



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

July 26, 2024

**REGIONAL MEMORANDUM**

PPRD-2024-

**846**

**UPDATED COMPOSITION OF REGIONAL TEAMS AND TOOL  
FOR THE SCHOOL VISITS AND MONITORING OF THE  
OPENING CLASSES FOR SCHOOL YEAR 2024-2025**

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

1. In reference to Regional Memorandum No. PPRD-2024-873, *School Visits and Monitoring of the Opening of Classes for School Year 2024-2025*, this Office announces the updated composition of the Regional Monitoring Teams and tool to be used.

2. Members of the teams are the following:

<b>Team</b>	<b>Members</b>	<b>Area Assignment</b>	<b>Max. No. of Schools</b>
<b>A</b>	Harvie Villamor (Team Leader) Rita Dimakiling (Co-Leader) Marlou Camposano Nova Jorge Reynaldo Nayre Rex Briones Ted Juan Peleño Jim Albert Lagado Dulce Catubao  Driver: Jojo Senecio	Biliran Leyte 2 <sup>nd</sup> District Leyte 3 <sup>rd</sup> District Leyte 4 <sup>th</sup> District Ormoc City	11 33 12 15 9
<b>B</b>	Mercedes Sarmiento (Team Leader) Rosemarie Guino (Co-Leader) Gerardo Adtoon Joy Bihag Dina Superable Sonny Tayum Jenny lind Daya Amenia Aspa  Driver: Harley Hamoy	Leyte 1 <sup>st</sup> District Tacloban City Leyte 5 <sup>th</sup> District Baybay City Southern Leyte Maasin City	16 6 21 6 25 6

<b>C</b>	Cesar Verunque (Team Leader)	N. Samar 1 <sup>st</sup> District	23
	Eden Dadap (Co-Team Leader)	N. Samar 2 <sup>nd</sup> District	25
	Dandy Acuin	Samar 1 <sup>st</sup> District	18
	Ernani Fernandez	Calbayog City	14
	Melvin Chito Solis		
	Rowena Vacal		
	Michael Parado		
	Eleanor Calumpiano		
Driver: Erwin Millar			
<b>D</b>	Elena de Luna (Team Leader)	Samar 2 <sup>nd</sup> District	34
	Gertrudes Mabutin (Co-Leader)	Catbalogan City	5
	Rachel Cuevas	Eastern Samar	36
	Jimmy Gula	Borongan City	5
	Geraldine Mangaliman		
	Ryan Tiu		
	Clark Dave Arante		
	Mark Gallano		
	Angelica Rodriguez		
Driver: Kris Fabi			

- Reimbursements for drivers shall be charged to the Regional Functional Divisions where Team Leaders and Co-Team Leaders are assigned.
- The monitoring tool has also been updated to align with the implementation of the MATATAG Curriculum and to facilitate the provision of targeted technical assistance. *(See enclosure 1)*
- The monitoring teams shall submit their monitoring inputs in real-time or whenever internet connection is available through the link: **bit.ly/2024COMTS**.
- Other provisions stipulated in the aforementioned Memorandum shall remain in effect.
- Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosures: As stated

References: As stated

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

ENROLMENT    OPENING OF CLASSES    OPLAN BALIK ESKWELA

PPRD-RCB





Enclosure 1 to Regional Memorandum PPRD-2024-\_\_\_\_\_

**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 <i>Others, please specify :</i>
Oplan Balik Eskwela accomplishments	<input type="checkbox"/> Oriented the teachers and school personnel <input type="checkbox"/> Established a Public Assistance Command Center <input type="checkbox"/> Hanged 'welcome back to school' streamers/posters <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"/> 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 _____ On Leave of absences  Number of teachers needed (shortage), <i>please specify the Grade level or Subject area:</i> _____ _____ Number of unfilled items: _____

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  Number of classroom-needs: _____ number of seats/desks needed: _____
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>
Classroom Management	<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 Total Number of Teachers: _____	Number of teachers trained on: _____ K-3 FELT _____ MATATAG Curriculum (SBTT) _____ High School- Beginning Reading _____ 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 (E-books) <input type="checkbox"/> Primer Lessons (Grades 1-3) <input type="checkbox"/> K-3 FELT Worksheets <input type="checkbox"/> CO-Provided Lesson Exemplars and Worksheets <input type="checkbox"/> RO LR Package on Lesson Exemplars and Worksheets <input type="checkbox"/> Lesson Scripts <input type="checkbox"/> Lesson Plan/Daily Lesson Logs <input type="checkbox"/> Class Record <input type="checkbox"/> Daily Attendance (SF2) <input type="checkbox"/> ALS Modules (if applicable) Remarks:

Area of Concern	Indicator/Checklist
DepEd Computerization Program	Number of functional: ___ Laptops ___ Desktops ___ Tablets ___ TVs ___ Projectors <i>Others, please specify :</i>
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) <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 <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	



Area of Concern	Indicator/Checklist
Technical Assistance Provided During the Visit	

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*

