



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



Memorandum No. 62 2022

To: Public Schools District Supervisors/ Principal In-charge of the District
Elementary and Secondary School Heads/Principals
All others concerned
This division

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

Subject: Monitoring on the Utilization of the Minimum Health Standard Fund

Date: February 11, 2022

1. In line with the Division Memorandum No. 440, series of 2021, re: The Orientation of the Utilization of the Minimum Health Standard Fund and the Setting of Schools in the New Normal, the office announces monitoring and evaluation on the utilization of Minimum Health Standard Funds downloaded to schools.
2. For this purpose, the School Management Monitoring and Evaluation and the Disaster Risk Reduction and Management Unit personnel are tasked to lead the activity and likewise administer the School Safety Assessment to visited schools, in anticipation of the Expanded Limited Face to Face Classes.
3. Please see the attached **Monitoring Tool on the Utilization of the Minimum Health Standard in Basic Education** (Annex 1)
4. Widest dissemination is desired.

Encl: **AS STATED**

SGODDRRMedj/Monitoring of the Minimum Health Standard Fund of Schools/Memo 002-02-11-22





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**Monitoring Tool for the Minimum Health Standard
in Basic Education Facilities Funds FY 2021**

District: _____

Date: _____

Name of School: _____

School Head: _____

Amount of Funds Downloaded: _____ Date Downloaded: _____

Total Amount Utilized: _____ % of Utilization: _____

Date of Liquidation: _____

For Screening Area and Classrooms:	Items	Quantity	Evident	Not Evident
	Disinfectant			
	Facemask			
	Alcohol			
	Sanitizer			
	Hand Soap			
	Footbath			
	Tissue Paper			
	Trash Bins			
	<i>Others:</i>			
For the School Clinic	Items	Quantity	Evident	Not Evident
	Medicine (Paracetamol, Betadine, Cotton Balls)			
	Forceps			
	Medical Tape			
	Gauze Bandage			
	Alcohol			
	Disinfectant & other Medical Kit Items			
	<i>Others:</i>			
Classroom Barrier and the Retrieval and Distribution of Modules:	Items	Quantity	Evident	Not Evident
	Hard Plastics & Frames			
	Fabrication of Wooden Receptacle or Hard Boxes			
	Canopy and/or Tent with attached POW			
	Fabrication of Material Recovery Facilities (MRF) with attached POW			
	<i>Others:</i>			





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Essential Equipment for Procurement:	Items	Quantity	Evident	Not Evident
	Thermal Scanner			
	Personnel Protective Gear (PPE)			
	Googles and/or Face Shield			
	Alcohol Dispenser/Sprayer			
	Disinfectant Sprayer			
	Air Purifier/Humidifier			
	<i>Others:</i>			
Conducted Activities for Support Mechanism:	Items	Quantity	Evident	Not Evident
	Virtual Mental Health Psychosocial Support Services Training for Teachers (PFA) / Psychological First Aid Capacity Building.			
	Orientation on COVID 19 Emergency.			
	School Feeding Program Activity.			
	<i>Other related activities:</i>			

Findings/Observation:

Recommendation:

Monitored by:

Conformed by:

Name of School Head/Representative

SGODDRM-SMNE/EDJ-WHEcbI/Monitoring Tool for the MHS for BE Facilities Funds/MonitoringTool-001/02-04-22

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



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Name of School Head:
School:

Date of Monitoring:
School Population:

**READINESS OF SCHOOL CHECKLIST FOR
THE CONDUCT OF LIMITED FACE TO FACE CLASSES**
(Source: DepEd-DOH JMC No.1, S. 2021)

A. Monitoring and Evaluation Checklist for Managing School Operations

DOCUMENT/ITEM/INDICATOR	√/-/x	REMARKS
1. Shared Responsibility		
1.1. School has secured support of LGUs through a resolution or a letter of support, etc.		
1.2. School has secured written consent form parents/guardians of pupils/students who will participate in the face-to-face classes.		
1.3. School has mobilized resources and support from community stakeholders to meet the standards of the health and safety protocols, proper documentation was observed.		
1.4. The School has secured the IATF Safety Seal for the Limited Face-to-Face Classes		
1.5. The school has conducted the Psychosocial Activity and Mental Health and Psychosocial Support for Learners and Teachers. (OUA-Memo-00-1121-0125)		
1.6. School has conducted simulation activities among school personnel regarding protocols and routines to be observed during the conduct of face-to-face classes evidence by proper documentation.		
2. Alternative Work Arrangement		
2.1. Alternative Work Arrangement (AWA) has been observed and the Work from home schedule was evident.		
3. Classroom Layout and Structure		
3.1. Classroom layout and structure was in accordance with the proposed standards set by the department to minimized risk of COVID-19 transmission of the learners.		
3.1.a Kindergarten maximum of 12 learners in a class		
3.1.b Grade 1-3 maximum of 16 learners in a class		
3.1.c Grade 4-6 maximum of 20 learners in a class		
3.1.d Grades 7-10 maximum of 20 learners in a class		
3.1.e Grades 11-12 maximum of 20 learners in a class		
3.1.f TVL workshop and science laboratories maximum of 12 learners in a class		

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4. School Traffic Management		
4.1. School has set-up clear and easy to understand signages, preferably in local languages. a. school Map was posted, indicating the entrance and exit points of the school; b. location of classrooms and other offices of the school.		
5. Protective Measures, Hygiene Practices, and Safety Procedures		
5.1. School has established safe entrance and exit procedures for teachers, students, non-teaching personnel, and school visitors.		
5.2. School has established a contact tracing procedure/tool for school goers and visitors.		
5.3. School has identified learners and School Personnel who are most vulnerable and with comorbidities.		
5.4. School has ensured cleanliness and proper sanitation of school facilities. (regular disinfection is evident)		
5.5. The school has mobilized the School's COVID-19 DRRM Team to ensure the proper implementation and observance of the health and safety protocols during the implementation of face-to-face classes.		
5.6. The school has established protocol in the school canteen and gate.		
6. Communication Strategy		
6.1. School has an active COVID-19 local hotline/help desk or any similar mechanism that connects and coordinates to the hospitals, testing facilities, and LGUs.		
6.2 The School has reunification Plans such as Contact Numbers of Parents/Guardians, Mapping of Learners Area of Residence.		
6.2 The School has established coordination mechanism with the Parents, LGU's or other public transport group in the mobility of learners and teachers in coming to school and going home.		
7. Contingency Plan		
7.1. School has a contingency plan for reclosing and reopening in case COVID-19 resurgence in the community. (OM-OSEC-2021-002)		
7.8 School has communicated the different protocols on the different scenarios in the event of probable, suspected and confirmed cases of COVID 19 of learners and teachers in the school		





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B. Monitoring Tool on Focusing on Teaching and Learning

DOCUMENT/ITEM/INDICATOR	√/-/x	REMARKS
1. Learning Resources		
1.1. School has secured sufficient supply of learning resources needed for the face-to-face classes. a. Ratio of textbooks to Pupil/student; b. Learning Materials (IMs, videos, story books, flashcards, etc...) are evident; c. Computer/ICT packages;		-
2. Limited Face-to-Face Classes		
2.1. Each teacher has a designed class program/s that cater both learners of the limited face-to-face classes arrangement and distance education.		
2.2. School has comprehensively profiled learners who will participate in the implementation of the face-to-face classes.		
2.3 School has ensured attendance monitoring of learners.		
2.4. Meeting/Consultation with the parents/guardians with regard to the conduct of face-to-face classes and other related tasks were evident.		
2.5.		
3. Teacher Support		
3.1. Teachers were oriented and has proper knowledge on their workload.		
3.2. Teachers were provided by the school the necessary supplies and materials for the conduct of face-to-face classes.		
3.3. Community/LGU's support to the teachers were evident.		

C. Monitoring of Well-being and Protection of Learners and School Personnel

DOCUMENT/ITEM/INDICATOR	√/-/x	REMARKS
1. Student/Pupil and School Personnel Minimum health Standards		
1.1. School has sufficient/adequate supply of PPEs for learners and school personnel: a. Alcohol dispenser; b. Handwashing facilities; c. Thermal scanner; d. Foot bath; e. Health Barriers; f. Face masks; g. Triage;		
1.2 School has daily routine for monitoring of the health of learners and school staff (Annex E <i>DepEd-DOH JMC No.1, S. 2021</i>)		
1.3 The school has set up isolation rooms for learners and school staff with flu like symptoms		
1.4 The school has established school clinic with daily officer-in-charge.		





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2. COVID-19 Case Management		
2.1. School has established a clear procedure of referral system for COVID-19 confirmed and suspected cases.		
2.2. School has a 100% vaccination of Teaching and Non-Teaching Personnel		
2.3. School has coordinated with the LGU with the implementation of School-Based immunization and other health-related services (ex. deworming, flu-vaccination, vitamins and supplements, etc...)		

D. Home-School Coordination

DOCUMENT/ITEM/INDICATOR	√/- / x	REMARKS
1. Home/Community – School Coordination		
1.1. School and LGU Emergency Response Team (BHERT) proper coordination is evident.		
1.2. School has conducted orientation on health protocols and safety measures.		
1.3. School has a designated waiting area with proper ventilation and safety signages for parents/guardians and visitors.		
DOCUMENT/ITEM/INDICATOR	√/- / x	
2. Including the Most-Marginalized		
2.1 School has identified learners who are most vulnerable and disadvantaged in terms of access to learning		
2.2 School has developed learning strategies to cater the needs of the marginalized learners		

FINDINGS:

RECOMMENDATIONS:

Prepared by:

CONFORMED:

School Principal

EdjJanWhi/SGOD-DRRM-SMME/F2FMtool/29112021

