



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

Website: www.depedcar.ph | Email: ftad.depedcar@gmail.com



RECEIVED
MAY 15 2018

May 7, 2018

REGIONAL MEMORANDUM
NO. 151 2018

DEPED-CAR Time:

MONITORING THE OPENING OF CLASSES FOR SCHOOL YEAR 2018-2019

To: Schools Division Superintendents
Chiefs, RO Divisions
All Others Concerned

- To ensure a smooth school opening and to address the problems commonly encountered at the start of the school year stipulated in DepEd Memorandum 50 s 2018, monitoring the Opening of Classes shall be conducted by the Regional and Division Offices starting on or before June 4 until June 15, 2018.
- Relative to the foregoing, the Chiefs of the Regional Functional Divisions shall head the regional team that will visit the Schools Division Offices to monitor and provide appropriate technical assistance needed for the smooth opening of classes. However, our Regional Director May B. Eclar and Assistant Regional Director Bettina Daytec-Aquino will be joining any group. The schedule and assignment for each team are as follows:

Schedule of Visit		June 4-15, 2018	
Abra	Apayao	Baguio City	Benguet
Team Leader: Aida L. Payang Members: Jeannie Claire Piggangay Asterio Madalla Dalton Teliao	Team Marjory Valdez Patricio Dawaton Emmanuela Gabol Conchita Balura	Team Leader: Atty Sebastian Tayaban Members: Daniel Gonayon Romulo Basa Patricia Dumaguing	Team Leader: Edgardo T. Alos Members: Marcelo Talamayan Clemente Bandao Thelma Dalay-on
Ifugao	Kalinga	Mt Province	Tabuk City
Team Leader: Pio Ecuán Members: Edgar Madlaing Rosmarie Dalang Mary Mendoza	Team Leader: Emilia Faustino Members: Sabado Oayet Ethielyn Taqued Lilia Banawe	Team Leader: Agustin Gumuwang Members: Carmel Meris Maksim Botilas Rafaela Gawigawen	Team Leader: Jennifer Ande Members: Elfredo Dalang Florence Balictan Angela Apopot

- All teams are expected to be at their respective SDO assignment on June 4, 2018 for the Opening of Classes.
- All SDOs are requested to identify the far flung schools to be visited and submit list and Regional Office Approval on May 23, 2018.
- Transportation, accommodation and other incidental expenses except for Baguio City shall be charge against Regional Funds subject to the accounting and auditing rules and regulations
- Report on the Regional team's findings regarding the best practices implemented and issues/concerns encountered during the Opening of Classes shall be submitted to FTAD on June 8, 2018 for consolidation and finalization.
- Enclosed are the Monitoring Tools to be accomplished by the schools and division office. Consolidated data gathered shall be submitted to the monitoring team from the regional office or email at ftad.depedcar@gmail.com.
- Wide dissemination and compliance to this memorandum is directed.

MAY B. ECLAR, Ph. D., CESO V
Officer In-charge
Office of the Regional Director

MONITORING TOOL FOR THE OPENING OF CLASSES PUBLIC SCHOOL

SY 2018-2019

School: _____

Division: _____

Address: _____

School ID: _____

School Head: _____

Contact Number: _____

Basic Information

Level	Enrolment as of June _____			No of Seats		Number of Teachers	
	Male	Female	Total	Actual	Needs	Actual	Needs
Kindergarten							
Elementary							
Junior High School							
Senior High School							

Others (Please specify) _____

Compliance to Enclosure No. 2 of DO No. 23, s. 2016

	Highly Evident	Evident	Not Evident
Conduct of Brigada Eskwela			
Conduct of In-Service Training for Teachers Date Conducted: _____			
Conduct of Regular Classes			
Late Registrants are accommodated			
Parent Teacher Conference (Date conducted: _____)			

Compliance to DO No. 31, s. 2012 (Zero Collection Policy) – for public schools only

Highly Evident	Evident	Not Evident

Compliance of DO 13 s 2017 (School Canteen Management)

What are the foods being serve? _____

Research

Have you availed researches for BERF (Basic Education Research Fund)? _____

If YES, how many? _____

If NO, Why? _____

Teacher Induction Program

Have you conducted Teacher Induction Program? _____

If last School Year, what date? _____

MADRASAH (For Baguio City & Tabuk City)

No of Asatidz	No of Learners per Asatidz	No of Learners per Grade Level	ALIVE Learning Center

BEST PRACTICES

1. _____
2. _____
3. _____

Observations, Action Taken, TA provided, Recommendations

Observations / Issue / Concerns	Action Taken / TA Provided	Recommendations

Monitored by:

Signature over Printed Name of School Head

Signature over Printed Name of Official

Date of Monitoring: _____

**MONITORING TOOL FOR THE OPENING OF CLASSES PRIVATE SCHOOL
SY 2018-2019**

School: _____ Division: _____
 Address: _____ Private (School ID: _____)
 School Head: _____ Contact Number: _____

Basic Information

Level	No. of Early Enrolment Registrants			Enrolment as of June 5, 2018			Number of Classrooms		Number of Teachers	
	Male	Female	Total	Male	Female	Total	Actual	Needs	Actual	Needs
Kindergarten										
Elementary										
Junior High School										

Remarks: _____

Tuition Fee Increase

From	To	With Permit to increase

Compliance of DO 13 s 2017 (School Canteen Management)

What are the foods being serve? _____

Compliance of DO 13 s 2017 (School Canteen Management)

What are the foods being serve? _____

BEST PRACTICES

1. _____
2. _____
3. _____

Observations, Action Taken, TA provided, Recommendations

Observations / Issue / Concerns	Action Taken / TA Provided	Recommendations

Monitored by:

Signature over Printed Name of School Head

Signature over Printed Name of Official

Date of Monitoring: _____

**MONITORING TOOL FOR THE OPENING OF PUBLIC SENIOR HIGH SCHOOL (SHS)
SY 2018-2019**

BASIC INFORMATION

School: _____ Division: _____
 Address: _____ SHS Category: _____
 School Head: _____ Contact Number: _____

A. CURRICULUM OFFERING:

Track	Strand	Specialization	Enrolment	No of LIS Registrants
Academic	STEM GA HUMMS ABM			
Technical-Vocational	AFA IA HE ICT	<i>Please specify.</i> _____ _____ _____		
Arts and Design	Performing Arts Arts Production	<i>Please specify.</i> _____ _____		
Sports				

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

B. TEACHERS HIRED & TRAINED

Course Offering	No. of Sections provided	No. of Specialized Teachers needed	No. of Specialized Teachers trained	No. of Specialized Teachers Needed in the pooling	No. of Specialized Teacher-applicants
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS <input type="checkbox"/> ABM					
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT					
Arts & Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production					
Sports					

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

C. PRINCIPALS DULY TRAINED AND GIVEN WITH FINAL ASSIGNMENT

Nature of Assignment of Principal	Have been trained under SHDP-SHS?	
	Yes	No

D. CURRICULUM GUIDES (CGs)

Course Offering	Availability of Curriculum Guide verified from www.deped.gov.ph (Put ✓)
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS <input type="checkbox"/> ABM	
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT	
Arts & Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production	
Sports	

E. CLASS/INSTRUCTIONAL ROOMS, WORKSHOPS & OTHER ANCILLARY SERVICES

Please check the items applicable by course (tracks/strands/specialization) offered

No. of Sections provided	Facility	No. of Rooms available	Functional and well-structured? (Put ✓)
	Instructional rooms		
	Computer laboratory		
	Science laboratory General Science Biology Chemistry Physics		
	Workshop room		
	Studio		
	Library, LRC		
	Internet facility	- n.a. -	

F. CHAIRS AND FURNITURES

Enrolment	No. of Chairs available	No. of Sections/ Classrooms provided	No. of Teacher's Table, Chair, etc. available

G. TVL TOOLS & EQUIPMENT

Course Offering	Have the tools and equipment been delivered? If Yes, state if "sufficient" and if not, write the shortage.
Technical-Vocational AFA IA HE ICT	

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

H. IMMERSION VENUES, ASSESSMENT CENTERS, OTHER STAKEHOLDERS' SUPPORT

Please check the items applicable by course (tracks/strands/specialization) offered

Partnership Commitment	Name of Partner Organization/Firm	With finalized Memorandum of Agreement already? (Put ✓)
Work Immersion		
Assessment Center		
Curriculum design (localization, need-based assessment, etc.)		
Assistance in the provision of curriculum materials		
Apprenticeship		
Assistance in Research		
Provision of equipment: laboratories, workshops and other facilities		
Career guidance		
Additional financial assistance (for students)		
TOTAL		

I. CURRICULUM MAPS AND CLASS PROGRAMS

Curriculum Maps available (Put #)	Class Programs available (Put #)

Over-all Remarks/Evaluation:

Monitoring Team:

Signature over Printed Name of School

Signature over Printed Name of School

Signature over Printed Name of School Head

Date: _____

MONITORING TOOL FOR THE OPENING OF PRIVATE SENIOR HIGH SCHOOL (SHS)

SY 2018-2019

BASIC INFORMATION

School: _____

Division: _____

Address: _____

SHS Category: _____

School Head: _____

Contact Number: _____

A. CURRICULUM OFFERING:

Track	Strand	Specialization	Enrolment	No of LIS Registrants
Academic	STEM GA HUMMS ABM			
Technical-Vocational	AFA IA HE ICT	<i>Please specify.</i> _____ _____ _____		
Arts and Design	Performing Arts Arts Production	<i>Please specify.</i> _____ _____		
Sports				

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

B. TEACHERS HIRED & TRAINED

Course Offering	No. of Sections provided	No. of Specialized Teachers needed	No. of Specialized Teachers with Training
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS <input type="checkbox"/> ABM			
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT			
Arts & Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production			
Sports			

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

C. CURRICULUM GUIDES (CGs) AND LEARNING MATERIALS

Course Offering	Availability of Curriculum Guide and Learning Materials verified from www.deped.gov.ph (Put ✓)
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS <input type="checkbox"/> ABM	
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT	
Arts & Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production	
Sports	

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

D. CLASS/INSTRUCTIONAL ROOMS, WORKSHOPS & OTHER ANCILLARY SERVICES

Please check the items applicable by course (tracks/strands/specialization) offered

No. of Sections provided	Facility	No. of Rooms available	Functional and well-structured? (Put ✓)
	Instructional rooms		
	Computer laboratory		
	Science laboratory General Science Biology Chemistry Physics		
	Workshop room		
	Studio		
	Library, LRC		
	Internet facility		

E. CHAIRS AND FURNITURES

Enrolment	No. of Chairs available	No. of Sections/ Classrooms provided	Teacher's Table, Chair, etc. available

F. TVL TOOLS & EQUIPMENT

Course Offering	Are the tools and equipment sufficient? If Yes, state if "sufficient" and if not, write the shortage.
Technical-Vocational AFA IA HE ICT	

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

G. IMMERSION VENUES, ASSESSMENT CENTERS, OTHER STAKEHOLDERS' SUPPORT

Please check the items applicable by course (tracks/strands/specialization) offered

Partnership Commitment	Name of Partner Organization/Firm	With finalized Memorandum of Agreement already? (Put ✓)
Work Immersion		
Assessment Center		
Curriculum design (localization, need-based assessment, etc.)		
Assistance in the provision of curriculum materials		
Apprenticeship		
Assistance in Research		
Provision of equipment: laboratories, workshops and other facilities		
Career guidance		
Additional financial assistance (for students)		
TOTAL		

H. CLASS PROGRAMS

Class Programs available	YES	NO

I. TUITION & OTHER SCHOOL FEES

Track, Strand & Specialization	Amount of Tuition and other School Fees per Year

Over-all Remarks/Evaluation:

Monitored by:

Signature over Printed Name of School Head

Signature over Printed Name of Official