

Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET



Wangal, La Trinidad, Benguet, 2601

Office of the SDS: (074)422-6570 (telefax); Administrative Office: (074)422-3790; Accounting Office: (074)422-7501; Supply Office: (074)424-2863; Lobby/Officer of the Day: (074)422-2001

May 7, 2018

Division Memorandum No. <u>696</u>, s. 2018

To:

All SDO Personnel

PSDS / District Heads

All Elementary and Secondary School Heads

Teachers and Other School Personnel

All others concerned

MAT UO ZUIL

From:

MARIE CAROLYN B. VERANO, CESO VI

School Division Superintendent

NESTOR L. BOLAYO
Public Schools District Supervisor
OIC-Asst. Schools Division Superintendent

Subject:

2018 Summer Monitoring and Evaluation

- 1. The Schools Division of Benguet shall implement a strong monitoring, evaluation and inventory system to public elementary and secondary schools in the division simultaneously starting May 7 up to May 25, 2018.
- 2. Schools Division Office (SDO) personnel shall be teamed up to form monitoring teams to be assigned per district. The schedule of visit of every school shall depend upon the schedule to be prepared by every team. (see attached list of groupings as enclosure no. 1)
- 3. This activity aims to monitor the implementation of the various DepEd program, projects, activities and policies. (see attached M&E tool as enclosure no. 2 & no. 3)
- 4. All School Heads and concerned school personnel are enjoined to prepare the documents and other needed resources prior to the visit of the monitoring team assigned in their district.
- 5. Travel and other expenses relative to the activity are chargeable against the Division MOOE, subject to the availability and the usual accounting and auditing rules and regulations.
- 6. Immediate and wide dissemination of this Memorandum is desired.

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Enclosure no. 1 to Division Memorandum _____, s. 2018

GROUPINGS of SDO BENGUET PERSONNEL for MONITORING of SCHOOLS

| District | Identified Personnel |
|---------------------------|----------------------|
| Kabayan & | Joseph Pacpaco |
| Buguias | Herminia Osting |
| | Sasha Joseph Daganos |
| | Sylvia Rimban |
| | Nerrisa Barbosa |
| | Joven Agtani |
| Tublay & | Erlinda Quinuan |
| La Trinidad | Melchor Tican |
| | Wilfred Bagsao |
| | Xylene Grail Kinomis |
| | Elmer Sagubo |
| | Antionette Sacyang |
| | Eric Wanson |
| Mankayan & | Delarosa Delmas |
| Atok | Simon Backian |
| | Warden Baltazar |
| | Virginia Basatan |
| | Caesar Luma-ang |
| | Jeanette Kiong |
| Tuba & | William Abance |
| Itogon | Rosita Dayag |
| | Ambrosio Atew |
| | Macarthy Malanes |
| | Kenneth Kelcho |
| | May Claire Jimenez |
| | Stephen Bulalin |
| Bokod, | Gloria Suayan |
| Sablan & | Jonathan Sadey |
| Kapangan | Aladin Dobinto |
| | Francis Peckley |
| | Tito Bestre |
| | Brylene Moresto |
| | Glenn Duguis |
| | Anna Fe Anton |
| Kibungan & | Ludinia Sano-an |
| Bakun | Molly Ablaza |
| | Samuel Ayangdan |
| | Sonia Dupagan |
| | Corazon Quipot |
| | Susan Dawang |
| | Rodriguez Belino |
| SGOD & CID Chiefs, ASDS a | Melvin Alfredo |

SGOD & CID Chiefs, ASDS and SDS may join any group.

Benguet Schools Division Monitoring and Evaluation Tool (CID.SGOD, OSDS interfaced)

| | School year:Quarter: | |
|-------------------------|----------------------|--|
| School: | District: | |
| School Head & Position: | Date: | |

| Areas for Monitoring and /TA | (Ti | ck/c | heck giv | ve the nu | mher = | | ate: | | | |
|-------------------------------------|-----|--|-------------|-----------|--------|--------------|----------------------------------|--|--|--|
| And to Monitoring and / 1 A | all | (Tick/check, give the number, ratio, percentage, excess, needs asked. Fill all columns if appropriate for a single item. if not, fill in only what is necessary/appropriate) | | | | | | | | |
| | Y | Y N Num- % or Ex- Needs Remarks | | | | | | | | |
| | ES | О | ber | Ratio | cess | | | | | |
| ACCESS | 3 | | | | | | | | | |
| Multi-grade Education Program | | | | | | | | | | |
| Indigenous Peoples Education(IPEd) | ++ | | | | | | | | | |
| Special Education Program | +-+ | | | | | | | | | |
| (SPED)/Inclusive Education | | | | | | | | | | |
| Alternative Learning System | † † | | | | | | | | | |
| Alternative Delivery System (ADM) | | | | | | | | | | |
| Child Protection Program | | | | | | | | | | |
| School Based Feeding Program | + | | | | | | | | | |
| JHS | + + | \dashv | | | | | | | | |
| JHS and SHS | 1 1 | | · | | | | | | | |
| Track Offering | | \dashv | | | | | | | | |
| Establishment/Opening of Junior | | - | | | | | | | | |
| High Schools | | - | | | | | | | | |
| Establishment/Opening of Senior | | | | | | | | | | |
| High Schools | | | | | | | | | | |
| Expansion of Track/Strand Offering | | | | | | | | | | |
| for SHS | | | | | | | | | | |
| Scheduling/Loading of teachers | | | | | | | See attached MOVs | | | |
| (SF7) | | | | | | | see utulened ivio vs | | | |
| Classroom Program | | | | | | | | | | |
| a. Multi-grade | | \dashv | | | | | | | | |
| b. Mono-grade | | | | | | | | | | |
| c. Departmentalization in | | 1 | | | | | | | | |
| Grades 4 to 6 | | | | | | | | | | |
| Expand Coverage of ESC, Voucher | | | | | | | | | | |
| Program and Joint Delivery Strategy | | | | | | | | | | |
| for TVL | | | | | | | | | | |
| Dormitories | | | | | | | | | | |
| Adopt a School Program | | | | | | | | | | |
| Incomplete to Complete Schools by | | | | | | | | | | |
| District: | | | | | | | | | | |
| a. Complete MG School (K to | | | | | | | | | | |
| 6) | | | | | | | | | | |
| b. Incomplete MG School | | | | | | | | | | |
| c. Complete Mono-grade | | | | | | | | | | |
| d. Incomplete Mono-grade | | \perp | | | | | | | | |
| QUALITY AND RELEVANCE | | | | | | | | | | |
| School Facilities | | | | | | | | | | |
| Facilities Needs Analysis | | | | | | | | | | |
| No. of Teachers | | | | | | | TNA-Based | | | |
| No. of Non-Teaching Personnel | | _ | | | | | | | | |
| Presence and use of learning tools | | | | | | | See attached report for planning | | | |
| and equipment | | | | | | | and supply | | | |
| Assessment of learning outcome | | | | | | | | | | |
| | | | | | | | | | | |

| 6 | Learning Resources/Instructional | | See attached list | *D== 2 - 6 4 |
|----|--|--|----------------------|--------------|
| | Materials | | See attached list | *Page 2 of 4 |
| | Textbooks | | | |
| | Teacher-made | | | |
| | Other instructional materials | | | |
| 7 | Indigenized/localized IMs | | | |
| 8 | Intensive Retooling for Teachers | | | |
| 9 | Pre-Service Curriculum | | | |
| | MOU of SDO with Pre- | | | |
| | service Institutions | | | |
| | MOA between schools and | | | |
| | HEIs | | | |
| | List of identified schools | | | |
| | (district) | | | |
| 10 | Hiring and Promotion (Personnel) | | | |
| | Needs-based | | | |
| 11 | Computerization Program | | | |
| | Functional DCP | | | |
| | Internet Connectivity (ICT) | | | |
| | Access to Learning Resource | | | |
| 12 | Portal | | | |
| 13 | Drug Prevention Education (Clinic) | | | |
| 14 | Gender and Development (SDS) DRRM - Climate Change Adaptation | | | |
| | and Mitigation (CCAM) | | | |
| 15 | Sex Education | | | |
| 16 | Peace Education | | | |
| 17 | Promotion and Appreciation / Award | | | |
| | System (PRAISE) | | | |
| 18 | Complete School Forms Checked by | | | |
| 10 | SCC and DCC | | | |
| 19 | PPAs implemented as targeted | | | |
| 20 | Remediation Programs with Plans | | All Learning Areas. | |
| 21 | and Instructional Designs Innovation Introduced | | | |
| 22 | | | | |
| 23 | Dropout Reduction Plan (DORP) List of PARDOs/SARDOs with | | | |
| | Factors/root causes indicated | | See attached list/re | eport |
| 24 | SIP/AIP Updated and available | | | |
| | • AIP for SY 2018-2019 | | | |
| 25 | PPAs implemented as targeted | | | |
| 26 | Availability/Implementation of QISP | | | |
| | as per confirmation/signed by the | | | |
| | teachers. | | | |
| 27 | Integrated Monitoring and Evaluation | | | |
| 30 | System plans and reports | | | |
| 28 | School reading programs | | | |
| 29 | School Learning Description | | | |
| | School Learning Resource Center | | | |
| 30 | (Functional Library / reading centers) ICT Integration | | | |
| 31 | Action Plan 2018 | | | |
| | • for school organizations | | | |
| | • for specific programs | | | |
| | (curricular and co-curricular | | | |
| | programs) | | | |
| 32 | IPCRF 2017 approved | | | |
| 33 | IPCRF 2018 submitted | | | |
| 34 | INSET/SLAC Conducted | | | |
| | | | | |
| | | | | |

| | 35 | Cohool Wister 11 | | | |
|--|----|---|-------------|------|--|
| Sec list for the past 3 years Frainings Attended by School Head Frainings Attended by Non-Teaching Personnel Spessoner Conduct of School Reading Assessment Implementation of school level programs projects per subject area (F. g. Journalism, Library, Math & Sci. Fair, Sports, Phil. Physical Fitness Test, others-specify) GOVERNANCE Strengthen existing Information Systems Develop and Implement FMIS Connect all Operating Units Procurement Planning Planning Process Evidence-base Planning Involvement of stakeholders Action Research Involvement of stakeholders Action Research Inplementation and sustainability of application projects Employee Welfare Program Personnel Implementation Systems Employee Welfare Program Personnel Implementation Systems Employee Welfare Program Personnel Develop and Implement FMIS Capacity Building for Non-Teaching Personnel Implementation and sustainability of application projects Employee Welfare Program Personnel Develop Reference Scholarship Awards'recognition Others: Capacity Building for Non-Teaching Personnel Implementation of DepEd Order No. 19 s. 2008. (No Collection Policy in all Public Elementary and Secondary Schools) Develop Program Personnel Develop Reference Schools Devel | | School Visited by | | | *Page 3 of 4 |
| OSDS | | 1 | | | |
| Trainings Attended by Teachers See list for the past 3 years | | | | | |
| See list for the past 3 years | | | | | |
| Trainings Attended by Teachers Fresonnel | | Trainings Attended by School Head | | | See list for the past 3 years |
| Personnel Post Activity Report 4 | | Trainings Attended by Teachers | | | The state of the s |
| Jost Activity Report | 38 | Trainings Attended by Non-Teaching | | | |
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| 4 Action Plan 2018, Teachers 4 Action Plan, School Head 4 Conduct of School Read 5 Conduct of School Reading Assessment 4 Implementation of sebool level programs/ projects per subject area (E.g. Journalism, Library, Math & Sci. Pair, Sports, Phil. Physical Fitness Test, others-specify) COVERNANCE 1 SBM Level of Practice (Validation) Level: 2 Strengthen existing Information Systems 3 Develop and Implement FMIS 4 Connect all Operating Units 5 Procurement Planning 6 Planning Process | 39 | Post Activity Report | | | |
| 42 Action Plan, School Head 43 Conduct of School Reading Assessment 44 Implementation of school level programs/ projects per subject area (F.g. Journalism, Library, Math & Sci. Fair, Sports, Phil, Physical Fitness Test, others-specify) 4 SBM Level of Practice (Validation) Level: 2 Strengthen existing Information Systems 3 Develop and Implement FMIS 4 Connect all Operating Units 5 Procurement Planning 6 Planning Process • Evidence-based Planning • Involvement of stakeholders Action Research • Implementation and sustainability of application projects 7 Employee Welfare Program • Promotion/ERF • Step Increment • Scholarship • Awards/recognition • Others: 10 Capacity Building for Non-Teaching Personnel 11 Implementation of DepEd Order No. 19 s. 2098, (No Collection Policy in all Public Elementary and Secondary Schools) 12 DRRM Plan & Contingency Plan (eg. conducted Quarterly Farthquake Fire Drills) 13 Implementation of PopEd Order No. 234 s. 2008 (Planting of Malunggay Trees/vegctables in School) 14 Use of prescribed uniforms for teachers Readiness of Classrooms for instruction 15 School Building Properties • Plant, Property and Equipment (PPE) Inventory 16 School building Properties • Plant, Property and Equipment (PPE) Inventory 17 School building Properties Damaged | 40 | QISP | | | |
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| Assessment | 43 | | | | |
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| Capacity Building for Non-Teaching Personnel | | | | | Attach MOVS |
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| Fitness Test, others-specify GOVERNANCE | | Sci. Fair, Sports, Phil. Physical | | | |
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| Involvement of stakeholders | | 1 - | | | |
| 7 Action Research | | | | | |
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| Conducted Quarterly Earthquake/Fire Drills) 13 Implementation of DepEd Order No. 234 s. 2008 (Planting of Malunggay Trees/vegetables in School) 14 Use of prescribed uniforms for teachers 15 Readiness of Classrooms for instruction 16 Inventory of School Properties • Plant, Property and Equipment (PPE) Inventory 17 School building Properties Damaged | 12 | | | | |
| Implementation of DepEd Order No. 234 s. 2008 (Planting of Malunggay Trees/vegetables in School) Use of prescribed uniforms for teachers Readiness of Classrooms for instruction Inventory of School Properties Plant, Property and Equipment (PPE) Inventory School building Properties Damaged | | Conducted Quarterly Earthquake/Fire Drills) | | | |
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| Trees/vegetables in School) 14 Use of prescribed uniforms for teachers 15 Readiness of Classrooms for instruction 16 Inventory of School Properties • Plant, Property and Equipment (PPE) Inventory 17 School building Properties Damaged | | 234 s. 2008 (Planting of Malunggay | | | |
| 14 Use of prescribed uniforms for teachers 15 Readiness of Classrooms for instruction 16 Inventory of School Properties • Plant, Property and Equipment (PPE) Inventory 17 School building Properties Damaged | | Trees/vegetables in School) | | | |
| teachers Readiness of Classrooms for instruction Inventory of School Properties Plant, Property and Equipment (PPE) Inventory School building Properties Damaged | 14 | Use of prescribed uniforms for | | | |
| instruction Inventory of School Properties Plant, Property and Equipment (PPE) Inventory School building Properties Damaged | | | | | |
| Inventory of School Properties Plant, Property and Equipment (PPE) Inventory School building Properties Damaged | 15 | Readiness of Classrooms for | | | |
| Plant, Property and Equipment (PPE) Inventory School building Properties Damaged | | | | | |
| Plant, Property and Equipment (PPE) Inventory School building Properties Damaged | 16 | Inventory of School Properties | | | |
| Equipment (PPE) Inventory School building Properties Damaged | | Plant, Property and | | | |
| School building Properties Damaged | | | | | |
| by typhoons | 17 | | | | |
| | | by typhoons | | | |
| | | | | | |

| 18 | Organized General and Homeroom PTA | | | | | | *Page 4 of 4 |
|----|---|----------|--|-------------|----------------|------------|-------------------------------|
| 19 | Organized School Governing Council | | | | | | |
| 20 | SDRRM committee | | | | | | |
| 21 | Organized Student Body | | | | | | |
| | Organization | | | | | | |
| 22 | Organized School – BSP/GSP/YES- | _ | | | | | |
| | O/Red Cross Youth (RCY), | | | | | | |
| | Performing Arts, etc. | | | | | | |
| 23 | School Canteen | | | | | | |
| 24 | Transparency Board | | | | | | |
| 25 | Itinerary Report is visible in the | | | | | | |
| | office accomplished daily and to be | | | | | | |
| | attached in the quarterly | | | | | | |
| | accomplishment reports submitted. | | | | | | |
| 26 | Brigada Eskwela | | | | | | |
| | Brigada Eskwela Plan | | | | | | |
| | Brigada Eskwela | | | | | | |
| | Implementation | | | | | | |
| 27 | District File/Records of the | | | | | | |
| | following: | | | | | | |
| | a. Attendance of school heads | | | | | | |
| | • Itinerary | | | | | | |
| | • Form 48 | | | | | | |
| | b. Attendance of ALS Implementers: | | | | | | |
| | • Itinerary | | | į | | | |
| | • ILA | | | | | | |
| | • FLT | | | | | | |
| ľ | c. List of OSY by Barangay (30 years | | | | | | |
| | old or less) | | | | | | |
| ľ | d. Profile of teachers by subject area | | | | | | |
| | (elementary and secondary) | | - | | - | | |
| ľ | e. Record or classroom observation | | | | | | |
| | done by school heads SY 2017- 2018 | | | | | | |
| | f. Report of MLGU-SEF plan and | | | | | - | |
| ľ | expenditures for CY 2017 and CY | | | | | | |
| l | 2018 | | | | | | |
| | Note: 1. The monitor shall require attach | ment | of MOV | /s like r | enorts u | ith prese | prihed format lists and other |
| 1 | pertinent documents. | | | . S IIIC I | -ports W | riii prese | moca format, fists, and other |
| • | 2. School Heads Quarterly Report | s bas | ed on th | is M & | E / TA 1 | tool. | |
| | | | | | - · | | |
|] | Recommendations: | | | | | | |
| - | | | | | | | |

| Recommendations: | | |
|-----------------------------|-----------------------------|--|
| | | |
| School Head: | Monitored by: | |
| Signature over printed name | Signature over printed name | |

TRACKING of LEARNERS

| ELEMENTAR' (School) | Y SY 20 | SY 2017-2018 Enrolment | | | | SY 2018-2019 Early Enrolment | | | | | SY 2016-2017 Kinder Enrolment | | | |
|-------------------------|--|--|----------------------------------|---|-------------------------------|---------------------------------|----------------------------|----------------|--------------|----------|-------------------------------------|---------------------------------|--------------------------|--|
| Grade 1 | | | | | | <u> </u> | ~ | - | 1 | ···· | | | | |
| | Enrolment Enro | | | 3-2019 Early SY 2010-2011 K rolment Enrolmen | | | | r | SY 2 | | 012 Grade 1 Iment | | | |
| Grade 6 | | | | | | | CHIIC | nent Enrolment | | | | unent | | |
| ELEMENTAR | Y SY 20 | 017-2018 En | rolmer | nt | SY 2 | | 019 Ear | ly | | SY | | | Kinder | |
| (District) | | · · · · · · · · · · · · · · · · · · · | | | | Enrol | ment | | | | Eni | rolmer | ıt | |
| Grade 1 | | | - | | | | | | | | | | | |
| | | 017-2018 colment | | 018-201 Enrolm | | ly | SY 2010-2011 K Enrolmen | | | | | | 012 Grade 1 lment | |
| Grade 6 | | | | | | | | | | | | | | |
| 77-1 | | | | | | | | | | | | | | |
| SECONDARY | SY 2017 | | 018-19 | | | 09-10 Enrob | Kinder | | 10-11 | | | | 17 Grade 6 | |
| (School) Grade 7 | Enrolm | ent E | nrolme | ent | - | Enrol | ment | | Enroli | nent | | En | rolment | |
| | | | | | | | | | | | | | | |
| SECONDARY | SY 2017 | -18 SY 2 | 018-19 | Early | 20 | 09-10 | Kinder | 20 | 10-11 | Grade | e 1 | 2016- | 17 Grade 6 | |
| (District) | Enrolm | | nrolme | | | Enrol | | | Enrol | nent | | | rolment | |
| Grade 7 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| SECONDARY (School) | | SY 2017-18 SY 2018-19 Enrolment Early | | | 2007-08 2008 Kinder Grad | | | 08-09 ade 1 | | | | | | |
| | Linonii | Enrolmen | | | | | | | | | lment | | Enronnent | |
| Grade 10 | | | | | | | | | | | | | | |
| CECOND A DV | 077 | .0 077 | | | | | - | | | | | | | |
| SECONDARY (District) | SY 2017 Enrolmo | ent E | SY 2018-19 Early Enrolment | | Kino | | nder Gr | | rade 1 (| | 2013-14 20 Grade 6 6 nrolment | | 14-15 Grade Enrolment | |
| Grade 10 | | | | | | | | | | | | | | |
| SECONDARY | SY 2017-1 | 8 SY 201 | 8-10 | 2006- | -07 | 200 | 07-08 | 20 | 12-13 | | 2012 | -14 | 2016-17 | |
| (School) | Enrolme | | \mathbf{y} | Kind | inder Grade rolment Enrolm | | ade 1 Grade | | ade 6 📗 (| | 2013-14 Grade 7 Enrolment | | Grade 10 Enrolmen | |
| Grade 11 | | | | | | | | | | | | | | |
| SECONDARY | SY 2017-1 | | | 2006 | | | 07-08 | | 12-13 | | 2013 | -14 | 2016-17 | |
| (District) | Enrolme | | • | Kind | | | ade 1 | Gr | Grade 6 | | Grade 7 Enrolment | | Grade 10 | |
| Grade 11 | | Enroln | lent | Enroln | ient | EN r (| olment | Enr | omen | L E | 111011 | nent | Enrolmen | |
| | <u></u> | | | | | | | | | | | | | |
| | Y SY 2017-18 SY 2018-19 2005-06 Enrolment Early Kinder Enrolment Enrolment | | nder | Grade 1 | | 2011-1 Grade Enrolm | 6 | 6 Grade 7 | | Grade 10 | | 2016-17 Grade 11 Enrolmen | | |
| Grade 12 | | Linonicill | EHFO | ment | EHTOI | 111CIII | Emroini | VIII | Enroln | aciil | ear | olment | Enronnen | |
| | | | | | | | l | | | | L | | _1 | |
| SECONDARY (District) | SY 2017-18 Enrolment | SY 2018-19 Early | Kin | 5-06 ider | 200 Gra | de i | 2011-1 Grade | 6 | 2012 Grad | e 7 | Gra | 15-16 ade 10 | 2016-17 Grade 11 | |
| Grade 12 | | Enrolment | Enro | lment | Enrol | ment | Enrolm | ent | Enroln | nent | Enr | <u>olment</u> | Enrolmen | |
| - | | | | | | | 1 | Ī | | | | | | |