



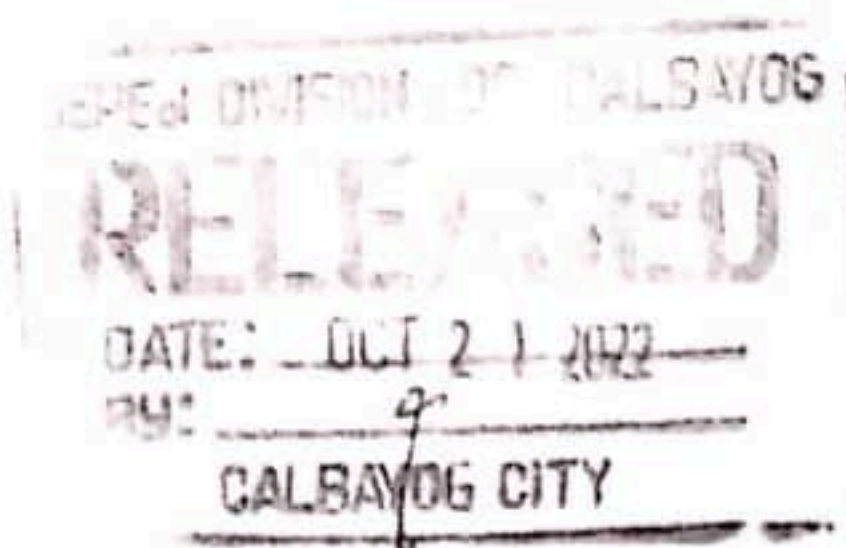
Republic of the Philippines
Department of Education
REGION VIII

SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 439 s. 2022

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD/CID)
Education Program Supervisors
Public Schools District Supervisors
Section Heads
Elementary and Secondary School Heads
All Others Concerned



FROM: **MOISES D. LABIAN JR PhD, CESO VI**
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT: **MONITORING OF SCHOOL READINESS FOR FULL IN-PERSON CLASSES**

Date: October 21, 2022

- In reference to DO 34 s.2022, **School calendar of Activities for the SY 2022-2023** which stressed that schools shall implement a full in-person classes on November 2, 2022, this Office hereby informs the field that there will be a simultaneous monitoring of school readiness for full in-person classes from October 24 to 28, 2022.
- This activity aims is to ensure the readiness of school facilities, learning materials, health and safety, and curriculum and instruction by November 2, 2022.
- The composition of the division monitoring teams will be as follows:

Monitoring Teams	Districts
<p style="text-align: center;"><i>Team A</i></p> <p>Team Leader: Dr. Moises D. Labian Jr.</p> <p>Members: Noel E. Sagayap Dr. Erwin L. Purcia Geraldine P. Sumbise Reynaldo T. Bernales Ma. Gina U. Moreno Noemi S. Castante Engr. Jordan L. De Veyra Nikki Ivy Dollado Ma. Marlie M. Mendoza</p>	<p>Oquendo 1 Oquendo 2 Oquendo 3</p>
<p style="text-align: center;"><i>Team B</i></p> <p>Team Leader: Dr. Renato S. Cagomoc</p> <p>Members: Ma. Teresa S. Simon</p>	<p>Tinambacan 3 Tinambacan 2 Tinambacan 1</p>

Jose O. Abon Pedro L. Montecillo Arnulfo Abellar Ricky S. Cano Dr. Nelson R. Bello Patria G. Lapara Carren Cabadsan Oscar D. Billate	
<p style="text-align: center;"><i>Team C</i></p> Team Leader: Mr. Ubaldo D. Diomangay Members: Marilyn S. Tahil Elbert G. Ongcal Nora G. Capetillo Ester A. Siozon Dr. Joy B. Saldana Arnold M. Jaraba Asther E. Bachar Ma. Bella Ortiz Sharon D. Balza	Calbayog 6 Calbayog 5 Calbayog 4
<p style="text-align: center;"><i>Team D</i></p> Team Leader: Dr. Avelina P. Tupa Members: Teresa D. Villa Anabelle O. Yangzon Alma R. Caber Joshua Sherwin T. Lim JD Lourdes L. Matan Mercedita S. Garcia Engr. Lyrian Montances Benedicto Mirales Sofia Monteron	Calbayog 3 Calbayog 2 Calbayog 1

4. This memorandum shall serve as travel order of the Monitoring Team members in the week-long monitoring.
5. All expenses relative to this activity shall be charged against local funds/MOOE subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this memorandum are desired.



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**MONITORING TOOL FOR THE SCHOOL READINESS ON THE
 FULL IN-PERSON CLASSES IMPLEMENTATION
 SY 2022-2023**

SCHOOL: _____ DISTRICT: _____

SCHOOL TYPE: Regular Elem Regular JHS & SHS SPED MG

NAME OF SCHOOL HEAD: _____

I. ENROLMENT as of _____ (Date of Monitoring) _____ AM _____ PM

GRADE LEVEL	MALE	FEMALE	TOTAL	NO. OF LEARNERS WITH GADGETS FOR ONLINE CLASSES	REMARKS
Kindergarten					
GRADE 1 / Grade 7					
Grade 2 / Grade 8					
Grade 3 / Grade 9					
Grade 4 / Grade 10					
Grade 5 / Grade 11					
Grade 6 / Grade 12					
TOTAL					

II. TEACHERS

GRADE LEVEL	Number of Enrolled Learners	Number of Teachers	Learner-Teacher Ratio	No. of Teachers with Gadgets for Online Classes	REMARKS
Kindergarten					
1 or 7					
2 or 8					
3 or 9					
4 or 10					
5 or 11					
6 or 12					

Standard: Kinder (25:1), Grades 1 & 2 (40:1), Grades 3 to 10 (45:1), SHS (40:1)



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 calbayogcitydivision@deped.gov.ph





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III. CLASSROOMS (for Face-To-Face Classes)

GRADE LEVEL	Number of Enrolled Learners	Number of Functional Classrooms	Number of Classrooms converted to processing center/s and/or virtual room/s	REMARKS
Kindergarten				
1 or 7				
2 or 8				
3 or 9				
4 or 10				
5 or 11				
6 or 12				

Standard: Kinder (25:1), Grades 1 & 2 (40:1), Grades 3 to 10 (45:1), SHS (40:1)

IV. TOILETS (for Face-To-Face Classes)

Number of Enrolled Learners	Number of Functional Toilets	Learner-Toilet Ratio	REMARKS

Standard: 50:1

V. CHAIRS (for Face-To-Face Classes)

Number of Enrolled Learners	Number of Chairs	Learner-Chair Ratio	REMARKS

Standard: 1:1

VI. LEARNING MATERIALS

GRADE LEVEL	Learning Area(s) with Need	Number of Need	Type of Learner's Material Needed	REMARKS
Kinder				
1 or 7				
2 or 8				
3 or 9				
4 or 10				
5 or 11				
6 or 12				



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VII. QUESTIONS TO BE ANSWERED BY THE SCHOOL HEAD

1. Does the school has internet connection? _____
2. How many computer sets does the school have?
 - a. Desktops _____
 - b. Laptops _____
 - c. Tablets _____

GENERAL OBSERVATIONS

	Yes	No	Remarks
School environment is WELCOMING to the learners.			
School environment is SAFE.			
School environment is CLEAN.			
School personnel always WEAR A SMILE IN A MASK.			
There is PEACE AND ORDER in the school.			
Students/pupils are NOT LOITERING AROUND (inside and outside the school premises). <i>(for Face-to-Face Classes)</i>			
There is a HELP DESK with attending school personnel.			
Someone is assigned to take PHONE CALLS.			
Late enrollees are ACCOMMODATED.			
The NO COLLECTION POLICY is strictly followed.			
School is 100% SMOKE-FREE.			
REGULAR CLASSES are on-going. <i>(for Face-to-Face Classes)</i>			
Teachers have their updated DLLs/DLPs.			
School personnel WEAR THEIR PROPER UNIFORMS and IDs.			
CLASS PROGRAMS are posted outside/in each classroom/homeroom/learning space at home.			
The Early Childhood Development (ECD) Checklist is administered to Kindergarten learners.			
The school observes minimum health protocols, e.g. wearing of facemasks, use of thermal scanner/s upon entrance of any personnel and/or other clients, presence of handwashing facilities, and physical distancing.			
The school has functional WIFI.			
The school has effective and efficient safety/precautionary measures to prevent/mitigate the spread of COVID-19.			

Evaluated by: _____
 Monitoring Official
 Date: _____

Noted: _____
 School Head
 Date: _____



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