



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

3166

Office of the Schools Division
Superintendent

AUG 11 2023

MEMORANDUM

No. 186, s. 2023

**WE ARE READY: A SELF-ASSESSMENT ACTIVITY PRIOR TO
THE OPENING OF CLASSES (S.Y. 2023-2024)**

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

1. With reference to DepEd Order No. 022, s. 2023, titled "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024", the schools shall formally open on August 29, 2023.
2. To ensure higher level of school preparedness for the said opening of classes, the Division implements the above-captioned activity in all public schools on any date between August 14-21, 2023.
3. The guidelines for administering the readiness self-assessment activity are as follows:

A. On the Creation of Monitoring and Evaluation Committee

Chairperson: The School Head

Vice-Chair: School SBM Coordinator

Members: At least 5 but not more than 15.

For this purpose, they are called "Assessors". They must be carefully identified from the rosters of school teachers, focal persons, coordinators, and a representative from School Governing Council (SGC).

***The PSDS Assigned** will oversee and monitor the conduct of the said activity and provide necessary technical assistance to the assigned schools.

B. On Self-Assessment Tool to Be Used

- There shall be tool provided from the Division Office (See attached tool).

C. On Actual Self-Assessment Activity

- The committee shall choose a date as provided in paragraph 2 of this Memorandum.
- A short plenary briefing shall be given to the members before the conduct of the self-assessment.
- Assessors must be provided with the prescribed tool and given enough time to roam around to do the necessary assessment.
- The committee shall choose a specific modality appropriate to its context:

Modality 1: The Assessors are divided into several clusters and assigned to the specific categories of the Readiness Checklist.



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Modality 2: The Assessors do the assessment individually using the prescribed Readiness Checklist.

D. On Deliberation and Finalization of Scores

- Another plenary session must be organized within the day for the members to further discuss, deliberate, and finalize the scores and findings. The committee must designate a “minutes taker” to ensure proper recording of the proceedings. Priority improvement areas (PIA) must be properly identified for appropriate actions.
- The committee must come up with a final consolidated score immediately after the deliberation. The final self-assessment report must bear the name and signature of the members and the approval of the Chair.

E. On Identification of PIAs Based on the Assessment and Formulation of Action Plan

- Based on the identified Priority Improvement Areas (PIA), an Action Plan shall be formulated (See attached template).
 - Copies of the Action Plan shall be submitted to:
 1. *Schools Division Office, School Management Monitoring and Evaluation Section.* For the Division level data consolidation, analysis, and reporting.
 2. *Public School District Supervisor (PSDS Assigned).* For inclusion in their technical assistance priorities.
4. Related inquiries may be directed or referred personally to Dr. Zoren Pepito L. Gubalane, Senior Education Program Specialist, or through the telephone number, 88292308 loc. 122.
5. For information and strict compliance by all concerned.

NERISSA ROXAS-LOMEDA CESE
Chief Education Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

SELF-ASSESSMENT	MONITORING	EVALUATION
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186 / August 8, 2023



Department of Education
SCHOOLS DIVISION OFFICE
City of Muntinlupa
SCHOOL OPENING READINESS CHECKLIST

SY: _____
(QF-ME-003, rev: 2 s, 2023)

Name of School: _____ Date: _____

Directions:

- Below is an enhanced School Opening Readiness Checklist to be used prior or during the opening of classes.
- In every area of concern, score them **O** if observed; **NI** if needs improvement; **NO** if not observed. Please indicate your suggestions/recommendations/actions to be taken in the space provided.

Areas of Concerns (Problems/Issues/Concerns)	O	NI	NO	Action/s Taken (Preventive/Corrective Actions)
A. Cleanliness and Safety				
1. WASH facilities are functional and well-maintained with sufficient provision of needed supplies				
2. CRs are functional and clean with enough supply of water, cleaning materials, and soap				
3. There is a provision of alcohol or hand-sanitizer in all strategic areas				
4. Hallways are clean with clear markers to avoid learners colliding with each other				
5. Classroom floors, walls, ceilings, and windows are clean and well-maintained and free of hazardous and sharp edges				
6. Emergency exits are not blocked and locked				
7. Fire extinguishers are placed in strategic places				
8. Restricted areas such as on-going construction sites, ground diggings, and high voltage areas are well fenced with readable warning signs				
B. Canteen				
1. Food served complies with DepEd requirements (DO 13, S. 2017)				
2. Food containers/bins are organized with labels and well sanitized				
3. Tables and chairs are practically enough to accommodate learners				
4. Feeding Room is practically functional and equipped with necessary materials & supplies				
5. FREE potable drinking water is available and accessible				
C. Enrollment Help Desk				
1. Help desk area is equipped with enough table, chairs and necessary supplies				
2. Help-desk area has designated personnel assigned				
3. The enrollment system has a functional process flow				
4. Report of daily enrollment count is prepared and submitted during the prescribed period				
5. The enrollment system is flexible depending on learners needs				
D. Brigada-Eskwela (BE)				
1. Implemented BE programs and activities based on the prescribed schedules				
2. Implemented the "Brigada Pagbasa" as part of the BE activities				
E. Oplan Balik-Eskwela (OBE) Through a school Memorandum:				
1. Organized a School OBE-Public Assistance Command Center (PACC)				
2. Assigned and properly communicated hotline number/s for School OBE-PACC				
3. Conducted orientation to parents, teachers, and learners before the opening of classes				
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, inter-net connectivity, and others.				
F. Attendance Taking. There is a system on regular taking of attendance with proper monitoring of <i>time-in</i> and <i>time-out</i> .				
G. Bulletin Boards are updated and strategically located				

H. Welcome Tarpaulin/Signage for Balik-Eskwela is strategically located				
I. Waste Management (SWARM-MRF) is properly implemented and maintained				
J. Classrooms				
1. Provision of chalkboard/whiteboard				
2. Provision of teacher's table and chair				
3. Provision of pupils/learners' arm-chairs				
4. Provision of Smart TV/LCD ins the classroom				
5. Well-ventilated and generally conducive				
K. The Class Program is comprehensive, well-prepared and well-presented				
L. The Teachers Program is comprehensive, well-prepared and well-presented				
M. Project Smile, PEACE Zone, MATATAG Agenda, SMART School with a Heart and other Advocacy posters/ signage are in places				
N. Directional Signage, Classrooms, and other basic facilities are properly placed and labeled				
O. Locator maps or signage of different sections, room assignments w/ corresponding teacher-advisers are strategically displayed				
P. Regular Class During Day-1 is strictly enforced by the school				
Q. 100% of textbooks and other LRs are well accounted and distributed to learners				
R. DepEd's Operation PUSH (Planning, Up-scaling, Synchronizing, and Highlighting) is evidently supported by related activities				
S. A Committee for the opening of classes is formally created with clear duties and responsibilities.				
T. School officials, teachers, and personnel are in proper / appropriate uniform				
Total observation (45):				
READINES RATE FORMULA: $RR = \sum O / 45 * 100$ or $RR = \left[\frac{45 - (\sum NI + \sum NO)}{45} \right] \times 100$ Where: RR = means Readiness Rate 45 = means that the perfect observation or score is equal to 45 $\sum O$ = total observations for "O" or Observed $\sum NI$ = total observations for "NI" or Needs Improvement $\sum NO$ = total observations for "NO" or Not Observed * = asterisk symbol for multiplication 100 = is a constant value to arrive a percentage value	SAMPLE COMPUTATION: Given: $\sum O = 40$ $\sum NI = 3$ $\sum NO = 2$ $RR = \frac{45 - (3+2)}{45} * 100$ $RR = 40/45 * 100$ $RR = 88.88\% \text{ or Ready}$ Adjectival Interpretation: 0-74 → Needs Significant Improvement 75-79 → Somehow Ready 80-89 → Ready 90-100 → Very Ready			
OTHER NOTABLE INITIATIVES (Enumerate here):				
Prepared by:	Checked and reviewed:	Noted:		
		School Head		

ACTION PLAN

(We Are Ready: A Self-Assessment Activity Prior to the Opening of Classes, SY 2023-2024)

Instructions: After the conduct of the WE ARE READY Self-Assessment tool; the committee identified the priority improvement areas (PIA) for appropriate action.

PRIORITY IMPROVEMENT AREA (PIA)	ACTIONS TO BE TAKEN	RESPONSIBLE PERSON/S	TARGET COMPLETION DATE	RESOURCES NEEDED (Financial/Physical)
Example: (On Learners Safety) The emergency exits of the school building are locked and blocked with unserviceable broken materials and equipment.	(Example) Raise the concern to the School Governing Council (SGC) for immediate recommendation in clearing up of the emergency exits	(Example) DRRM Coordinator	(Example) August 25, 2023	(Example) - Needed Cleaning materials - MRF Area - Snacks for the volunteers

Prepared by:

Approved:
