



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

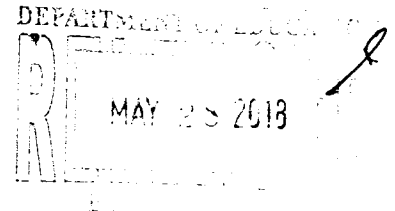


Office of the SDS: (074)422-6570 (telefax); Administrative Office: (074)422-3790;
Accounting Office: (074)422-7501; Supply Office: (074)424-2863; Lobby/Officer of the Day: (074)422-2001

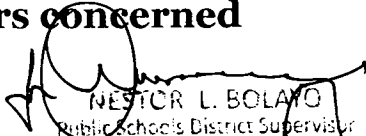
May 28, 2018

Division Memorandum

No. 106, s. 2018



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


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

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

Subject: **MONITORING OF 2018 BRIGADA ESKWELA**

1. The Schools Division of Benguet shall monitor the implementation of Brigada Eskwela starting May 28 – June 1, 2018.
2. The grouping during the summer monitoring and evaluation will be used in the BE monitoring. *(see attached list)*
3. Schools that were not monitored during the Summer Monitoring and Evaluation may be monitored during the BE week.
4. Travel and other expenses relative to the activity are chargeable against the Division MOOE, subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.



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**GROUPINGS OF SDO BENGUET PERSONNEL FOR THE MONITORING OF 2018
BRIGADA ESKWELA**

District	Identified Personnel
Kabayan & Buguias	Joseph Pacpaco Herminia Osting Sasha Joseph Daganos Sylvia Rimban Nerrisa Barbosa Joven Agtani
Tublay & La Trinidad	Erlinda Quinuan Melchor Tican Wilfred Bagsao Xylene Grail Kinomis Elmer Sagubo Antionette Sacyang Eric Wanson
Mankayan & Atok	Delarosa Delmas Simon Backian Warden Baltazar Virginia Basatan Caesar Luma-ang Jeanette Kiong
Tuba & Itogon	William Abance Rosita Dayag Ambrosio Atew Macarthy Malanes Kenneth Kelcho May Claire Jimenez Stephen Bulalin
Bokod, Sablan & Kapangan	Gloria Suayan Jonathan Sadey Aladin Dobinto Francis Peckley Tito Bestre Brylene Moresto Glenn Duguis Anna Fe Anton Rose Anapen NADIA W. GAMOTLONG
Kibungan & Bakun	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.



BRIGADA ESKWELA IMPLEMENTATION MONITORING CHECKLIST

District:		Name of School:	
School Address:		School Head:	
School Level: <input type="checkbox"/> Elementary <input type="checkbox"/> Secondary	Date of Visit: 	School Category (no. of teachers): <input type="checkbox"/> Small (9 & below) <input type="checkbox"/> large (30-50) <input type="checkbox"/> medium (10-29) <input type="checkbox"/> mega (51 and above)	

No.	CRITERIA	Implemented(I)/ Repaired(R)/ Functional (F)	Not Implemented(NI)/ Repaired(NR)/ Functional (NF)	REMARKS
I	General Cleaning/Repair of School Ground			
a	Grass cutting			
b	Landscaping			
c	Pavement/Pathway			
d	Trees trimming/Pruning			
II	School Campus			
a	School gate			
b	Perimeter fence			
c	Stage			
d	handwashing facility			
e	leaking pipes			
f	Comfort Rooms			
g	Roof repainting/repair			
h	Chairs/desk/tables/chalkboard			
i	Bulletin Board/Transparency board			
j	School signage			
k	Material Recovery Facility (MRF)			
III	Classroom Maintenance			
a	Walling			
b	Ceiling			
c	windows			
d	Doors			
e	Restructuring			
IV	Lighting Maintenance			
a	Electrical Wirings			
b	lighting fixtures			
		YES	NO	REMARKS
V	Scope of Work			
	Repair and maintenance work based on SIP			
VI	Brigada Eskwela Plan (Pre-implementation)			
	Working Committees organized			
	conducted Kick-off ceremony			
VII	Diverse Volunteer Participation			
	Private Sector Involvement			
	Community Involvement			
	Government Agency Involvement			
VIII	Scope of Work			
	Repair and maintenance work based on SIP			
IX	Documentation			
	List of donations			
	Attendance of teachers complete			
	Principal is around during the visit			

ISSUES AND CONCERNS

[Empty box for reporting issues and concerns]

TECHNICAL ASSISTANCE PROVIDED

[Empty box for reporting technical assistance provided]

BENGUET SDO MONITORING and EVALUATION TEAM:

Member

Member

Member

Chairperson

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		
ACCESS									
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								
QUALITY AND RELEVANCE									
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"> • Textbooks • Teacher-made • Other instructional materials 						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"> • MOU of SDO with Pre-service Institutions • MOA between schools and HEIs • List of identified schools (district) 						
10	Hiring and Promotion (Personnel) <ul style="list-style-type: none"> • Needs-based 						
11	Computerization Program <ul style="list-style-type: none"> • Functional DCP • Internet Connectivity (ICT) • Access to Learning Resource Portal 						
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"> • 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 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"> • for school organizations • for specific programs (curricular and co-curricular programs) 						
32	IPCRF 2017 approved						
33	IPCRF 2018 submitted						
34	INSET/SLAC Conducted						

35	School Visited by <ul style="list-style-type: none"> • CID • SGOD • OSDS 						
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
GOVERNANCE							
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"> • Evidence-based Planning • Involvement of stakeholders 						
7	Action Research <ul style="list-style-type: none"> • Implemented 						
8	Leadership and Management Skills <ul style="list-style-type: none"> • Implementation and sustainability of application projects 						
9	Employee Welfare Program <ul style="list-style-type: none"> • Promotion/ERF • Step Increment • Scholarship • Awards/recognition • Others: 						
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"> • Plant, Property and Equipment (PPE) Inventory 						
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"> • Brigada Eskwela Plan • Brigada Eskwela Implementation 						
27	District File/Records of the following:						
	a. Attendance of school heads <ul style="list-style-type: none"> • Itinerary • Form 48 						
	b. Attendance of ALS Implementers: <ul style="list-style-type: none"> • Itinerary • ILA • FLT 						
	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:

School Head:

Monitored by:

Signature over printed name

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									