



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

Department of Education
 Division of Marinduque
RECORDS SECTION
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 Name: 010 3325
 Signature: [Signature]
 Date: **SEP 05 2024**
 Time: _____

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : Chief Education Supervisor, CID
 Public Schools District Supervisors
 Public 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 (HGP) AND UTILIZATION OF THE CONTEXTUALIZED HOMEROOM GUIDANCE MODULES**

DATE : August 29, 2024

Per MEMORANDUM CLMD-2024-210 from Nicolas T. Capulong, PhD, CESO III, Director IV, Regional Director dated August 15, 2024 on the above cited subject, Implementation of the Homeroom Guidance and its Assessment Tools remains in effect during this School Year 2024-2025 unless rescinded and amended.

School Heads are requested to prepare and accomplish the Homeroom Guidance Monitoring and Evaluation Report via google forms (to be posted every quarter) on or before the scheduled date as follows:

QUARTER	DATE OF SUBMISSION
Quarter 1	September 27, 2024
Quarter 2	December 6, 2024
Quarter 3	February 14, 2025
Quarter 4	April 21, 2025

Attached is a copy of Annex 2: Homeroom Guidance School Implementation Tool (School Level) for school heads' reference.

For immediate dissemination and strict compliance.

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 Lead to Excel. Excel to Lead."*



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Annex 2: Homeroom Guidance School Implementation Tool (School Level)

School Implementation Tool

Name of School: _____ Division & Region: _____
 School Head: _____ Date of Reporting: _____

Total No. of Classes for SY 2024-2025 (Quarter _)	Total No. of Classes that Implemented Homeroom Guidance Program

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 classes complied
 EI- Evident but Inadequate – 50% - 94% of the total number of classes complied
 NE- Not Evident – less than 50% of the total number of classes 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				
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	Documentation of learner's orientation about the learning objectives and evaluation of their development				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
their development will be assessed.					
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	Learner's Development Assessment 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.)				
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 (online or printed learning materials) are available for the learners and teachers of HG.	Inventory of supplies and materials vs reports of utilization				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
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				

Guidance Counselor/Designate: _____ Date: _____
Signature over printed name

School Head: _____ Date: _____
Signature over printed name