



Republic of the Philippines  
**Department of Education**  
**MIMAROPA Region**  
SCHOOLS DIVISION OF MARINDUQUE



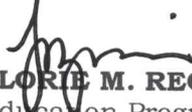
Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor, SGOD and OIC-CID  
Public Schools District Supervisors  
SGOD Personnel, In-Charge of Districts  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

For the SDS:

  
**FLORIE M. REGENCIA**  
Education Program Supervisor, Filipino  
Officer-in-Charge

SUBJECT: **MONITORING AND EVALUATION OF THE SY 2023-2024 OPENING OF CLASSES**

DATE: August 23, 2023

1. Pursuant to Regional Memorandum No. 111 s. 2023 titled **Monitoring and Evaluation of the SY 2023-2024 Opening of Classes** from the Office of Regional Director Dr. Nicolas T. Capulong dated August 16, 2023, this Office informs the field of the Joint Monitoring and Evaluation of SY 2023-2024 Opening of Classes by the Regional Field Technical Assistance Team (RFTAT) and Division Monitoring and Evaluation (DMET) Members on August 29 – September 1, 2023 and September 4 – 8, 2023.
2. The primary objectives of this monitoring are to assess the readiness of schools for the new academic year, identify any challenges that need immediate attention, and ensure that necessary protocols are being followed. The role of a member of the monitoring team is essential in upholding the standards of education and contributing to the overall success of the academic year's commencement.

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3. All activities in the opening of school year shall be closely monitored by the Education Program Supervisors, Public Schools District Supervisors and SGOD Personnel In-Charge of Districts and extend technical assistance as needed.

4. A monitoring tool (Attached as Enclosure 1) shall be used in gathering the data. All schools are required to accomplish the tool by providing accurate and complete data through the link provided below on or before **September 1, 2023**. The following identified schools to be monitored are required to present the accomplished monitoring tool in hard copies.

Districts	Link
Boac North	<a href="https://bit.ly/45Hkoer">https://bit.ly/45Hkoer</a>
Boac South	<a href="https://bit.ly/3sscJT6">https://bit.ly/3sscJT6</a>
Buenavista	<a href="https://bit.ly/3EbPnDK">https://bit.ly/3EbPnDK</a>
Gasán	<a href="https://bit.ly/3PdRldj">https://bit.ly/3PdRldj</a>
Mogpog	<a href="https://bit.ly/3QVHWs8">https://bit.ly/3QVHWs8</a>
Santa Cruz East	<a href="https://bit.ly/47PSpeH">https://bit.ly/47PSpeH</a>
Santa Cruz North	<a href="https://bit.ly/45o8Yg4">https://bit.ly/45o8Yg4</a>
Santa Cruz South	<a href="https://bit.ly/3qMKEp4">https://bit.ly/3qMKEp4</a>
Torrijos	<a href="https://bit.ly/44jU1dC">https://bit.ly/44jU1dC</a>

5. Enclosed are the following:

- Enclosure 1: Monitoring Tool for the Evaluation of the Opening of Classes for SY 2023-2024
- Enclosure 2: Schedule and List of Schools to be Monitored by the Regional Field Technical Assistance Team (RFTAT) and Division Monitoring and Evaluation Team (DMET) Members for the Monitoring and Evaluation of the SY 2023-2024 Opening of Classes

6. Schools to be monitored shall consider austerity measures in preparing for the visit of the Monitoring Teams. The following are prohibited:

- welcome tarpaulins and lei / corsage for officials and monitoring team members;
- lavish food preparations;
- pulling out of teachers from classes for any tasks relative to this monitoring; and
- tokens to monitoring team.

7. Related expenses of the division monitors as regards the monitoring of the opening of classes shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

8. Should there be any questions or need further information, please contact Dr. Fretzie P. Alcantara, Senior Education Program Specialist – School Management, Monitoring and Evaluation Section.

9. For information, guidance, and strict compliance of all concerned.

/smme-FA

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Libjo ES Labo ES Tapián ES Kilo-kilo NHS	Santa Cruz South	September 8, 2023	Mrs. Edna C. Oabel Miss Cristina R. Raza Mr. Warlito P. Constantino Mr. Rey R. Raymundo
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Enclosure 2

**Schedule and List of Schools to be Monitored by the Regional Field Technical Assistance Team (RFTAT) and Division Monitoring and Evaluation Team (DMET) Members for the Monitoring and Evaluation of the SY 2023-2024 Opening of Classes**

SCHOOL	DISTRICT	Date	RFTAT & DMET MEMBERS
Tanza ES Buliasnin ES Poras ES Lupac-Tabigue ES	Boac North	August 29, 2023	Mrs. Annabelle M. Marmol Mr. John M. Chavez Mrs. Aurea L. Mazo Mrs. Fretzie P. Alcantara
Boac South CS Amoingon ES Cawit ES Cawit NCHS	Boac South	August 30, 2023	Mrs. Annabelle M. Marmol Mr. John M. Chavez Mr. Pablito L. Alcober Mrs. Fretzie P. Alcantara
Caigangan ES Pag-asa ES Bagtingon ES Bagtingon NHS	Buenavista	August 31, 2023	Mrs. Annabelle M. Marmol Mr. John M. Chavez Mrs. Myra R. Labay Mrs. Fretzie P. Alcantara
Bognuyan ES Bognuyan NHS Tabionan ES Paciano A. Sena MS	Gasan	September 1, 2023	Mrs. Annabelle M. Marmol Mr. John M. Chavez Dr. Elvin C. Perlas Mrs. Fretzie P. Alcantara
Torrijos CS Maranlig ES Maranlig NHS Nangka ES	Torrijos	September 4, 2023	Mrs. Edna C. Oabel Miss Cristina R. Raza Dr. Jay P. Pena Mrs. Maridel G. Lincallo Mr. Rey R. Raymundo
Sumangga ES Bocboc ES Puting Buhangin ES Puting Buhangin NHS	Mogpog	September 5, 2023	Mrs. Edna C. Oabel Miss Cristina R. Raza Dr. Josephine V. Marciano Mr. Rey R. Raymundo
Tawiran ES Tamayo ES Tagum ES Tagum NHS	Santa Cruz East	September 6, 2023	Mrs. Edna C. Oabel Miss Cristina R. Raza Dr. Maria Lourdes P. Ricohermoso Mr. Rey R. Raymundo
Lamesa ES Punong ES Punong NHS San Isidro ES	Santa Cruz North	September 7, 2023	Mrs. Edna C. Oabel Miss Cristina R. Raza Mrs. Constanca R. Vasco Mr. Rey R. Raymundo

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**MONITORING TOOL FOR THE EVALUATION OF THE OPENING  
 OF CLASSES FOR SY 2023-2024**

August 29-September 1, 2023/ September 3-8, 2023

Name of School: \_\_\_\_\_ Division: \_\_\_\_\_

District: \_\_\_\_\_ Name of PSDS: \_\_\_\_\_

School Type: ( ) Public ( ) Private

Course Offering: ( ) Kindergarten ( ) Elementary ( ) JHS ( ) SHS

Name of School Head: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Monitored: \_\_\_\_\_

**Part I: Enrollment Status, and Critical Resources of Schools**

Direction: Fill out the boxes in the tables below with the data and information as needed.

**A. Enrollment Data**

Early Registration vs Enrollment

Grade Levels	Number of Learners		Variance	Percentage Change
	Early Registrants	Enrollees		
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				
Total				

Possible/Actual Reason/s for Increase:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Possible/Actual Reason/s for Decrease:

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Previous Enrollment vs Current Enrollment

Grade Levels	Enrollment		Variance	Percentage Change
	Previous	Current		
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				
Total				

Possible/Actual Reason/s for Increase:

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Possible/Actual Reason/s for Decrease:

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**C. Critical Resources of Schools**

Direction: Supply the data and information as required.

Learner to Resources Ratio

Grade Levels	No. of Teachers	Learner: Teacher Ratio	No. of Classrooms in Use	Learner: Classroom Ratio	No of Chairs in Use	Learner: Chair Ratio
Kindergarten						
Grade 1						
Grade 2						
Grade 3						
Grade 4						

<b>Grade 5</b>							
<b>Grade 6</b>							
<b>Grade 7</b>							
<b>Grade 8</b>							
<b>Grade 9</b>							
<b>Grade 10</b>							
<b>Grade 11</b>							
<b>Grade 12</b>							
<b>Total</b>							

Weekly Teaching Load (No. of Hours)

<b>Teacher</b>	<b>Kinder</b>	<input type="checkbox"/> <b>Grade 1</b> <input type="checkbox"/> <b>Grade 7</b>	<input type="checkbox"/> <b>Grade 2</b> <input type="checkbox"/> <b>Grade 8</b>	<input type="checkbox"/> <b>Grade 3</b> <input type="checkbox"/> <b>Grade 9</b>	<input type="checkbox"/> <b>Grade 4</b> <input type="checkbox"/> <b>Grade 10</b>	<input type="checkbox"/> <b>Grade 5</b> <input type="checkbox"/> <b>Grade 11</b>	<input type="checkbox"/> <b>Grade 6</b> <input type="checkbox"/> <b>Grade 12</b>	<b>Ancillary Services</b>	<b>(No. of</b>	<b>Advisory Class</b>	<b>Total No. of Hours</b>
<b>1</b>											
<b>2</b>											
<b>3</b>											
<b>4</b>											
<b>5</b>											
<b>6</b>											
<b>7</b>											
<b>8</b>											
<b>9</b>											
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39										
40										

*Use additional sheets of paper if necessary.*

No. of teacher/s **with 30 hours** of actual teaching load per week: \_\_\_\_\_

No. of teacher/s **with more than 30 hours** of actual teaching load per week: \_\_\_\_\_

State reason/s:

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No. of teacher/s **with less than 30 hours** of actual teaching load per week: \_\_\_\_\_

State reason/s:

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Implements Shifting of classes: ( ) Yes ( ) No

No. of Shifting/s: \_\_\_\_\_

Grade levels implementing shifting of classes: \_\_\_\_\_

Total number of classes implementing shifting: \_\_\_\_\_

Reason/s for implementing shifting of classes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

No. of teachers teaching at least one (1) subject which is not of their specialization: \_\_\_\_\_

Subject/s taught: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State reason/s:

\_\_\_\_\_

\_\_\_\_\_

Classroom Issues and Concerns (No. of Classrooms)

Grade Levels	In Good Condition	Needs Repair		For Demolition	For Construction
		Major	Minor		
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					
Total					

Chairs Issues and Concerns (No. of Chairs)

Grade Levels	In Good Condition	Needs Repair	Unfit for Use	Borrowed
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				
Total				

Part II: Unresolved Bottlenecks, Lags, Issues and Concerns (BLICs)

BLICs	Action Taken	Complications	TA Need

M&E Team

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