



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 24 2023

MEMORANDUM

No. 198, s. 2023

DIVISION MONITORS FOR 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. The Division Monitors are assigned to specific schools as follows:

Schools	Assigned Monitors
Alabang ES	Dr. Evangeline M. Aman
ALS Center	Ms. Ada Trinidad Tagle
Bagong Silang ES	Dr. Yaledegler C. Maligaya
Bayanan ES Main	Ms. Phoebe R. Arroyo
Bayanan ES Unit 1	Dr. Ma. Theresa C. Dela Rosa
Buli Es	Dr. Armida S. Oblinada
Cupang ES Annex	Mr. Eduardo A. Kondo
Cupang ES Main	Dr. John Albert B. Colle
Cupang Senior HS	Dr. Jay Boy E. Evano
F De Mesa ES	Dr. Gina U. Urquia
Filinvest Alabang ES	Ms. Rochelle A. Jimenez
Itaas ES	Dr. Ma. Myra E. Namit
Lakeview Integrated School	Ms. Alyssa V. Aventurado
Muntinlupa Business HS	Dr. Lilliosa B. Palce
Muntinlupa Business HS-SA	Dr. Ma. Carmen D. Solayao
Muntinlupa ES	Ms. Ma. Teresa S. Indap
Muntinlupa National HS	Dr. Mark Joseph C. Fernandez
Muntinlupa Science HS	Ms. Mariel Eugene L. Luna
Pedro E. Diaz HS	Ms. Chelo DG. Rongavilla
Poblacion ES	Mr. King Solidini J. Torres
Poblacion National HS	Ms. Cecilia Teresa C. Claudel
Putatan ES	Ms. Ivy M. Romano
Soldiers Hills ES	Mr. Edison C. Enerlas
Sucat ES	Mr. Andres F. Sicam Jr.
Sucat ES Zone 3	Dr. Zoren Pepito L. Gubalane
Sucat ES Zone 4	Dr. Zoren Pepito L. Gubalane
Sucat Senior High School	Ms. Sue-Ann R. Yago
Tunasan ES	Dr. Maricel R. Subida

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Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 805-9935, (02) 805 - 9940

sdomuntinlupa@gmail.com



Certified No: 18.1519.026

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Tunasan National HS	Ms. Ma. Regaele A. Olarte
Victoria Homes ES	Ms. Maripaz M. Lavin

3. Monitors shall use the attached Monitoring Tool and submit the filled-out copy to the School Management Monitoring and Evaluation Section for consolidation and preparation of report.
4. For information and strict compliance by all concerned.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

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

SELF-ASSESSMENT MONITORING EVALUATION

ZPLG / DM / DIVISION MONITORS FOR THE OPENING OF CLASSES S.Y. 2023-2024

~~198~~ / August 24, 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		