



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BENGUET  
Wangal, La Trinidad, Benguet, 2601



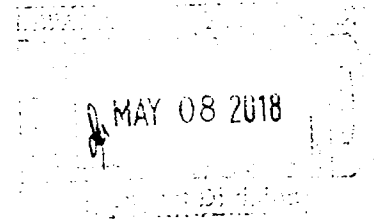
Office of the SDS: (074)422-6570 (telefax); Administrative Office: (074)422-3790;  
Accounting Office: (074)422-7501; Supply Office: (074)424-2863; Lobby/Officer of the Day: (074)422-2001

May 7, 2018

Division Memorandum

No. 096, s. 2018

To: **All SDO Personnel**  
**PSDS / District Heads**  
**All Elementary and Secondary School Heads**  
**Teachers and Other School Personnel**  
**All others concerned**



From: **MARIE CAROLYN B. VERANO, CESO VI**  
*Schools Division Superintendent*

*Nestor L. Bolayo*  
NESTOR L. BOLAYO  
Public Schools District Supervisor  
OIC-Assst. 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**

<b>District</b>	<b>Identified Personnel</b>
<b>Kabayan &amp; Buguias</b>	Joseph Pacpaco Herminia Osting Sasha Joseph Daganos Sylvia Rimban Nerrisa Barbosa Joven Agtani
<b>Tublay &amp; La Trinidad</b>	Erlinda Quinuan Melchor Tican Wilfred Bagsao Xylene Grail Kinomis Elmer Sagubo Antionette Sacyang Eric Wanson
<b>Mankayan &amp; Atok</b>	Delarosa Delmas Simon Backian Warden Baltazar Virginia Basatan Caesar Luma-ang Jeanette Kiong
<b>Tuba &amp; Itogon</b>	William Abance Rosita Dayag Ambrosio Atew Macarthy Malanes Kenneth Kelcho May Claire Jimenez Stephen Bulalin
<b>Bokod, Sablan &amp; Kapangan</b>	Gloria Suayan Jonathan Sadey Aladin Dobinto Francis Peckley Tito Bestre Brylene Moresto Glenn Duguis Anna Fe Anton
<b>Kibungan &amp; Bakun</b>	Ludinia Sano-an Molly Ablaza Samuel Ayangdan Sonia Dupagan Corazon Quipot Susan Dawang Rodriguez Belino 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		(Tick/check, give the number , ratio, percentage, excess, needs asked . Fill in all columns if appropriate for a single item. if not, fill in only what is necessary/appropriate)						Remarks
		Y E S	N O	Num- ber	% or Ratio	Ex- cess	Needs	
<b>ACCESS</b>								
1	Multi-grade Education Program							
2	Indigenous Peoples Education(IPEd)							
3	Special Education Program (SPED)/Inclusive Education							
4	Alternative Learning System							
5	Alternative Delivery System (ADM)							
6	Child Protection Program							
7	School Based Feeding Program							
8	JHS							
9	JHS and SHS							
10	Track Offering							
11	Establishment/Opening of Junior High Schools							
12	Establishment/Opening of Senior High Schools							
13	Expansion of Track/Strand Offering for SHS							
14	Scheduling/Loading of teachers (SF7)							See attached MOVs
15	Classroom Program							
	a. Multi-grade							
	b. Mono-grade							
	c. Departmentalization in Grades 4 to 6							
16	Expand Coverage of ESC, Voucher Program and Joint Delivery Strategy for TVL							
17	Dormitories							
18	Adopt a School Program							
19	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							
<b>QUALITY AND RELEVANCE</b>								
1	School Facilities • Facilities Needs Analysis							
2	No. of Teachers							TNA-Based
3	No. of Non-Teaching Personnel							
4	Presence and use of learning tools and equipment							See attached report for planning and supply
5	Assessment of learning outcome							

6	Learning Resources/Instructional Materials <ul style="list-style-type: none"> <li>• Textbooks</li> <li>• Teacher-made</li> <li>• Other instructional materials</li> </ul>							See attached list	<i>*Page 2 of 4</i>
7	Indigenized/localized IMs								
8	Intensive Retooling for Teachers								
9	Pre-Service Curriculum <ul style="list-style-type: none"> <li>• MOU of SDO with Pre-service Institutions</li> <li>• MOA between schools and HEIs</li> <li>• List of identified schools (district)</li> </ul>								
10	Hiring and Promotion (Personnel) <ul style="list-style-type: none"> <li>• Needs-based</li> </ul>								
11	Computerization Program <ul style="list-style-type: none"> <li>• Functional DCP</li> <li>• Internet Connectivity (ICT)</li> <li>• Access to Learning Resource Portal</li> </ul>								
12	Drug Prevention Education (Clinic)								
13	Gender and Development (SDS)								
14	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 SCC and DCC								
19	PPAs implemented as targeted								
20	Remediation Programs with Plans and Instructional Designs							All Learning Areas.	
21	Innovation Introduced								
22	Dropout Reduction Plan (DORP)								
23	List of PARDOs/SARDOs with Factors/root causes indicated							See attached list/report	
24	SIP/AIP Updated and available <ul style="list-style-type: none"> <li>• AIP for SY 2018-2019</li> </ul>								
25	PPAs implemented as targeted								
26	Availability/Implementation of QISP as per confirmation/signed by the teachers.								
27	Integrated Monitoring and Evaluation System plans and reports								
28	School reading programs								
29	School Learning Resource Center (Functional Library / reading centers)								
30	ICT Integration								
31	Action Plan 2018 <ul style="list-style-type: none"> <li>• for school organizations</li> <li>• for specific programs (curricular and co-curricular programs)</li> </ul>								
32	IPCRF 2017 approved								
33	IPCRF 2018 submitted								
34	INSET/SLAC Conducted								

35	School Visited by <ul style="list-style-type: none"> <li>• CID</li> <li>• SGOD</li> <li>• OSDS</li> </ul>							
36	Trainings Attended by School Head							See list for the past 3 years
37	Trainings Attended by Teachers							
38	Trainings Attended by Non-Teaching Personnel							
39	Post Activity Report							
40	QISP							
41	Action Plan 2018, Teachers							
42	Action Plan, School Head							
43	Conduct of School Reading Assessment							
44	Implementation of school level programs/ projects per subject area (E.g. Journalism, Library, Math & Sci. Fair, Sports, Phil. Physical Fitness Test, others-specify)							Attach MOVs
<b>GOVERNANCE</b>								
1	SBM Level of Practice (Validation) Level:							Check MOVs
2	Strengthen existing Information Systems							
3	Develop and Implement FMIS							
4	Connect all Operating Units							
5	Procurement Planning							
6	Planning Process <ul style="list-style-type: none"> <li>• Evidence-based Planning</li> <li>• Involvement of stakeholders</li> </ul>							
7	Action Research <ul style="list-style-type: none"> <li>• Implemented</li> </ul>							
8	Leadership and Management Skills <ul style="list-style-type: none"> <li>• Implementation and sustainability of application projects</li> </ul>							
9	Employee Welfare Program <ul style="list-style-type: none"> <li>• Promotion/ERF</li> <li>• Step Increment</li> <li>• Scholarship</li> <li>• Awards/recognition</li> <li>• Others:</li> </ul>							
10	Capacity Building for Non-Teaching Personnel							
11	Implementation of DepEd Order No. 19 s. 2008. (No Collection Policy in all Public Elementary and Secondary Schools)							
12	DRRM Plan & Contingency Plan (eg. 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 <ul style="list-style-type: none"> <li>• Plant, Property and Equipment (PPE) Inventory</li> </ul>							
17	School building Properties Damaged by typhoons							

18	Organized General and Homeroom PTA						
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 <ul style="list-style-type: none"> <li>Brigada Eskwela Plan</li> <li>Brigada Eskwela Implementation</li> </ul>						
27	District File/Records of the following:						
	a. Attendance of school heads <ul style="list-style-type: none"> <li>Itinerary</li> <li>Form 48</li> </ul>						
	b. Attendance of ALS Implementers: <ul style="list-style-type: none"> <li>Itinerary</li> <li>ILA</li> <li>FLT</li> </ul>						
	c. List of OSY by Barangay (30 years old or less)						
	d. Profile of teachers by subject area (elementary and secondary)						
	e. Record or classroom observation done by school heads SY 2017-2018						
	f. Report of MLGU-SEF plan and expenditures for CY 2017 and CY 2018						

**Note:** 1. The monitor shall require attachment of MOVs like reports with prescribed format, lists, and other pertinent documents.

2. School Heads Quarterly Report is based on this M & E / TA tool.

**Recommendations:**

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**School Head:**

**Monitored by:**

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*Signature over printed name*

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*Signature over printed name*

**TRACKING of LEARNERS**

ELEMENTARY (School)	SY 2017-2018 Enrolment		SY 2018-2019 Early Enrolment		SY 2016-2017 Kinder Enrolment	
Grade 1						
	SY 2017-2018 Enrolment	SY 2018-2019 Early Enrolment	SY 2010-2011 Kinder Enrolment	SY 2011-2012 Grade 1 Enrolment		
Grade 6						

ELEMENTARY (District)	SY 2017-2018 Enrolment		SY 2018-2019 Early Enrolment		SY 2016-2017 Kinder Enrolment	
Grade 1						
	SY 2017-2018 Enrolment	SY 2018-2019 Early Enrolment	SY 2010-2011 Kinder Enrolment	SY 2011- 2012 Grade 1 Enrolment		
Grade 6						

SECONDARY (School)	SY 2017-18 Enrolment	SY 2018-19 Early Enrolment	2009-10 Kinder Enrolment	2010-11 Grade 1 Enrolment	2016-17 Grade 6 Enrolment	
Grade 7						

SECONDARY (District)	SY 2017-18 Enrolment	SY 2018-19 Early Enrolment	2009-10 Kinder Enrolment	2010-11 Grade 1 Enrolment	2016-17 Grade 6 Enrolment	
Grade 7						

SECONDARY (School)	SY 2017-18 Enrolment	SY 2018-19 Early Enrolment	2007-08 Kinder Enrolment	2008-09 Grade 1 Enrolment	2013-14 Grade 6 Enrolment	2014-15 Grade 6 Enrolment	
Grade 10							

SECONDARY (District)	SY 2017-18 Enrolment	SY 2018-19 Early Enrolment	2007-08 Kinder Enrolment	2008-09 Grade 1 Enrolment	2013-14 Grade 6 Enrolment	2014-15 Grade 6 Enrolment	
Grade 10							

SECONDARY (School)	SY 2017-18 Enrolment	SY 2018-19 Early Enrolment	2006-07 Kinder Enrolment	2007-08 Grade 1 Enrolment	2012-13 Grade 6 Enrolment	2013-14 Grade 7 Enrolment	2016-17 Grade 10 Enrolment	
Grade 11								

SECONDARY (District)	SY 2017-18 Enrolment	SY 2018-19 Early Enrolment	2006-07 Kinder Enrolment	2007-08 Grade 1 Enrolment	2012-13 Grade 6 Enrolment	2013-14 Grade 7 Enrolment	2016-17 Grade 10 Enrolment	
Grade 11								

SECONDARY (School)	SY 2017-18 Enrolment	SY 2018-19 Early Enrolment	2005-06 Kinder Enrolment	2006-07 Grade 1 Enrolment	2011-12 Grade 6 Enrolment	2012-13 Grade 7 Enrolment	2015-16 Grade 10 Enrolment	2016-17 Grade 11 Enrolment	
Grade 12									

SECONDARY (District)	SY 2017-18 Enrolment	SY 2018-19 Early Enrolment	2005-06 Kinder Enrolment	2006-07 Grade 1 Enrolment	2011-12 Grade 6 Enrolment	2012-13 Grade 7 Enrolment	2015-16 Grade 10 Enrolment	2016-17 Grade 11 Enrolment	
Grade 12									