



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
000731
Name: _____
Signature: 
Date: **FEB 28 2024**

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

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

SUBJECT : **REITERATION OF THE REVISED IMPLEMENTATION OF HOMEROOM GUIDANCE AND ASSESSMENT TOOLS ON THE IMPLEMENTATION OF HOMEROOM GUIDANCE PROGRAM (HGP) AND UTILIZATION OF HOMEROOM GUIDANCE MODULES FOR CATCH-UP FRIDAYS**

DATE : February 28, 2024

Please find attached Regional Memorandum CLMD-2024-035 reiterating DM-OUCI-2021-346 and BCD-CSDO-0-2021-2585 titled Revised Implementation of Homeroom Guidance (HG) during Crisis Situation for SY 2021-2022 and Homeroom Guidance Division Monitoring and Evaluation Tool respectively, for information, reference, and guidance of all concerned.

Relative to this, all District Offices through the Administrative Officers, need to prepare and submit the District Consolidated Homeroom Guidance Monitoring and Evaluation Report on or before May 31, 2024 to the Division Focal Person at nestor.rualo@deped.gov.ph.

Immediate dissemination of the contents of this Memorandum is desired.

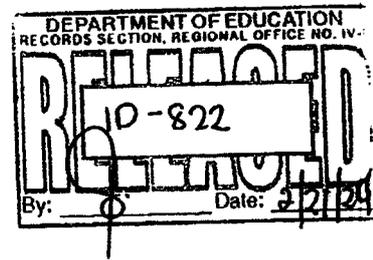
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Lead to Excel. Excel to Lead."*



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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
CLMD-2024-035

TO : ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
CURRICULUM IMPLEMENTATION DIVISION CHIEFS
DIVISION HOMEROOM GUIDANCE FOCAL PERSONS
ALL OTHERS CONCERNED

FROM : NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

SUBJECT : REITERATION OF THE REVISED IMPLEMENTATION OF
HOMEROOM GUIDANCE AND ASSESSMENT TOOLS ON THE
IMPLEMENTATION OF HOMEROOM GUIDANCE (HGP) AND
UTILIZATION OF HOMEROOM GUIDANCE MODULES FOR
CATCH-UP FRIDAYS

DATE : February 19, 2024

Pursuant to DM-OUCI-2021-346 and BCD-CSDD-0-2021-2585 from the Office of Curriculum and Instruction (CI), through the Bureau of Curriculum Development (BCD), implementation of the homeroom guidance and its assessment tools remains in effect during this school year unless rescinded and amended.

Relative to this, all Schools Division Offices, through the Division Focal Person in Homeroom Guidance Program, are requested to carry on the implementation of the above-mentioned memoranda and submit the Consolidated Homeroom Guidance Division Monitoring and Evaluation Report on or before June 07, 2024.

The submission should be done through email at mimaropa.region@deped.gov.ph cc: kamillekay.tamor@deped.gov.ph. This report will serve as a basis for future policy enhancement and development.

Moreover, all schools are advised to use the Homeroom Guidance Modules as supplementary resources for the execution of Catch-Up Fridays in Values Education and Homeroom Guidance. These modules are accessible via the DepEd MIMAROPA Region Learning Resource Portal through this link: <https://lrms.depedmimaroparegion.ph/otherResources.php>.

CLMD/KKQT



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Please see attached memorandum, division monitoring and evaluation tool for your reference.

Immediate dissemination of the content of this Memorandum is desired.

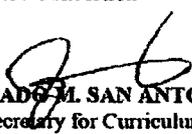


Republic of the Philippines
Department of Education
UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

BCD-CSDD-O-2021-2585

MEMORANDUM
DM-OUCI-2021-246

TO : Bureau and Service Directors
Minister, MBHE-BARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

FROM :  **DIOSDADO M. SAN ANTONIO**,
Undersecretary for Curriculum and Instruction

SUBJECT : Revised Implementation of Homeroom Guidance (HG) during
Crisis Situation for S.Y. 2021-2022

DATE : August 25, 2021

The Office of Curriculum and Instruction (CI), through the Bureau of Curriculum Development (BCD), issues this document as basis for the Implementation of the Homeroom Guidance (HG) during Crisis Situation for SY 2021-2022. This document is a revision of the policy guidelines previously issued (DM-OUCI-2021-144 and DM-OUCI-2020-155).

The current pandemic has clearly affected the teaching and learning process that usually takes place in school. Certainly, our learners cannot avoid its impact in terms of their domains of development. While the Department has been responsive thru its Basic Education Learning Continuity Plan, it is crucial to cater to the life skills development of learners which will empower them to overcome the different challenges and adapt to the "new normal" brought about by the current crisis.

Though the plan was to have the complete implementation of the Homeroom Guidance in school year 2021-2022 accounting the needed preparations such as orientation, capacity-building, learning materials development and the like, the Department deemed it necessary to offer the new program to learners from Kindergarten to Senior High School with selected competencies that are lifted directly from Homeroom Guidance Curriculum. However, its full implementation which includes the complete curriculum, policy, and learning materials will be made available at the start of school year 2022-2023. All private schools are encouraged to implement the Homeroom Guidance.



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BCD-CSDD-O-2021-2585

Homeroom Guidance should be considered as an information component of mental health in the K to 12 Curriculum. It is a part of the Information Services that is primarily under the Guidance and Counseling Program. Due to the pandemic, with no other available mechanisms to deliver these services, Homeroom Guidance shall serve as a tool that would promote proactive, preventive, and educative methods to promote the learner's development of life skills.

Homeroom Guidance is a comprehensive, developmental, and proactive program designed to equip K to 12 learners with life skills on three domains:

- a. Academic Development,
- b. Personal and Social Development, and
- c. Career Development.

Homeroom Guidance shall complement the Department's goal, which is to produce holistically developed Filipinos who are able to understand themselves, have problem-solving skills, make informed decisions, achieve academic success, plan for their future, and respect individual differences. It envisions learners who can work for the common good of society and love for our country while upholding the rights and responsibilities of global citizens.

This issuance sets the basic standards for an efficient and effective implementation of the Homeroom Guidance in public and private schools nationwide. The Homeroom Guidance Observation Form and Program Monitoring and Evaluation Tool are also enclosed for reference.



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BCD-CSDD-O-2021-2585

Annex 3: Homeroom Guidance Division Monitoring and Evaluation Tool

Homeroom Guidance Division Monitoring and Evaluation Tool

Division: _____ Region: _____
 Schools Division Superintendent: _____ Date of Submission: _____
 CID Supervisor: _____
 SGOD Guidance Counselor/Guidance Designate: _____

Total No. of Schools in the Division (Elementary School – Senior High School)	Total No. of Schools that Implemented the Homeroom Guidance Program	Total No. of Schools Monitored and Evaluated / Observed	Total No. of Schools that did not Implement the Homeroom Guidance Program (State reason/ justification for non-implementation)

Directions: Check the box that corresponds to your answer in each item using the legend below.

LEGEND: E- Evident – 95% - 100% of the total number of schools complied
 EI- Evident but Inadequate – 50% - 94% of the total number of schools complied
 NE- Not Evident – less than 50% of the total number of schools complied
 NA- Not Applicable – the area is not applicable / it is not possible to comply

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
I. Curriculum Implementation and Compliance					
1. HG MELCs is being followed properly.	Class schedule and learner's output/portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re HG's impact on learners				
II. Delivery Process					
1. HG Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter	Letter to parents prepared by Adviser regarding the competencies for the quarter (Based on Learner's Development Assessment Annex C)				

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BCD-CSDD-O-2021-2585

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
3. Class Advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
III. Assessment of Learner's Development					
1. Learners are oriented on the learning objective and how their development will be evaluated.	Documentation of learner's orientation about the learning objectives and evaluation of their development				
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	Documentation of conference with the learners about their development				
3. Learners can keep track of their progress in the program	Assessment of Learner's Development with remarks of adviser and parent				
IV. Supervision of Homeroom Guidance Implementation					
1. A clear Monitoring Plan (Guidance Counselor/Designate and School Head) before the start of the program is evident.	Monitoring Plans of School Head and Guidance Counselor/Designate				
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery.	Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool (School Level)				
4. Monitoring results are utilized to improve the program delivery.	Matrix of Monitoring Results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of Meeting and Post Conference documentation				
6. Capacity building for HG is being conducted.	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
V. Administrative Concerns					
1. Orientation for learners and their parents is conducted by the school before the start of School Year.	Documentation of learners and parents' orientation (e.g. attendance sheet, photos etc.)				

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BCD-CSDD-O-2021-2585

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
2. An adequate budget is allotted for HG expenses.	Approved budget vs Financial Report of HG (e.g materials, training expenses etc.)				
3. Materials and relevant supplies (outline or printed learning materials) are available for the learners and teachers of HG.	Inventory of supplies and materials vs reports of utilization				
4. The learning modality is appropriate and conducive for the conduct of the program.	Number of learners in each learning modality				
5. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
6. Correct reports are submitted.	Year-end report by the school				
7. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				

SUMMARY OF RESULTS

Write the total number of checks per area and identify those that are not evident and evident but inadequate which merit actions to be taken.

AREAS TO BE MONITORED	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE
I. Curriculum Implementation and Compliance				
II. Delivery Process				
III. Evaluation of Learner's Development				
IV. Supervision of Homeroom Guidance Implementation				
V. Administrative Concerns				

AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE <i>To be filled up by Monitor</i>	ACTIONS TO BE TAKEN <i>To be filled-up at the Post-Conference by School Head with the School HG Implementer</i>	ACCOUNTABLE PERSON & POSITION	FOLLOW UP Date: <i>Indicate whether actions to be taken are <u>Implemented</u> or <u>Not Implemented</u> in the next monitoring</i>
Ex. Curriculum Guide is being followed properly.	Ensure that CG will be followed properly	Juan de la Cruz, School Head	



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AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE <i>To be filled up by Monitor</i>	ACTIONS TO BE TAKEN <i>To be filled-up at the Post-Conference by School Head with the School HG Implementer</i>	ACCOUNTABLE PERSON & POSITION	FOLLOW UP Date: <i>Indicate whether actions to be taken are <u>implemented</u> or <u>Not implemented</u> in the next monitoring</i>
Ex. Issues and concerns based on the reports are acted upon.	To draft an action plan addressing the issues and concerns from the reports		

Prepared by:

Name and Signature of Division Homeroom Guidance Focal Person
Date: _____

Noted by:

Name and Signature of Curriculum Implementation Division Chief
Date: _____

Approved by:

Name and Signature of Schools Division Superintendent
Date: _____