



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

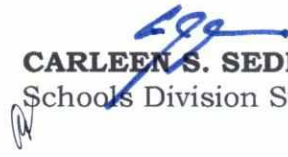
AUG 19 2022

MEMORANDUM
No. 190, s. 2022

**DIVISION MONITORING OF ALL PUBLIC SCHOOLS ON THE OPENING
OF CLASSES FOR SCHOOL YEAR 2022-2023**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. In line with DepEd Order No. 34, s. 2022 or the *School Calendar and Activities for the School Year 2022-2023*, the above-captioned activity will be conducted on **August 22, 2022** to ensure a smooth, orderly, and safe opening of classes for SY 2022-2023.
2. Relative to this, assigned Division Personnel shall conduct the whole day school monitoring and extend technical assistance to the schools on the resumption of the in-person classes. Full cooperation is expected from all public elementary and secondary schools in order to facilitate systematic processes during the said opening of classes.
3. Attached with this Memorandum are the following Enclosures:
 - a. Enclosure 1 – School Monitoring Assignment for the Opening of Classes for SY 2022-2023
 - b. Enclosure 2 – Monitoring Tool for School Readiness for the Opening of Classes for SY 2022-2023
4. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

CLASSES LEARNERS SCHOOLS

MRAO/Memo – DIVISION MONITORING OF ALL PUBLIC SCHOOLS ON THE OPENING OF CLASSES FOR SCHOOL YEAR 2022-2023
190 August 19, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
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**SCHOOL MONITORING ASSIGNMENT FOR THE OPENING OF CLASSES
FOR S.Y. 2022-2023**

School Name	Person to Monitor	Position
ELEMENTARY		
Alabang Elementary School	Dr. Liliosa B. Palce	Education Program Supervisor
Bagong Silang Elementary School	Dr. John Albert B. Colle	Education Program Supervisor
Bayanan Elementary School - Main	Dr. Marissa M. Andanza	Education Program Supervisor
Bayanan Elementary School - Unit I	Mr. King Solidini Torres	Project Development Officer I
Buli Elementary School	Mr. Jay Boy E. Evano	Public Schools District Supervisor
Cupang Elementary School - Annex	Ms. Cecilia Theresa Claudel	Education Program Specialist II
Cupang Elementary School - Main	Mr. Eduardo Kondo	Project Development Officer II
F. De Mesa Elementary School	Ms. Ada Trinidad A. Tagle	Public Schools District Supervisor
Filinvest Alabang Elementary School	Dr. May Ann L. Ayudtud	Division Dentist, SDO-Muntinlupa
Itaas Elementary School	Dr. Armida S. Oblinada	Education Program Supervisor
Lakeview Integrated School	Dr. Valentina A. Ballesteros	Education Program Supervisor
Muntinlupa Elementary School	Ms. Alyssa V. Aventurado	Public Schools District Supervisor
Poblacion Elementary School	Dr. Gina U. Urquia	Education Program Supervisor
Putatan Elementary School	Dr. Ma. Carmen D. Solayao	Education Program Supervisor
Soldiers Hills Elementary School	Ms. Ma. Regaele A. Olarte	Education Program Supervisor
Sucat ES-Sitio Pagkakaisa Zone 3	Dr. Ma. Theresa C. Dela Rosa	Public Schools District Supervisor
Sucat ES-Sitio Pagkakaisa Zone 4	Mr. Edizon C. Enerlas	Education Program Supervisor
Sucat Elementary School-Main	Dr. Mark Joseph C. Fernandez	Public Schools District Supervisor
Tunasan Elementary School	Ms. Marie Paz M. Lavin	Division Nurse, SDO-Muntinlupa
Victoria Homes Elementary School	Ms. Rochelle A. Jimenez	Senior Education Program Specialist
HIGH SCHOOL		
Muntinlupa Business High School -Main	Ms. Ivy M. Romano	Senior Education Program Specialist
Muntinlupa Business High School -Sucat Annex	Dr. Yaledegler D. Maligaya	Public Schools District Supervisor
Poblacion National High School	Dr. Emelita D. Bautista	Education Program Supervisor
Muntinlupa National HS	Ms. Clarisa C. Avila	Public Schools District Supervisor
Tunasan National High School	Dr. Zoren Pepito Gubalane	Senior Education Program Specialist
Muntinlupa Science HS	Ms. Phoebe R. Arroyo	Senior Education Program Specialist
Pedro E. Diaz HS	Mr. Wilson F. Pascual	Public Schools District Supervisor
Cupang Senior HS	Ms. Mariel Eugene L. Luna	Education Program Supervisor



**SDO MUNTINLUPA CITY
MONITORING TOOL FOR SCHOOL READINESS
FOR THE OPENING OF CLASSES SY 2022-2023**

Instructions: Please check the appropriate box for each activity. Under the OBSERVED column, if the indicator is observed, please record the commendable practices worthy of replication.

School: _____ School Head: _____

ACTIVITIES	OBSERVED	NOT OBSERVED	ACTION TAKEN
A. ON COVID-19 PROTOCOLS AND RELATED SERVICES			
1. System to ensure safe social distancing			
2. Holding area			
3. Psychological services			
4. Monitoring system during learners' meal time			
5. Observance on classroom size responsive to the current health condition			
B. ON INSTRUCTIONAL MODALITY AND DELIVERY SYSTEMS			
1. Blended Learning (if needed)			
2. In-Person Classes			
3. Co-curricular Activities			
4. Curricular Activities			
C. ON CROWD CONTROL SYSTEM			
1. School system on crowd control			
2. Formal coordination with the LGU, PNP, or other organizations and agencies.			

D. ON BRIGADA ESKWELA			
1. Implemented the Brigada Eskwela (BE) programs and activities based on prescribed schedules.			
2. Implemented the Brigada Pagbasa as part of the BE activities.			
B. ON OPLAN BALIK ESKWELA (OBE)			
1. Organized a School OBE-Public Assistance Command Center (PACC)			
2. Assigned a hotline number/s for School OBE-PACC			
3. Conducted orientation to parents, teachers, and learners			
4. Engaged stakeholders in all activities in school related for effective implementation of the BELCP.			
5. Conducted community mapping to encourage learners to enroll.			
6. Updated the inventory of learners with gadgets, internet connectivity, and others.			
C. ON ENROLMENT			
1. Enrollment system with a functional process flow that is well-communicated to the concerned.			
2. Administered the enrollment system flexibly depending on learners needs			
4. Prepared Report of daily enrollment counts during the prescribed period.			
5. Prepared List of Students organized per grade level with their respective advisers.			
D. ON TEACHING LOADS AND ASSIGNMENTS			

1. Approved teaching loads and assignments on file.			
2. Strictly followed the Guidelines in allocating teaching loads and assignments.			
3. Consolidated teachers' schedule per grade level.			
E. ON TEACHERS TRAINING			
1. Conducted trainings to teachers prior to the opening of classes.			
2. Prepared Annual Professional Development Plan for teachers.			
F. COORDINATION MEETINGS WITH THE PARENTS/BARANGAY/LGUs/NGOs/ Pos			
1. Organized/attended coordination activities and meetings concerning the school class opening.			
G. LEARNING RESOURCE DISTRIBUTION AND DROP-OFF POINT			
1. Prepared a Learning Resource Distribution Plan or process flow with a functional committee.			
2. Prepared mechanisms for recording, distributing, and retrieving learning resources, and communicating thereof.			
H. COMMITTEE FOR THE OPENING OF CLASSES			
1. Created a Committee for the Opening of classes with duties and responsibilities.			
I. OTHER CONTINGENCY PLANS (Please specify)			

References:

DepEd Order 34, s. 2022 – School Calendar and Activities for the School Year 2022-2022
 Monitoring Tool for School Readiness, SY 2021-2022

Prepared by:

Concurred / Acknowledged:

(Public Schools District Supervisor)

(School Head)

Date: _____

Date: _____