



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

July 24, 2024

REGIONAL MEMORANDUM

PPRD-2024- **823**

**SCHOOL VISITS AND MONITORING FOR THE OPENING
OF CLASSES FOR SCHOOL YEAR 2024-2025**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Regional and Schools Division Office Chiefs
School Heads of Public and Private School
All Others Concerned

1. To ensure prompt response to the challenges of opening of classes for School Year 2024-2025, this Office will conduct visits and monitoring in various public and private schools in the region from July 29 to August 9, 2024.
2. Members of the teams who will be deployed to Schools Divisions are specified in Enclosure 1. Each team will coordinate with a Schools Division representative to properly arrange their school visits and monitoring.
3. The monitoring teams shall purposively visit several schools ensuring they cover the following types of schools while not exceeding the indicated maximum number of schools:
 - District Central,
 - Complete Elementary,
 - Pure or Mixed Multigrade,
 - Junior High,
 - Stand-Alone Senior High,
 - Complete Secondary,
 - Integrated,
 - Alternative Learning System Community Learning Center,
 - any school offering Inclusive Education programs (such as but not limited to SPED, IPEd, Madrassah, etc.), and
 - any private school
4. School visits shall include interviewing the School Head, checking the school grounds and classroom preparedness, evaluating the class programs, and other relevant activities.
5. The monitoring shall also focus on the availability of learning resources, conduct of the School-based Training of Teachers (SBTT), and implementation of the MATATAG Curriculum.

6. The monitoring teams shall use the Monitoring Tool (Enclosure 2) and submit their inputs in real-time or whenever internet connection is available through the link: **bit.ly/2024COMT8**.

7. Given the limited number of available vehicles, the Team Leaders are advised to coordinate with concerned units and set the schedule of the members of the monitoring team. The Team Leader may also assign members to districts or city divisions to attend the flag raising ceremonies of select schools on the first day of classes.

8. To observe DepEd's austerity measures and its policy of keeping school and classroom visits 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 visitors;
- Giving of leis, gifts, or tokens to the monitoring teams or other officials and guests; and
- Lavish catering for the monitoring teams.

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


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosures: As stated

References: DepEd Orders Nos. 21 and 22, s. 2023

DepEd Memoranda No. 43 and 48, s. 2023

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

ENROLMENT OPENING OF CLASSES OPLAN BALIK ESKWELA

PPRD-MBG



Enclosure 1 to Regional Memorandum PPRD-2024- 823**MONITORING TEAMS**

Team	Members	Area Assignment	Max. No. of Schools
A	Harvie Villamor (Team Leader)	Biliran	11
	Rita Dimakiling (Co-Leader)	Leyte 2nd District	33
	Amenia Aspa	Leyte 3rd District	12
	Rex Briones	Leyte 4th District	15
	Marlou Camposano	Ormoc City	9
	Dulce Catubao		
	Nova Jorge		
B	Jim Albert Lagado		
	Reynaldo Nayre		
	Ted Juan Peleño		
	Mercedes Sarmiento (Team Leader)	Leyte 1st District	16
	Rosemarie Guino (Co-Leader)	Tacloban City	6
	Gerardo Adtoon	Leyte 5th District	21
	Joy Bihag	Baybay City	6
	Alfredo Cafe	Southern Leyte	25
	Jasmin Calzita	Maasin City	6
C	Elmer Cuevas		
	Jennylynd Daya		
	Dina Superable		
	Sonny Tayum		
	Cesar Verunque (Team Leader)	N. Samar 1st District	23
	Alejandra Lagumbay (Co-Leader)	N. Samar 2nd District	25
	Dandy Acuin	Samar 1st District	18
	Eden Dadap	Calbayog City	14
	Eleanor Calumpiano		
	Ariem Cinco		
D	Ernani Fernandez		
	Michael Parado		
	Melvin Chito Solis		
	Rowena Vacal		
	Elena de Luna (Team Leader)	Samar 2nd District	34
	Gertrudes Mabutin (Co-Leader)	Catbalogan City	5
	Clark Dave Arante	Eastern Samar	36
	Elizabeth Caboboy	Borongan City	5
	Rachel Cuevas		
	Mark Gallano		
Jimmy Gula			
Geraldine Mangaliman			
Angelica Rodriguez			
Ryan Tiu			

Enclosure 2 to Regional Memorandum PPRD-2024- 823

TOOL FOR MONITORING THE OPENING OF CLASSES
School Year 2024-2025

Division : _____ District : _____ School ID : _____

Name of School : _____

Sector : Public Private COC : K Gr 1 – 6 JHS SHS

Area of Concern	Indicator/Checklist
Percentage of Enrolment Quick Count (EQC) against Previous School Year's Official Enrolment (OE)	SY 2024-2025 EQC :
	SY 2023-2024 OE :
	% of current enrolment versus previous SY :
Catch up plan of the school to achieve 100% enrolment rate	<i>(specify/narrate/enumerate the catch-up plan here)</i>
Brigada Eskwela accomplishments <i>(Check all that apply)</i>	<input type="checkbox"/> Weeding <input type="checkbox"/> Minor repairs/renovation of buildings <input type="checkbox"/> Construction of facilities <input type="checkbox"/> Fencing <input type="checkbox"/> Repainting of walls and roofs <input type="checkbox"/> Cleaning of classrooms <input type="checkbox"/> Preparing teachers and students' kits <input type="checkbox"/> Repair of chairs <input type="checkbox"/> Cleaning of school grounds and amenities <input type="checkbox"/> Tree planting/gardening <input type="checkbox"/> Decluttering of classrooms <i>Others, please specify :</i>
Oplan Balik Eskwela accomplishments	<input type="checkbox"/> Orientated the teachers and school personnel <input type="checkbox"/> Established a Public Assistance Command Center <i>Others, please specify :</i>
Activities conducted for the opening of classes	<input type="checkbox"/> Flag raising ceremony <input type="checkbox"/> Welcome program <input type="checkbox"/> Hanging of streamers/posters <input type="checkbox"/> Orientation for parents/guardians <i>Others, please specify :</i>
Attendance of Teachers and School Personnel	Number of teachers: _____ Regular/permanent _____ LGU/SEF-paid/volunteer/COS _____ Leave of absences took (in total) by teachers since the opening of classes on July 29, 2024 _____ Number of teachers needed (shortage), <i>please specify the Grade level or Subject area :</i>

Area of Concern	Indicator/Checklist
Observance of complete school uniform	<input type="checkbox"/> School Administrators <input type="checkbox"/> Teachers <input type="checkbox"/> Non-teaching personnel
Adequate classrooms and seats	_____ Number of classes/sections _____ Number of instructional classrooms _____ Number of non-instructional rooms _____ Number of make-shift classrooms _____ Number of armchairs/desks, in total
Availability of water, sanitation, and hygiene facilities	<input type="checkbox"/> Functional handwashing facilities <input type="checkbox"/> Functional and labeled toilets <input type="checkbox"/> Menstrual hygiene support <i>Others, please specify :</i>
Maintenance of clean schools	School grounds, classrooms, and other school facilities are clean and free from: <ul style="list-style-type: none"> <input type="checkbox"/> Unnecessary artwork, decorations, tarpaulin, and posters <input type="checkbox"/> Oversized signages with commercial advertisements, words of sponsorships, and/or endorsements or announcements <input type="checkbox"/> Stockpile materials, unused items, or items for disposal <input type="checkbox"/> Clutter and hazardous debris
Classroom structuring	<input type="checkbox"/> Spacious <input type="checkbox"/> With proper and sufficient ventilation <input type="checkbox"/> Chairs and desks are in order <input type="checkbox"/> Garbage bins are available <input type="checkbox"/> Class and teachers' program are posted <input type="checkbox"/> Literacy and numeracy stations are available for Kto3 <i>Others, please specify :</i>
Training of teachers	<input type="checkbox"/> On K-3 FELT <input type="checkbox"/> On HOTS -PLP <input type="checkbox"/> On MATATAG Curriculum <input type="checkbox"/> High School- Beginning Reading <input type="checkbox"/> Elem- ELLN and Science of Reading
Availability of instructional materials	<input type="checkbox"/> Teaching Guides <input type="checkbox"/> Self-Learning Modules <input type="checkbox"/> Learning Activity Sheets <input type="checkbox"/> Textbooks <input type="checkbox"/> Sinugbuhanong Bisaya and Waray Ebooks (Gr. 1-3) <input type="checkbox"/> Lesson Plan/Daily Lesson Logs <input type="checkbox"/> Class Record <input type="checkbox"/> Daily Attendance (SF2) <input type="checkbox"/> Primer Lessons (Grades 1-3) <input type="checkbox"/> K-3 FELT Worksheets <input type="checkbox"/> CO Provided Lesson Exemplars and Worksheets

Area of Concern	Indicator/Checklist
	<input type="checkbox"/> RO LR Package <input type="checkbox"/> Lesson Scripts <input type="checkbox"/> ALS Modules
Schedule of classes (SF7)	Time starts : ____ a.m. and Time Ends : ____ p.m. ____ Number of hours of actual teaching load of teachers ____ Number of minutes for recess ____ Number of minutes for remedial ____ Number of teachers underloaded ____ Number of teachers overloaded
Learning Modalities implemented for this School Year <i>(for Private Schools only)</i>	<input type="checkbox"/> Full (5 days) In-Person Classes <input type="checkbox"/> Blended Learning Delivery Modality (LDM) <ul style="list-style-type: none"> <input type="checkbox"/> 4 days in-person and 1 day distance LDM <input type="checkbox"/> 3 days in-person and 2 days distance LDM <input type="checkbox"/> 2 days in-person and 3 days distance LDM <input type="checkbox"/> 1 day in-person and 4 days distance LDM <input type="checkbox"/> Full Distance LDM <ul style="list-style-type: none"> <input type="checkbox"/> Modular Distance LDM <input type="checkbox"/> Online Distance LDM <input type="checkbox"/> Blended Distance LDM
Shifting of classes implemented	<input type="checkbox"/> Single shift <input type="checkbox"/> 2 Shifts daily <input type="checkbox"/> 3 Shifts daily <input type="checkbox"/> Weekly Set A and Set B <i>Others, please specify :</i>
Other significant observations or best practices	
Gaps and other issues and concerns identified	
Agreements	

Prepared by:

Signature over Printed Name of RO Monitor

Date of Visit : _____

Conforme:

Signature over Printed Name of School Head

Signature over Printed Name of SDO Monitor