



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 02 2023

MEMORANDUM

CONDUCT OF REGULAR SCHOOL VISITS AND SUBMISSION OF DATA ON THE ISSUES AND CONCERNS RAISED AND INTERVENTIONS PROVIDED THEREIN

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

1. This is to announce to the field the schedule of the CID Monitoring from May 22 to June 23, 2023 in compliance with the attached OASOPS No. 2023-092 and Regional Memorandum No. 388, s. 2023 entitled “Conduct of Regular School Visits and Submission of Data on the Issues and Concern Raised and Interventions Provided Therein.”

2. Below are the objectives of the said monitoring:

- 1.1. Monitor the implementation of the curriculum;
- 1.2. Provide Technical Assistance; and gather data in terms of the following:
 - 2.2.1. Updates on the Implementation of LCRP and SAFE-CI
 - 2.2.2. School Based-Curriculum Programs and Projects
 - 2.2.3. Learning Assessment and Learner’s Progress Monitoring
 - 2.2.4. Learning Resources Utilization
 - 2.2.5. SPED/Kindergarten Programs and Special Curriculum Progress
 - 2.2.6. Work Immersion, JDVP, and Homeroom Guidance Program
 - 2.2.7. CO/RO/SDO Assessment Activities (CRLA, ANA, PHIL-IRI, NAT, NCAE, ELLN, Quarterly Test).
 - 2.2.8. Other CID Curricular Programs

3. Attached is the CID Schedule of Monitoring and Monitoring Tools for the information and guidance of all concerned.

4. Immediate dissemination of this Memorandum is desired.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects

MONITORING

OFFICIALS

SCHOOLS

MAD/ CONDUCT OF REGULAR SCHOOL VISITS AND SUBMISSION OF DATA ON THE ISSUES AND CONCERNS RAISED AND INTERVENTIONS PROVIDED THEREIN.
177/05122023

UN-2023-177



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
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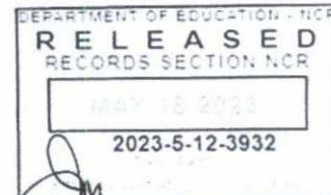
Tool No.	Promote Tool Description	Focal Person/ In-Charge
1.	Monitoring Tool on the Utilization of Phil- Iri Results / CRLA / Make me a Reader Assessments	Dr. Ma. Carmen Solayao- English Dr. John Albert Colle- Filipino
2.	Monitoring Tool for the following: 2.1 Senior High School 2.2 ALS and ADM 2.3 ADM/ Open HS	Ms. Clarisa Avila Dr. Marissa Andanza- ALS Ms. Mariel Eugene Luna- ADM/ Open HS
3.	Project LAMP Definitive Budget of Work per Learning Areas:	Education Program Supervisor Per Learning Area.
	TLE/ EPP	Dr. Gina Urquia
	Mathematics	Dr. Armida Oblinada
	English	Dr. Ma. Carmen Solayao
	ESP/ Inclusive Education/ SPED	Dr. Liliosa Palce
	Science	Dr. Armida Oblinada
	Araling Panlipunan	Ms. Mariel Eugene Luna
	Filipino	Dr. Marissa Andanza
	MAPEH	Mr. Edison Enerlas
4.	Monitoring Tool Special Interest Program Implementation - Journalism / DSPC - Science & Technology Engineering (STE) - Division Festival of Talent (DFOT) - Special Program for Foreign Language (SPFL) - Special Program for the Arts & SPA) - Special Technical Vocational Education Program (STVEP) and Joint- Delivery- TVL (JDVP-TVL)	English- Dr. Ma. Carmen Solayao Filipino- Dr. John Albert Colle Division Special Progress in Science & Technology Engineering (STE) Ms. Armida Oblinada T.L.E- Dr. Gina Urquia ALS/MEP/Kinder- Dr. Marissa Andanza Dr.Ma. Carmen Solayao Mr. Edison Enerlas Dr. Gina U. Urquia EPS-LR/ OIC-EPS-TLE/EPP
	Consolidation of CIGP's Weekly School Visits.	EPS- Ms. Mariel Eugene Luna PSDS- Ada Trinidad Tagle
	Partnerships	PTC- CSJ- Dr. Myra Namit/ Dr. Marissa Andanza

		Kinder- Dr. Marissa Andanza SPLAT- Mark Joseph Fernandez Eder Companies- Dr. Armida Oblinada
5.	Monitoring Tool for Different Program: PRIMALS	Dr. Armida Oblinada
	ELLN	ALL PSDS
	PAMANA Validation	Mr. Yaledegler Maligaya
	CBL (Content- Based Learning) Critical Content Cross Specialization	EPS per Subject Area
6.	Monitoring Tool of IE (Inclusive Education)	Dr. Liliosa Palce
7.	Monitoring Tool of the School Learning Action Cell	All PSDS in their assigned school
8.	Monitoring Tool on Instructional Innovation/ Classroom/ School Classrom Action	Mr. Jayboy Evano with PSDS & EPS
9.	Monitoring Tool on RCP Implementation and Partnerships Reports	Ms. Madeline Ann Diaz w/ EPS & PSDS
10.	IT Tracking and Division LR Portal Utilization and Updating Book Mobile Hub Reports	Lead : Dr. Gina Urquia Co- Lead: Ms. May Borjal Members: Mr. Reynante Benito PDO II- LR Mrs. Cecilia Ilarde Division Librarian

**Schedule of CID Supervisors School Visits
May 22- June 23, 2023**

May 22- June 23, 2023

Cluster of Schools	EPS In- Charge	PSDS In- Charge
1. Sucat Elementary School SESSPAZ3 2. Sucat Elementary School SESSPAZ4 3. Sucat Elementary School- Main 4. Cupang Elementary School- Main	Mariel Eugene Luna Edison Enerlas	Dr. Yaledegler DC Maligaya
1. Buli Elementary School 2. Muntinlupa Business High School- Main 3. Muntinlupa Business High School- SA	Dr. Gina U. Urquia Dr. Armida Oblinada	Dr. Mark Joseph C. Fernandez
1. Pedro E. Diaz High School 2. Cupang Senior High School 3. Lakeview Integrated School	Edison Enerlas Dr. Gina U. Urquia	Jay Boy E. Evano
1. Itaas Elementary School 2. Tunasan National High School 3. Muntinlupa National High School	Dr. Liliosa Place Dr. John Albet Colle	Dr. Ma. Theresa C. Dela Rosa
1. F. De Mesa Elementary School 2. Putatan Elementary School 3. Soldiers Hills Elementary School 4. Filinvest Alabang Elementary School	Dr. Carmen Solayao Dr. Marissa Andanza	Ada Trinidad A. Tagle
1. Victoria Homes Elementary School 2. Poblacion Elementary School 3. Poblacion National High School	Dr. John Albert Colle Ms. Mariel Eugene Luna	Alyssa V. Aventurado
1. Tunasan Elementary School 2. Muntinlupa Elementary School 3. Muntinlupa Science High School	Dr. Armida Oblinasa Mrs. Madeline Ann L. Diaz	Clarissa C. Avila
1. Cupang Elementary School Annex 2. Bagong Silang Elementary School 3. Sucat Senior High School	Mrs. Madeline Ann L. Diaz Dr. Carmen Solayao	Ma. Myra E. Namit
1. Bayanan Elementary School- Main 2. Bayanan Elementary School- Unit 1 3. Alabang Elementary School	Dr. Marissa Andanza Dr. Liliosa Palce	Evangeline M. Aman



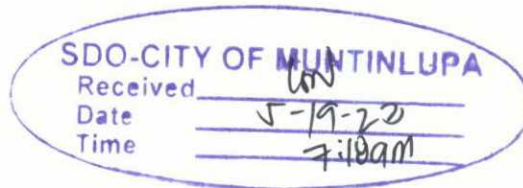
Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

May 16, 2023

REGIONAL MEMORANDUM

No. 388, s. 2023

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned



**CONDUCT OF REGULAR SCHOOL VISITS AND SUBMISSION OF DATA ON THE
ISSUES AND CONCERNS RAISED AND INTERVENTIONS PROVIDED THEREIN**

1. This has reference to the attached Memorandum dated May 5, 2023, from Atty. Revsee A. Escobedo, Undersecretary for Operations, relative to the "Conduct of Regular School Visits and Submission of Data on the Issues and Concerns Raised and Interventions Provided Therein" starting May 12, 2023.
2. In view thereof, attached are the division focal persons, for reference.
3. For information and compliance.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated
Reference:
To be indicated in the Perpetual Index



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 2



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DIVISION FOCAL PERSONS

	Division	NAME (First, Middle Initial, Last)
1	Caloocan City	Joey H. Villanueva
2	Las Pinas City	Mildred T. Tuble
3	Makati City	Neil Vincent Cedilla Sandoval
4	Malabon	Josefina Pablo
5	Mandaluyong	Alyn Mendoza
6	Manila	Albert James P. Macaraeg
7	Marikina City	Joseph T. Santos
8	Muntinlupa	Mariel Eugene Luna
9	Navotas City	Esperanza M. Soledad
10	Paranaque City	Reena G Orquina
11	Pasay City	Librado F. Torres
12	Pasig	Ceazar S. Gonzales
13	Quezon City	Perlita P. Depatillo
14	San Juan City	Bradley Goldie K. Loo
15	Taguig City & Pateros	Ma. Leny A. Manaoat
16	Valenzuela	Auggene John D.A. De Vega



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Republic of the Philippines
Department of Education
OPERATIONS

OASOPS No. 2023-092

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS

FROM : *[Signature]*
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

[Signature]
FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations

SUBJECT : **Conduct of Regular School Visits and Submission of Data on the Issues and Concerns Raised and Interventions Provided Therein**

DATE : May 5, 2023

In line with the efforts to address the various concerns and issues raised by schools, this Office directs Schools Division Offices to **conduct regular school visits, and to submit issues and concerns raised** during the said visits.

As part of their primary duties, **Public Schools District Supervisors (PSDSs) and Education Program Supervisors (EPSs) are required to conduct school visits in their respective jurisdictions.** In this regard, this Office prescribes a **minimum of three (3) different schools to be visited weekly** by the PSDS and the EPS, subject to the discretion of the Schools Division Superintendents who may require more schools to be visited, or other personnel to join the PSDS and EPS in the visits.

Public Schools District Supervisors	Minimum of two (2) different schools (which were not previously visited) per week)
Education Program Supervisors	Minimum of one (1) different school (which was not previously visited) per week

Likewise, the issues and concerns raised, including interventions provided during school visits, shall be submitted regularly **every Friday, 5 PM, starting May 12, 2023**, through the following links assigned per Region:

Region	Link
I	https://docs.google.com/spreadsheets/d/11gzXN7ntglEmPZvc9OJfyFQp44l491pXEAh0hTJX_Mw/edit?usp=share_link
II	https://docs.google.com/spreadsheets/d/1_KpPp91Av5-nywULk5YQj_pDUG15vQ3ceTCrddkfYd0k/edit?usp=share_link
III	https://docs.google.com/spreadsheets/d/1A0OU80wCMY_n_aDTbS./6bLTIUPDfQnAunZf4zKg6Mw0/edit?usp=share_link
IV-A	https://docs.google.com/spreadsheets/d/1EN-r49vjWJC76lgXVxIAW1AUSSLp7PdXrlp32EkG3Jg/edit?usp=share_link
IV-B	https://docs.google.com/spreadsheets/d/1Mu64FJC96AbFY_03ROfls_c9JkfYVI9sbYHZYnCMJTkg/edit?usp=share_link
V	https://docs.google.com/spreadsheets/d/17TPk_k_9_7iDcguEyQA08nXJn8v9MomfLbNOQDxpmG8/edit?usp=share_link
VI	https://docs.google.com/spreadsheets/d/1mQb3sino4mwS9HQYPg9.1lLabQfe6rTtK-h1qbMonzAw/edit?usp=share_link
VII	https://docs.google.com/spreadsheets/d/1fAG3W8-4-q57qKZLxpSyfxHp_7sUfEgo3Gu9euSfl9A/edit?usp=share_link
VIII	https://docs.google.com/spreadsheets/d/1zJf6eGiMJMsv5_qyC6hPRIfiyBJkZ6XXaZm438Citdk/edit?usp=share_link
IX	https://docs.google.com/spreadsheets/d/1PipM3vCcb6xe2LwPw_NEXyc-2HxmhAGD8WqWu-thppQ/edit?usp=share_link
X	https://docs.google.com/spreadsheets/d/1wVTrfGtydsOkucoSoUg3kr_gKSMJuDm-6rna-LSZrwCl/edit?usp=share_link
XI	https://docs.google.com/spreadsheets/d/1gU7H3AjPuFJvzuoimmU9gkz9HoK5f_lQ9iGwQHAYDn4/edit?usp=share_link
XII	https://docs.google.com/spreadsheets/d/1PJ88vBx8Ne9O-1cAlXpAVgTdPp6yNXIRnMykyXDYd6o/edit?usp=share_link
XIII	https://docs.google.com/spreadsheets/d/1GqAL3H5wblep4xnAcjHu9kl1w5p8OkJmp4Oil32BlP8/edit?usp=share_link
CAR	https://docs.google.com/spreadsheets/d/1H_UebClWH6PwPPg_QcjoGreb68VFuTHT7hpfHad1Ao/edit?usp=share_link
NCR	https://docs.google.com/spreadsheets/d/15l6gClJ_jE45EhLVsXy1fkl8bSDdKG_knvOcK38C8dl/edit?usp=share_link

In addition, this Office requests the contact number and DepEd email address of the assigned focal person per region and division to be used in order to access and update the Google Sheets **on or before May 10, 2023 (Wednesday), 3 PM.**

For questions or clarifications, you may contact Mr. Aster Joshua Mostrales at aster.mostrales@deped.gov.ph or at (02) 8633-5344.

For strict compliance and appropriate action.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

MONITORING TOOL ON THE UTILIZATION OF PHIL-IRI RESULTS

Schools Division Office: _____

School: _____

Date of Monitoring: _____

Directions:

1. Put a check (✓) mark on the appropriate space provided.
2. Write your remarks as needed.

	INDICATORS	MOVs	DESCRIPTION		
			Observed	Not Observed	REMARKS
I.	PRETEST				
1	Identified learner's reading level	Consolidated Learner's reading profile			
II.	DURING				
1	Developed contextualized materials for intervention	Quality Assured Reading materials			
2	Enhanced available reading materials appropriate for the grade level.	Quality Assured Reading materials			
3	Implemented identified interventions	Compendium of reading interventions, Action plan for intervention and other possible documentations. (Progress report, Narrative report or completion report)			
4	Conducted progress monitoring of learners	Updated progress monitoring of learners			
III.	POST TEST				
5	Achieved target increment on the learner's reading level	Updated progress monitoring of learners			
6	Continued roll-out of reading programs through LAC sessions	LAC session plans, completion report			
7	Intensified reading activities for all levels of learners.	Completion report			
Comments, suggestions, recommendations:					

Monitored by: _____



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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

MONITORING TOOL FOR SHS, ALS AND ADM IMPLEMENTATION

Schools Division Office: _____

School: _____

Date of Monitoring: _____

Program to be Monitored:

SHS: ☐

Senior High School

ALS: ☐

Alternative Learning System

ADM: ☐

Alternative Delivery Mode

Directions:

1. Put a check (✓) on the appropriate column for each indicator.

	INDICATORS	MOVs	DESCRIPTION		REMARKS
			Observed	Not Observed	
I.	CURRICULUM				
1	Complied with the K to 12 curriculum	CG, DLL, Budget of Work			
2	Intended competencies were taught in the specific quarter.	CG, DLL, Budget of Work			
3	Addressed undelivered competencies.	Action plan, Intervention Plan			
4	Provided remediation for unmastered competencies.	Remediation plan			
5	Improved learners achievement level	Consolidated Test Results			
II.	TEACHER				
6	Assigned based on specialization	School Form 7 (SF7) School Personnel Assignment List and Basic Profile			
7	Capacitated based on subjects taught	Division Memorandum, Completion Report			
8	Underwent professional development	School Profile, School Form 7 (SF7) School Personnel Assignment List and Basic Profile			
III.	ASSESSMENT				
9	Provided remediation for unmastered competencies.	Remediation plan, Completion Report			
10	Improved learners achievement level	Test Results			
11	Monitored learners progress based on track.	SF5, Promotion			

12					
13	Developed supplementary learning materials.	sample materials, LR inventory report			
14	Provided appropriate learning resources				
IV.	TOOLS AND EQUIPMENT				
15	Provided adequate tools and equipment.	SRC, LR Inventory Report, Delivery report			
16	Improvised tools and equipment in place of unavailable materials	LR Report on Improvised materials			
17	Utilized tools and equipment	logbook			
18	Provided trainings on proper equipment utilization	Completion report			
V.	FACILITIES				
19	Provided and used adequate rooms/ laboratories/ learning spaces required for the given track/ program	logbook for room use			
20	Maintained serviceability/ functionality of equipment	logbook			
Comments, suggestions, recommendations:					

Monitored by:



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

MONITORING TOOL FOR LEARNING ASSURANCE MAPPING PROJECT (LAMP): DEFINITIVE BUDGET OF WORK

Schools Division Office: _____

School: _____

Date of Monitoring: _____

Directions:

1. Put a check (✓) on the appropriate column.

Legend:

O - Observed

NO - Not Observed

No.	INDICATORS	MOVs	DESCRIPTION		REMARKS
			O	NO	
1	Complied with the Definitive Budget of Work (DBOW)	Quarterly Report on the Utilization of Definitive Budget of Work as indicated in RM dated March 30, 2019, CG, DBOW, DLL.			
2	Intended competencies were taught in the specified quarter.	Quarterly Report on the Utilization of Definitive Budget of Work as indicated in RM dated March 30, 2019, CG, DBOW, DLL.			
3	Addressed undelivered competencies.	Action plan, Intervention Plan / Quality Assured SLRs			
4	Provided intervention for unmastered competencies.	Intervention plan, Completion Report			
5	Improved learners achievement level	Consolidated Test Results			

Comments, suggestions, recommendations:

Monitored by:



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Misamis St. Bago Bantay, Quezon City

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

MONITORING TOOL ON SPECIAL INTEREST PROGRAM IMPLEMENTATION AND COMPLIANCE

Schools Division Office: _____

School: _____

Date of Monitoring: _____

Contest to be Monitored: _____

DSPC: ☐

DSTF: ☐

DFOT: ☐

DSBWC: ☐

DLC: ☐

Directions:

1. Put a check (✓) mark on the appropriate space provided.
2. Write your remarks as needed.

Legend:

1 - Not present, 2 - strongly disagree, 3 - Disagree, 4 - Agree, 5 - Strongly Agree

			SCALE					Remarks
	INDICATORS	MOVs	1	2	3	4	5	
I. BEFORE								
1.1	Prepared well planned program of activities within the school year	Program Projects and Activities (PPAs)/ minutes of the meeting/ project proposal/ Division memorandum, Division Action plan						
1.2	Oriented proctors and other concerned officials	Division memorandum/ attendance/ minutes of the meeting with specific agenda/ terms of reference with host school/ division						
1.3	Considered proximity of contest venues	Memorandum, Proof of ocular visit (Certificate of Appearance, Attendance)/ location map/ accessible map						
1.4	Prepared terms of reference for assigned in-charge of contests and judges	Terms of reference signed by RD/SDS and concerned personnel						
1.5	Prepared checklist on the following: Mechanics/Guidelines/Monitoring & evaluation tool/ Contracts/ attendance	Checklist on the following documents: a. Guidelines b. Mechanics c. Contracts (if needed) d. Monitoring & Evaluation Tool e. Attendance						
1.6	Selected highly qualified judges	Curriculum Vitae and IDs of judges, resource speakers, and consultants						

	INDICATORS	MOVs	1	2	3	4	5	Remarks
2. DURING								
2.1	Implemented programs as planned	Memorandum, Matrix of Activities/ Program, completion report						
2.2	Observed orderliness throughout the ???	M & E report, Duly signed terms of ??						
2.3	Ensure compliance of contestants on the guidelines	Guidelines, M&E report/ Mechanics/ Accomplishment Report, Narrative report on the conduct of the Activity						
3. AFTER								
3.1	Conducted debriefing/ post evaluation	M&E report/Accomplishment Report of proponent/ Minutes of debriefing						
3.2	Responded to feedbacks accordingly	Written documents/Decision made TWG's duly signed terms of reference						
Comments, suggestions, recommendations:								

Monitored by:



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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

**MONITORING TOOL FOR DIFFERENT PROGRAMS (PRIMALS, ELLN, ALTERNATIVE INSTRUCTIONAL DELIVERY PROGRAM (AIDP),
 COMPETENCY BASED LEARNING (CBL), CRITICAL CONTENT, CROSS SPECIALIZATION)**

Schools Division Office: _____

School: _____

Date of Monitoring: _____

Program to be Monitored: _____

PRIMALS: keystone _____

ELLN: _____

AIDP: _____

CBL: _____

CRITICAL CONTENT: _____

CROSS SPECIALIZATION: _____

Directions:

1. Put a check (✓) on the appropriate column.

Legend:

O - Observed

NO - Not Observed

	INDICATORS	MOVs	DESCRIPTION		
			O	NO	REMARKS
1	Program cascaded to target participants.	Project proposal, Completion Report, Action plan			
2	Program was cascaded through division w	Project proposal, Completion Report, Action plan			
3	Program was cascaded through DLAC sessio	Completion Report, LAC plan			
4	Teachers trained were fully equipped with the required competencies	Classroom Observation Tool			
5	Teachers trained were assigned in the target grade level / key stage.	Class Program, SF7			
6	Applied knowledge, skills and pedagogies gained from the training	Daily Lesson Log			
7	Improved learners achievement	SF9, Consolidated Test results			
8	Promoted learners access to basic education	School Report Card, KPIs			
9	Teachers trained shared knowledge, skills and pedagogy gained with other teachers through LAC session	Completion Report, LAC plan			

Comments, suggestions, recommendations:

Monitored by:



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Monitoring Tool on the Implementation of Inclusive Education

Schools Division Office: _____

School: _____

Date of Monitoring: _____

Directions:

1. Each indicator validates the effectiveness of the implementation of inclusive Education.
2. Put a check (✓) on the appropriate column.

Legend:

O - Observed

NO - Not Observed

			DESCRIPTION		
	INDICATORS	MOV's	O	NO	REMARKS
I.	Teaching and Learning				
1	Used tools and strategies to support learners with Special Educational Needs (LSEs) to assess and evaluate learners performance.	Consolidated Test results, Pre Test, Numeracy Test			
2	Provided differentiated instruction to address diverse learners.	DLL, compendium of strategies			
3	Monitored learners progress.	Progress Monitoring Report, SF9			
II.	Learning Resources				
1	Provided and used adequate Instructional Materials to support different types of learners.	compendium of LR's			
2	Developed supplementary learning resources applicable and accessible to all types of learners.	Quality assured SLR, compendium SLRs			
3	Provided learning resources based on the prescribed text and graphics that are culturally appropriate.	Quality assured SLR, compendium SLRs			
III.	Assessment				
1	Used modified assessment tools based on the needs of the learners	Assessment Tools and Test Results			
2	Provided remediation to address learning gaps.	Intervention plan, Narrative report, Individual Education Plan (IEP)			

Comments, suggestions, recommendations:

Monitored by:



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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Monitoring Tool on the Implementation of Learning Action Cell (LAC)

Schools Division Office: _____

School: _____

Date of Monitoring: _____

Directions:

1. Each indicator was formed to validate the effectiveness of the unpacked learning.
2. Put a check (✓) on the appropriate column.

Legend:

O - Observed

NO - Not Observed

			SCALE		Remarks
	INDICATORS	MOVs	O	NO	
1	Identified learning and development needs of teachers	Learning and Development Needs Assessment (LDNA), LAC Session Guide/ Plan, Consolidated test Results, E-SAT			
2	Aligned with the recommended topics for LAC	LAC Policy, LAC Session Guide/ Plan			
3	Linked with the School Improvement Plan (SIP) and Annual Improvement Plan (AIP)	SIP and AIP, LAC Plan			
4	Improved the teaching and learning process	KPIs, SF5			
5	Capacitated teachers' knowledge to continuously improve their pedagogical knowledge, skills, and attitudes	LAC Plan, Completion Report with Assessment results			
6	Encouraged participation of stakeholders	MOA/ MOU, Terms of Reference, Attendance, Completion Report			
7	Observed the prescribed set up in the conduct of LAC	LAC Plan, Completion Report			
8	Agreed on the identified interventions to address the learning and development needs of teachers	LAC Plan			
9	Conducted post evaluation of each LAC session	Documentation/ Accomplishment Report, M and E Report			
Comments, suggestions, recommendations:					

Monitored by: _____



A legacy as rich as excellence

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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Monitoring Tool on Instructional Innovation

Schools Division Office: _____

School: _____

Directions:

1. Each indicator validates the instructional Innovation
2. Put a check on the appropriate column.

Legend:

Evident (E)

Evident but Inadequate (EI)

Not Evident (NE)

Not Applicable (NA)

Evidence for inadequate (EI)			Not Applicable (NA)			SCALE			
No	INDICATORS	MOVs	E	EI	NE	NA			
I. Curriculum Implementation and Compliance									
1	Aligned to DepEd's Vision, Mission and core values.	WFP, AIP, SIP							
2	Promoted learning to develop 21st century skills among learners.	WFP, SIP, Project Proposal and Completion Report							
3	Provided access to quality basic education.	Number of learners benefited							
4	Increased participation rate of the schools.	KPI Report							
5	Complaint to the K to 12 curriculum	DLL, Quality assure SLRs							
Comments, suggestions, recommendations:									

Monitored by:



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Website: <http://www.deped.gov.ph/ncgmr/ncgmr/>





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

MONITORING TOOL ON CURRICULUM IMPLEMENTATION AND COMPLIANCE

Schools Division Office: _____

School: _____

Date of Monitoring: _____

Directions:

- 1 Rate each indicator on the checklist as to curriculum implementation and compliance.
Tick the appropriate column.
- 2 Each indicator is assessed on an individual basis, regardless of the relationship to other indicator.

Legend:

Strongly Agree (SA) - 5 points
 Agree (A) - 4 points

Neutral (N) - 3 points
 Disagree (DA) - 2 points

Strongly Disagree (SD) - 1 point

			SCALE				
	INDICATORS	MOVs	SA	A	N	DA	SD
1	The prescribed budget of work is utilized by the teachers.	Consolidated Report on the utilization of the DBOW, DLL/DLP Checked/Monitored DBOW/CG					
2	DLL/DLP monitored reflect timelines of competencies being covered (i.e. competencies are taken up as prescribed in the RBOW/CG)	Consolidated Report on the utilization of the DBOW, DLL/DLP Checked/Monitored DBOW/CG					
3	The TOS of the quarterly teacher-made Summative Test presents competencies expected to be covered for the quarter.	DBOW Table Of Specifications (TOS and Examination					
4	The Performance Tasks given by the teachers reflect the performance standards given in the RBOW and/or CG.	DLL/DLP Checked/Monitored DBOW/CG Observation Notes					
5	Time/days devoted to actual daily teaching of the competencies corresponds to what is prescribed in the RBOW/CG.	Consolidated Report on the Utilization of the DBOW, Observation Notes/Remarks					

Comments, suggestions, recommendations:

Monitored by:



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

MONITORING TOOL ON SPECIAL INTEREST PROGRAM IMPLEMENTATION AND COMPLIANCE

Schools Division Office: _____

School: _____

Date of Monitoring: _____

Program Offering: _____

SPJ: ☐

SPFL: ☐

STVEP: ☐

SPA: ☐

SPS: ☐

SSP: ☐

Directions:

- 1 Rate each indicator on the checklist according to how the school implements and complies with the curriculum. Tick the appropriate column.
- 2 Each indicator is assessed on an individual basis, regardless of the relationship to other indicator.

Legend:

Evident (E)

Evident but Inadequate (EI)

Not Evident (NE)

Not Applicable (NA)

			SCALE			
	INDICATORS	MOVs	E	EI	NE	NA
I. Curriculum Implementation and Compliance						
1	The prescribed Curriculum Guide is properly followed.	DLL/DLP, CG				
2	The programs are appropriate to the community.	Program Implementation Plan				
II. Special Program Delivery Process						
1	Activities of the learners are programmed based on the competencies.	DepEd Implementing Policy/Guidelines Annual Implementation Plan, SIP, BOW, DLL/DLP				
2	Learners are given feedback about their performance.	Annual Implementation Plan, Performance Task with Rubrics, Achievement Chart				
3	Programs on knowledge, skills, and values development are channeled to the achievement of the learners' personal agenda/goals.	Annual Implementation Plan, Action Plan				
III. Assessment of Student's Progress						
1	Learners are oriented on how their performance will be measured.	Annual Implementation Plan, Learners' Handbook				
2	Assessment results are explained to the learners, leading to their realization of the area for improvement.	Annual Implementation Plan				
3	Learners keep track of their progress in their chosen program.	Logbook of learners' progress, SF9				

	INDICATORS	MOVs	E	EI	NE	NA
IV. ???						
1	A clear Monitoring Plan for the program is evident.	School Monitoring Tool and Division Monitoring Tool				
2	Monitoring Plan is properly implemented.	School Monitoring Results and Division Monitoring Results				
3	Monitoring results are discussed with the concerned personnel to encourage actions needed to improve Special Program delivery.	School Monitoring Results				
4	Monitoring Results are utilized to improve Special Program delivery.	SIP and Annual Implementation Plan				
5	Proper coordination, planning, and feedback system are being enforced.	Annual Implementation Plan, School and Division Supervisory Plan				
6	Capacity building for the teacher is being conducted.	Annual Implementation Plan and WFP, Completion Report				
V. Administrative Concerns						
1	Orientation of learners, parents, and stakeholders is conducted by the school head.	Annual Implementation Plan and action plan, attendance, Narrative report				
2	An adequate budget is allotted for the Program expenses.	Annual Implementation Plan, Completion Report				
3	Profiles of learners are organized and available for reference by parents, and teachers and other officials.	Anecdotal Records/Feedback Forms				
4	Program materials and relevant supplies are available for learners and teachers.	Issuance / Requisition Forms, AIP and SIP				
5	Reports are submitted.	Received copy of the Reports				
6	Facilities, tools, and equipment are accessible to teachers and learners.	Logbook				
7	Tracking of learners is in place.	Tracking report				
VI. Partnership with Community						
1	Memorandum of Agreement with partners is duly notarized and properly documented.	Received notarized copy of MOA				
2	Profiles of external stakeholders/partners are organized and made available for reference.	MOA, Logbook, Profile of Partners				
3	Use of facilities and other resources.	MOA				
4	Serviceability of resource persons (experts).	MOA, Profile of teachers / mentors, CV				
5	Financial assistance for special activities.	MOA, SEF				
Comments, suggestions, recommendations:						

Monitored by:



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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

MONITORING TOOL ON SPECIAL INTEREST PROGRAM IMPLEMENTATION AND COMPLIANCE

(TRACKING)

Schools Division Office: _____

School: _____

Date of Monitoring: _____

A. Implementation School Profile

1. Special Program Offering

SPA ☐

SPFL ☐

SPS ☐

SSP ☐

STVEP ☐

2. Completers/Graduates in the last 5 years.

2015	2016	2017	2018	2019

3. Information on Learners with Special Needs.

Grade Level	Number of Learners					
	Learner with Disabilities		IP Learners		Muslim Learners	
	Male	Female	Male	Female	Male	Female
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

4. Information on Teachers

a) Length of Service

No. of Years	0 - 5	6 - 10	11 - 15	16 - 20	21 & above
No. of Teachers					

b) Number of Teachers with specialization relevant to the program : _____

5. ???

a) Print

☐ Books

☐ LMI & TM

☐ Magazines

☐ Manipulatives

Others, please specify _____

b) Non-print

☐ e-Books

☐ Internet Access

☐ Powerpoint

☐ Videos

Others, please specify _____

B. Selection of Learners

1. How do you select the learners for the program? Check all that applies.

☐ Interview

☐ Qualifying Exams

☐ Audition

☐ Minimum Grade Requirements, please specify _____

☐ others, please specify _____

C. Facilities

Available Laboratories in the school

	Laboratories	Number	Tools and Equipment		
			Sufficient	Not Sufficient	None
1	Gen Science Laboratory				
2	Biology Laboratory				
3	Chemistry Laboratory				
4	Physics Laboratory				
5	Robotics Laboratory				
6	Math Laboratory				
7	Computer Laboratory				
8	Speech Laboratory				
9	Dance/Music Studio				
10	Drafting Room				
11	Multimedia Room				
12	Theater Room				
13	Radio Room				
14	TV Broadcasting Room				
15	Workshop Room (STEP)				
16	Others (i.e. court, gym, etc.)				

D. Students Trainings and Activities

Check all the trainings conducted for the current school year.

☐ Research conference/colloquium

☐ Short Courses

☐ Student Exchange Program

☐ Exhibits

☐ Culminating Activities

☐ Recital

☐ Others, please specify _____

E. ???

Program.

Year	Engineering	Information/ Computer Science	Agriculture/ Fisheries/ Forestry	Basic Sciences	Medical Sciences	Science & Math Education	Other Sciences not Mentioned (Specify)
2015							
2016							
2017							
2018							
2019							

Monitored by:



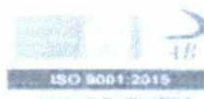
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Schools Division Office
MUNTINLUPA CITY

MONITORING TOOL FOR SCHOOL-BASED INSET

Name of School: _____ Date: _____
Name of Monitor: _____ Position: _____

No. of expected participants: _____ No. of actual participants: _____
No. of lined-up topics: _____ No. of Resource Speakers: _____

A. PRE-INSET PREPARATIONS

1. On Creation of Committee

Indicators	Evident	Not Evident
The school has created a functional committee for INSET		
An official Memorandum has been issued.		
The INSET activity is indicated in the AIP		
There is an approved project proposal.		
There is a master list of officially identified participants.		

2. On topic lineups and selection of participants

Indicators	Evident	Not Evident
Topics are based on the priority needs of the targeted training participants.		
There is an existing procedure in selecting the training participants.		

3. On inviting resource speakers

Indicators	Evident	Not Evident
There is a system in the assigning of Resource Speaker.		
Resource Speakers were required to submit the curriculum vitae or other related documents.		
Resource Speakers submitted their slide decks.		
Resource Speakers prepared and submitted the pre and post tests.		

B. DURING INSET ACTIVITY

1. On plenary activity

Indicators	Very Evident	Moderately Evident	Not Evident
An opening plenary program has been conducted.			
The plenary program provided a clear instructions and guidelines.			
The plenary program was generally smooth and well-organized.			

Assigned CID Personnel in ProMoTe Implementation FY 2020 -2021 Attachment No. 12

Tool No.	Promote Tool Description	Focal Person / In-Charge
1.	Monitoring Tool on the Utilization of Phil_IRI Results	Dr. Ma. Carmen Solayao – English Ms. Marissa Muldong - Filipino
2.	Monitoring Tool for the Following: 2.1 Senior High School 2.2 ALS and ADM	Ms. Clarisa Avila Ms. Ada Trinidad Tagle
3.	Project LAMP Definitive Budget of Work per Learning Areas: TLE/EPP	Dr. Valentina Ballesteros
	Mathematics	Dr. Emelita Bautista
	English	Dr. Ma. Carmen Solayao
	ESP	Dr. Lilirosa Palce
	Science	Ms. Armida Oblinada
	Araling Panlipunan	Ms. Mariel Eugene Luna
	Filipino	Ms. Marissa Muldong
	MAPEH	Mr. Edison Enerlas
4.	Monitoring Tool is Special Interest Program Implementation and Compliance	DSPC - Dr. Ma. Carmen Solayao Dr. Ma. Theresa Dela Rosa DSTF - Ms. Armida Oblinada Mr. Rolando Muldong DFOT - Dr. Valentina Ballesteros Dr. Armando Romero DSPWC- Dr. Emelita Bautista Ms. Virginia Cagampang DLC - Ms. Mariel Eugene Luna Mr. Yaledegler Maligaya PSDS In-Charge of the following schools Ms. Clarisa Avila – Tech-Voc Curriculum

		Mr. Wilson Pascual – STEM MNHS Main Dr. Armando Romero – Tech-Voc MBHS Main
5.	Monitoring Tool for Different Program: PRIMALS	Ms. Armida Oblinada
	ELLN	Ms. Virginia Cagampang w/ All PSDS
	AIDP	Mr. Yaledegler Maligaya
	CBL Critical Content Cross Specialization	✂ Dr. Emelita Bautista w/EPS per Subject areas
6.	Monitoring Tool of IE	Dr. Liliosa Palce
7.	Monitoring Tool of the Learning Action Cell	Ms. Virginia Cagampang w/ all PSDS as members
8.	Monitoring Tool on Instructional Innovation	Dr. Gina Urquia w/ PSDS & EPS as members
9.	Monitoring Tool on Curriculum Implementation and compliance	Ms. Madeline Ann Diaz w/ EPS & PSDS
10. & 11.	Monitoring Tool on Special Interest Program Implementation and Compliance / Tracking	IT Tracking Chair: Mr. Randy Vargas & Mr. Eustaquio Escario Members: ✂ SPFL - Ms. Mariel Eugene Luna & Ms. Virginia Cagampang SSP - Ms. Armida Oblinada & Engr. Rolando Muldong STVEP - Dr. Valentina Ballesteros & Dr. Armando Romero SPJ - Dr. Ma. Carmen Solayao & Dr. Ma. Theresa Dela Rosa SPA/SPS - Mr. Edison Enerlas & Mr. Wilson Pascual



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

MONITORING TOOL

**Administration of Comprehensive Rapid Literacy Assessment (CRLA)
End of School Year (EoS) for Grades 1-3 (May 2-5, 2023)
School Year 2022-2023**

School: _____

Date of Monitoring: _____

Indicators	Observed	Not Observed	Remarks
Pre-administration			
1. Conducted school/ grade/ cluster level orientation (face-to-face/ online).			
2. Prepared printed/ digital CRLA EoS materials for administration (passages, record form, scoresheets, PPT, etc.).			
3. Prepared the list of learners (male & female) who will undergo CRLA EoS Assessment per grade level including 4Ps beneficiaries.			
Actual Administration			
1. Administer the CRLA EoS assessment using CRLA Tools.			
2. Encode the CRLA EoS Class Results using CRLA Scoresheets (Grades 1-3).			
3. Submit the CRLA EoS Class Results to Grade Level In-charge for consolidation.			
Post Administration			
1. The Grade Level Chairman forwarded the CRLA EoS Class Results to School Reading Coordinator/ CRLA In-charge for consolidation.			
2. The School CRLA In-charge summarized the CRLA EoS Results using the School Summary Sheet.			
3. The CRLA EoS In-charge encoded the School CRLA EoS Results to DepEd NCR Submission Google Form and to SDO Google Drive (soft copy) & submitted the hard copy to SDO for consolidation.			
Findings/ Recommendation:			

Monitored by: _____

Noted by: _____

Public Schools District Supervisor

MADELINE ANN L. DIAZ
Chief, CID



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

Division of Muntinlupa

Issues and Concerns During School Visits

[illegible]