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

September 15, 2023

**REGIONAL MEMORANDUM**No. **987** S. 2023

**CONDUCT OF MONITORING ACTIVITIES ON THE KEY STAGE 1  
FOUNDATION FOR EFFECTIVE LEARNING TRANSITIONS  
(K-3 FELT) PROJECT IMPLEMENTATION**

To: Schools Division Superintendents  
All Others Concerned

1. As part of continuous improvement, this Office, through the Curriculum and Learning Management Division (CLMD), with the support of the United Nations Children's Funds (UNICEF) and in consultation with the Advancing Basic Education in the Philippines (ABC+), shall conduct monitoring activities on the Key Stage 1 Foundation for Effective Learning Transitions (K-3 FELT) Project implementation, an additional strategy of Project R8 BULIG under the umbrella of Pitad Rehiyon Otso (Step-Up Region 8) from September 18 to November 6, 2023 to the select schools of the 13 Schools Divisions.
2. The activity aims to:
  - a. check on the extent of implementation of K-3 FELT Project whether it is at par with standards;
  - b. conduct a 30-minute to 1-hour coaching session after the observation on the class routines, differentiated activities, and literacy pedagogies to three to five teachers per school visited, in coordination with the SDOs and school heads; and
  - c. provide technical assistance on possible adjustments based on the feedbacks and observations during the monitoring activities.
3. The Division Kindergarten, Literacy, and Numeracy Focal Persons, are expected to participate in the said activity with the Regional Monitoring Teams and collaborate with one another on the following:
  - a. coordination with the schools to be visited; and
  - b. submission of initial report on the consolidated best practices and challenges encountered from the pre-implementation activities e.g. conduct of the trainings and advocacy to the implementation proper.
4. The Schools Division Offices shall likewise organize their Division Monitoring Teams and use the attached Monitoring Tool. Submission of data gathered can be done real time or whenever internet connection is available through the link which shall be shared to the Division Literacy and Numeracy Coordinators via Facebook



Messenger. The consolidated results shall serve as inputs for technical assistance and for possible adjustments and enhancement of the project implementation.

5. To observe DepEd's austerity measures and its policy of making the monitoring activity as simple and quick as possible, the following are strictly prohibited:

- Printing of tarpaulins and streamers announcing the visits;
- Preparation of programs and events to welcome the monitors;
- Giving of leis, gifts or tokens to the monitors; and
- Lavish catering for the monitoring teams.

6. Travel and other related expenses of the Regional and Division monitors shall be charged against Local Funds and other sources of funds on learning recovery program while expenses incurred by the schools relative to this activity to School MOOE, subject to the usual auditing and accounting rules and regulations.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.

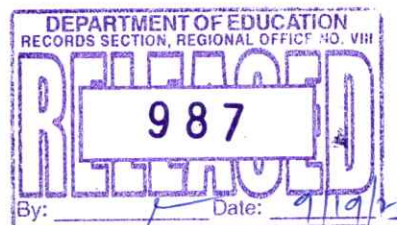
  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

Enclosure: As stated

Reference: Regional Memorandum No. 898, s. 2023

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

LRP                      LITERACY                      NUMERACY  
CLMD-GCM



Enclosure to Regional Memorandum No. **987**, s. 2023

**CONDUCT OF MONITORING ACTIVITIES ON THE KEY STAGE 1  
FOUNDATION FOR EFFECTIVE LEARNING TRANSITIONS  
(K-3 FELT) PROJECT IMPLEMENTATION**

September 18 to November 6, 2023

A. List of Monitors

1. ABC+

- Ms. June Kate Perello, Consultant
- Ms. Daisy Callado

2. Regional Office

- Gertrudes C. Mabutin, Kindergarten and MTB- Literacy Focal Person
- Dandy G. Acuin, Filipino – Literacy Focal Person
- Dean Ric Endriano, English – Literacy Focal Person
- Sarah S. Cabaluna, Numeracy Focal Person
- Amenia C. Aspa, EPS
- Nova P. Jorge, EPS
- Alfredo P. Café, EPS
- Ernani S. Fernandez, Jr., EPS
- Ryan R. Tiu, EPS
- Joy B. Bihag, EPS
- Hydelyn N. Cinco, Regional Librarian

3. Division Offices (Kindergarten, Literacy (MTB, Filipino, and English), Numeracy

Focal Persons and other Education Program Supervisors

a. Kindergarten

School Division Offices	Kindergarten
Baybay City	Nerissa T. Arayan
Biliran	Darnelene O. Solon
Borongan City	Ma. Teresa B. Afable
Calbayog City	Geraldine P. Sumbise
Catbalogan City	Albino S. Lucaban
Eastern Samar	Roy F. Aserit
Leyte	Olivia P. Manasis
Maasin City	Stella Maris Leonila V. Baylan
Northern Samar	Anecita B. Marzol
Ormoc City	Marylyn Superino-Tagalog
Samar	Rustum Geonzon



Southern Leyte	Ruth G. Poblete
Tacloban City	Julieta Lugas Lim

## b. Literacy

School Division Offices	MTB	Filipino	English
Baybay City	Mariam G. Aranas	Irene Mangle	Mariam G. Aranas
Biliran	Wilma P. Carreon	Wilma P. Carreon	Delia C. Quijano
Borongan City	Virginia Dulfo	Virginia Dulfo	Lorie Emmanuel B. Arago
Calbayog City	Ma. Lourdes L. Matan	Ma. Lourdes L. Matan	Erwin L. Purcia
Catbalogan City	Albino Lucaban	Paulina G. Gabon	Paulina Gabon
Eastern Samar	Imelda Gayda	Maria C. Moscare	Marcosa Lavado
Leyte	Arlita Labaclado	Mauricio B. Catan	Grace C. Villanueva
Maasin City	Stella Mariz Leonila Baylan	Edna C. Malasaga	Stella Mariz Leonila Baylan
Northern Samar	Sylvia D. Villanueva	Julito Lagrimas	Sylvia D. Villanueva
Ormoc City	Mylane Barquera	Mylane Barquera	Van G. Gaspang
Samar	Rustum Geonzon	Lauro Gacusana	Rustum Geonzon
Southern Leyte	Ruth G. Poblete	Hilda Olvina	Salvador A. Artigo, Jr.
Tacloban City	Gretel Laura Cadiong	Ronald B. Llaneta	Annie D. Pagatpat

## 3. Numeracy

School Division Offices	Numeracy Focal Persons
Baybay City	Beth Catherine Dongon
Biliran	Rommel Tan, Sr.
Borongan City	Santiago Fabula, Jr.
Calbayog City	Joshua Sherwin Lim
Catbalogan City	Carlito Labine
Eastern Samar	Robert Guira
Leyte	Gina P. Diloy
Maasin City	Roel Tugas, Jr.
Northern Samar	Manuel Lipata
Ormoc City	Hazel L. Mariveles



Samar	Glendo Carido
Southern Leyte	Elizabeth Deligero
Tacloban City	Michael V. Dumas, Jr.



**TOOL FOR MONITORING THE K-3 FELT PROJECT**

Division : \_\_\_\_\_ District : \_\_\_\_\_ School ID: \_\_\_\_\_

Name of School : \_\_\_\_\_

Class Monitored:    **K**    **Gr 1**    **Grade 2**    **Grade 3**

Area of Concern	Indicator/Checklist	Remarks
Reading Profile	Full Intervention:	
	Moderate Intervention:	
	Light Intervention:	
	Grade Ready:	
Numeracy Profile	Non-Proficient:	
	Low Proficient:	
	Nearly Proficient:	
	Proficient:	
	Highly Proficient:	
Availability of Learning and Teaching Materials	<input type="checkbox"/> Worksheets <input type="checkbox"/> Manipulative Materials <input type="checkbox"/> Learner's Tracker <input type="checkbox"/> Literacy Stations <input type="checkbox"/> Numeracy Stations <input type="checkbox"/> E-books <input type="checkbox"/> Remedial Plan/DLL <input type="checkbox"/> Daily Attendance <i>Others, please specify :</i>	
Use of UKULELE	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Others, please specify :</i>	



Area of Concern	Indicator/Checklist	Remarks
Presence of Monitors with Accomplished Implementation Checklist/Monitoring tool signed by monitors	<input type="checkbox"/> ABC+ Consultants <input type="checkbox"/> Regional Monitors <input type="checkbox"/> Division Monitors <input type="checkbox"/> Public School District Supervisors <input type="checkbox"/> School Heads	
Learning Space	<input checked="" type="checkbox"/> Spacious <input checked="" type="checkbox"/> Enough seats <input checked="" type="checkbox"/> With mats for differentiated activities <i>Others, please specify :</i>	
Training of teachers	<input checked="" type="checkbox"/> K (4-week curriculum) <input checked="" type="checkbox"/> G1-3 (8-week curriculum)	
Class Program	Time Starts : ____ a.m. and Time Ends : ____ p.m.  ____ Number of minutes for Literacy/Numeracy Stations  ____ Number of minutes for Differentiated/Directed Instruction  ____ Number of minutes for Synthesis  ____ Number of minutes for Closing	



Area of Concern	Indicator/Checklist	Remarks
Other significant observations or best practices		
Gaps identified and other issues and concerns		
Agreements		

Prepared by:

\_\_\_\_\_  
*Signature over Printed Name of Monitor*

Date of Visit : \_\_\_\_\_

Conforme:

\_\_\_\_\_  
*Signature over Printed Name of Teacher*

\_\_\_\_\_  
*Signature over Printed Name of School Head*

