELF-LEARNING MODULES (SLM) DISTRIBUTION,
UTILIZATION AND RETRIEVAL MONITORING**

DATE : January 15, 2021

1. To track progress in the distribution, utilization and retrieval of 2nd SLMs, and to thresh out issues and concerns therewith for immediate and responsive management action, all concerned officials are enjoined to take concerted data-gathering efforts and provide this Office accurate and up-to-date monitoring data and information relative to the subject, on a weekly basis for this month of January 2021;
2. To this effect, the School Governance and Operations Division Supervisors are expected to take the lead in this M &E activity, with the SMM&E Unit setting up the mechanism for electronic data-gathering using the tool (*attached as Annex 1*) and for data collection, consolidation and analysis by electronic means to facilitate efficient report generation and communication;
3. The Public Schools District Supervisors thru their District M &E Coordinators are enjoined to closely monitor the weekly data submission of schools. Transmission of data shall be by school thru bit.ly/zn2ndQslms ;
4. The concerned division and district personnel are encouraged to conduct district/school site monitoring, especially in SLMs drop –off and retrieval points to validate data and to gather information about the subject. Strict observance of monitoring mechanisms and health and safety protocols by the monitoring personnel during this new normal is imperative;
5. Wide dissemination of this Memorandum is desired.

SGODSMM&E-whi-2ndQSLMsmonitoring/DM 001 /01152021

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



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ANNEX 1

2nd Q SLMs MONITORING TOOL

Name of School: _____ District: _____
 Date of Monitoring: _____ Time: _____

Indicate the week Number

- Week No. 1 (January 4-8)
- Week No. 2 (January 11-15)
- Week No. 3 (January 18-22)
- Week No. 4 (January 25 -29)

I. Total Number of SLMs Needed by the School for this week : _____

II. Actual number of SLMs received from the supplier , for this week: _____

III. Questionnaire:

1. Has the school received from the supplier the necessary modules at least for a particular week on time? Yes /No
2. If yes, in what specific week/s? _____
3. If no, what might have caused the late receipt?
 - a. Late arrival of modules at the dropping point
 - b. Transportation concerns to get the modules at the pick –up/dropping point.
 - c. Late communication regarding the availability of modules at pick up point.
 - d. Affected by wholesale or group pick up of modules
 - e. Other reason, pls indicate _____
4. Are the SLMs you received in good condition? Yes or No
 If no, what is the condition ? pls specify _____

IV. SLMs Distribution

Grade Level	Enrolment Data	Number of SLMs distributed							
		Eng	Math	Sci	Fil	AP	TVL	ESP	MAPEH
K									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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11									
12									
Total									

IV. Questionnaire

In the distribution of modules to parents and guardians, which one is the usual problem encountered?

- no available or incomplete modules to be distributed to parents/guardians
- late arrival of parents/guardians to get the booklet
- lack of personnel to facilitate the distribution
- unfavorable weather condition at the time of distribution
- information to parents that the modules are already available for pick – up
- Others , pls specify: _____

2. What school-level intervention you do to address the problem?
 Pls specify shortly: _____

V. SLMs Retrieval

Grade Level	Enrolment Data	Number of SLMs retrieved							
		Eng	Math	Sci	Fil	AP	TVL	ESP	MAPEH
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
Total									

V. Questionnaire

In retrieving modules, what are the usual issues/problems encountered?

- modules are no longer in good condition
- late return of modules
- logistical concerns in retrieving modules at pick up points
- unfavorable weather condition at the time of retrieval
- no or lacking modules to distribute after parents returned the previous modules
- others, pls specify: _____

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VI. SLMs Utilization

Grade Level	Enrolment Data	Number of SLMs fully answered/utilized							
		Eng	Math	Sci	Fil	AP	TVL	ESP	MAPEH
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
Total									

Questionnaire:

What could have caused why learners do not return the SLMs or return them with incomplete or no answers at all?

- a. increasing degree of difficulty of the activities
- b. less or no more interest in SLMs answering
- c. other cause/s . pls specify: _____

What could you suggest to improve the distribution and retrieval of modules next time?

- a. modules should be available at the pick up points ahead of time
- b. increase the number of pick up and dropping points
- c. earlier completion of procurement
- d. packing of modules
- e. augmentation of personnel to distribute or retrieve modules
- f. information dissemination

Nothing follows

Follow-up Questions:

- What were the interventions done for learners who returned the SLMs with incomplete/ ~~none~~ or no answers at all?
- Were the results recorded and analyzed?
- What were the results, analysis, findings & recommendations?

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