



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 18, 2021

OFFICE MEMORANDUM

No. **000612** s. 2021

To: Schools Division Superintendents (Calbayog City, Leyte, and Samar Divisions)
CID and SGOD Chiefs
School Heads
All Others concerned

DISSEMINATION ON THE DEPLOYMENT OF THE SURVEYS FOR THE MONITORING AND EVALUATION (M&E) OF THE LIMITED FACE-TO-FACE (F2F) CLASSES

- Attached is the Memorandum from the office of **Roger B. Masapol**, Director IV, Planning Service entitled **Deployment of the Surveys for the Monitoring and Evaluation (M&E) of the Limited Face-to-Face (F2F) Classes**, for information and guidance.
- Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

QAD-GLA

Enclosure: None

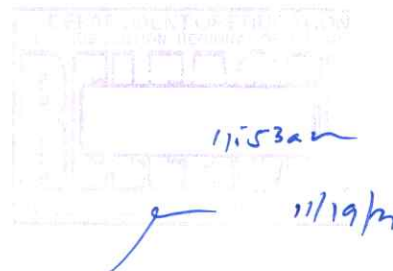
Reference: DO No. 071, s. 2021

To be indicated in the Perpetual Index under the following subjects:

LEARNERS

MONITORING

SCHOOLS





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MEMORANDUM

TO: Regional Directors
Concerned Schools Division Superintendents

FROM: 
ROGER B. MASAPOL
Director IV, Planning Service

SUBJECT: Deployment of the Surveys for the Monitoring and Evaluation (M&E) of the Limited Face-to-Face (F2F) Classes

DATE: November 10, 2021



As part of the continuing response to the COVID-19 pandemic, the Department of Education (DepEd) and the Department of Health (DOH) recently issued DepEd-DOH Joint Memorandum Circular (JMC) No. 1, s. 2021 otherwise known as the **Operational Guidelines on the Implementation of Limited Face-to-Face Learning Modality** to guide the safe implementation of the limited face-to-face classes and to address teaching and learning challenges encountered in distance education.

To assess the overall implementation of the limited face-to-face classes, a monitoring and evaluation (M&E) plan was developed to outline the objectives and the indicators to measure the progress and achievement of its outcomes. Results from the M&E shall provide insights on how to improve the implementation of limited face-to-face classes for the expanded phase and the transition to the new normal. The M&E Plan also includes the different mechanisms and tools to collect the needed data.

In line with this, DepEd is hereby deploying the following to concerned Regional Offices (ROs), Schools Division Offices (SDOs), and selected schools:

- **F2F Preparation Survey** – This survey seeks to identify and describe the facilitating and challenging aspects encountered by the initial 638 nominated schools in the preparation for the limited F2F learning modality. This will provide basis for the support needed by the participating schools for the implementation of limited F2F class. **Attachment A** outlines the instructions in answering the survey as well as the link to the survey. **This survey shall be answered by the school heads of the initially nominated 638 schools.**
- **Weekly School Reporting Tool for the 100 Pilot Schools** – This tool aims to provide data on the progress of the pilot implementation during the period of the pilot. **Attachment B** outlines the instructions in accomplishing the tool. **This tool shall be accomplished by the school heads of the 100 pilot schools implementing the limited face-to-face classes.** While accomplishment of the tool is weekly, **schools shall report immediately to the SDO if there is any COVID-19 case in the school.**

Personnel from the Quality Assurance Division (QAD) from the ROs and the SEPS for School Management and M&E (SMME) shall closely coordinate with the identified schools to accomplish the abovementioned tools. ROs and SDOs shall have access to the data of their respective regions and SDOs.

For clarification and inquiries, please contact the PRDD-PS through email at ps.prd@deped.gov.ph.

For your appropriate action. Thank you.

Noted by:


ATTY. NEPOMUCENO A. MALALUAN
Undersecretary and Chief of Staff



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ATTACHMENT A

F2F Preparation Survey for initially identified 638 schools

Objectives:

- Describe the facilitating and hindering factors in preparation for the limited F2F class.
- Identify support needed by the participating schools for the implementation of limited F2F class

Survey Protocols and Instructions:

Respondents	<ul style="list-style-type: none">• The school head shall accomplish the survey with the assistance of school personnel• <u>For 638 participating schools</u>
Schedule of deployment	November 17 – 30, 2021
Deployment Platform and Processes	
Online (For schools with internet connection)	ONLINE VIA GOOGLE FORMS https://bit.ly/F2FPrepSurvey The survey will be answered directly in the Google Form by the school heads. This is expected to be accomplished on November 17 to 30, 2021
Offline (For schools with no to intermittent internet connection and/or signal)	PAPER AND PEN SURVEY https://bit.ly/F2FMandE (this Google Drive is restricted to DepEd emails only). Respective SDOs through SMME unit shall collect and encode to the Google Forms the accomplished survey by the school head Encoding and submission of responses from PPS shall be within the two-weeks deployment timeframe . Kindly inform PS-PRD if more time is needed to encode the data in consideration to the submission from schools in far-flung areas.
Technical requirements	The school head shall use the <u>official school email address using the school ID</u> . Kindly coordinate with

	your respective SDO ICT Unit to activate your official school email address.
Type of questions	Multiple responses, ranking of items, and open-ended questions
Reporting Frequency	Once
Coordination	SEPS for SMME shall coordinate and monitor the schools for submission of the survey.
Estimated duration of accomplishing the survey	10-20 minutes



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ATTACHMENT B
Weekly School Reporting Survey for 100 pilot schools

Objectives:

- Gather real time weekly information about the pilot school's implementation of limited f2f class.
- Gain insights on possible adjustments for the expansion of limited f2f class
- Identify support needed by the pilot schools for the implementation of limited F2F class

Survey Protocols and Instructions

Respondents	<ul style="list-style-type: none">• <u>For the 100 pilot schools only</u>• School head shall accomplish the survey with the assistance of/consultation with school personnel
Schedule of deployment / Reporting Frequency	<p>To be deployed on November 16, 2021</p> <p><u>Accomplishment of the tool is WEEKLY.</u></p> <p>While the report reference date is as of Friday of every week, completion and submission of the report <i>shall be on or before Monday 5:00 PM.</i></p>
Deployment Platform and Processes	
Online (For schools with internet connection)	<p>ONLINE VIA GOOGLE FORMS</p> <p>https://bit.ly/F2FWeekly</p> <p>The survey will be answered directly in the Google Form by the school heads. This is expected to be accomplished on the submission deadline (every Monday, 5:00 PM).</p>
Offline (For schools with no to intermittent internet connection and/or signal)	<p>PAPER AND PEN SURVEY</p> <p>https://bit.ly/F2FMandE (this Google Drive is restricted to DepEd emails only).</p>

	<p>Respective SDOs through SMME unit shall collect and encode to the Google Forms the accomplished weekly reporting tool by the school head.</p> <p>Encoding of responses shall be upon the submission of the school in a best effort basis, in consideration of their location. Kindly send us the list of schools with no or intermittent internet connection on or before November 16, 2021 for reference of schools which may not submit on time in consideration of their distance.</p> <p>However, in case of a COVID-19 case in the school, the school is required to immediately report this to the SDO.</p>
Technical requirements	<p>The school head shall use the <u>official school email address using the school ID</u>. Kindly coordinate with your respective SDO ICT Unit to activate your official school email address.</p>
Type of questions	<p>Fill in, checklist, yes/no, open-ended questions</p>
Coordination	<p>SEPS for SMME shall coordinate and monitor the schools for submission of the weekly reporting tool.</p>
Estimated duration of accomplishing the survey	<p>15-30 minutes</p>