



Republic of the Philippines
Department of Education
Region I
PANGASINAN SCHOOLS DIVISION OFFICE II
Canarvacanan, Binalonan

August 26, 2023

UNNUMBERED MEMORANDUM
s. 2023

CONDUCT OF MONITORING FOR THE OPENING OF CLASSES
FOR THE SCHOOL YEAR 2023 - 2024

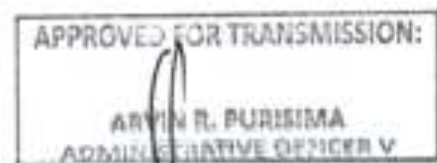
To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Governance and Operations Division Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education issued the DepEd Order No. 22, s. 2023 titled “*Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*” to enable schools to implement school activities and maximize instructional time in cognizance of the goals and objectives of the DepEd *MATATAG* Agenda effectively and efficiently. Classes on public schools (including the Alternative Learning System (ALS)) shall formally start on August 29, 2023.
2. With this, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, and all SGOD personnel are hereby instructed to monitor the first week of the opening of classes.
3. Attached are the monitoring tool and the monitoring/ composite team per area.
4. Monitoring reports are expected to be submitted to the School Management and Monitoring Unit on or before September 8, 2023.
5. Immediate dissemination of this Memorandum is desired.


LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

Encl.: Exam Monitoring Tool
Reference: Deped Order No. 22, s. 2023
To be indicated in the Perpetual Index
Under the following subjects:

Opening of Classes Monitoring





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MONITORING & EVALUATION FORM
OPENING OF CLASSES for SCHOOL YEAR 2023-2024

School Name: _____
District/ Municipality: _____
School Head: _____

School ID: _____
Date: _____
CP No. _____

STATISTICS:

| Grade Level | SY 2022-2023 | | | SY 2023-2024 | | | No. of Teachers |
|--------------|--------------|--------|-------|--------------|--------|-------|-----------------|
| | Male | Female | Total | Male | Female | Total | |
| Kinder | | | | | | | |
| Grade 1 | | | | | | | |
| Grade 2 | | | | | | | |
| Grade 3 | | | | | | | |
| Grade 4 | | | | | | | |
| Grade 5 | | | | | | | |
| Grade 6 | | | | | | | |
| Grade 7 | | | | | | | |
| Grade 8 | | | | | | | |
| Grade 9 | | | | | | | |
| Grade 10 | | | | | | | |
| Grade 11 | | | | | | | |
| Grade 12 | | | | | | | |
| Non-Graded | | | | | | | |
| ALS (if any) | | | | | | | |
| TOTAL | | | | | | | |

| INDICATORS | EVIDENT | NOT EVIDENT | REMARKS/ MOVS |
|--|---------|-------------|---------------|
| The school has: | | | |
| - conducted orientation on DepEd Order No. 22, s. 2023 (School Calendar) <i>(please take note of the date conducted, no. of attendees, pictures)</i> | | | |
| - observed enrollment period from August 7 to 26, 2023 | | | |
| - completed accurate EOSY 2022 – 2023 LIS Reports | | | |
| - observed enrollment quick count reporting (LIS facility) | | | |
| - conducted Brigada Eskwela and Oplan Balik Eskwela <i>(please check school compliance to the DepEd Order No. 21, 2023)</i> | | | |
| - checked the availability and completeness of quality assured learning materials (SLMs, MELC, etc.) | | | |



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| | | | |
|---|--|--|--|
| - checked the availability of learning tools and equipment based on the offerings | | | |
| - has COVID-19 Contingency Plan (submitted copy to Division DRRM) | | | |
| - organized class schedule/ program | | | |
| - Equitable/Equal distribution of teaching loads to teachers/ properly accomplished School Form 7 (for Personnel Audit) | | | |
| - coordinated with the LGUs and other stakeholders for the safety of learners and school personnel | | | |
| - ensured that classrooms doors and windows are opened for ventilation | | | |
| - Updated Transparency Board (Liquidation/ Disbursement Reports, Canteen Reports, Donations, Fund Raising Drive, etc.) | | | |
| - ensured that regular classes are on-going in all grade levels | | | |
| - ensured that teaching and non-teaching personnel wear their proper uniforms and identification cards | | | |
| - Prepared and sold healthy food and beverage choices in the canteen which are in accordance to DepEd Order No. 13, s. 2017 | | | |

ISSUES AND CONCERNS:

GENERAL IMPRESSIONS/ OBSERVATIONS:

(Signature Over Printed Name of the School Head)

(Monitoring Personnel Signature Over Printed Name)

SDO Pangasinan II M & E Composite Teams

OVERALL

Overall Chairman: Dr. Lorna G. Bugayong, CESO V

Overall Vice Chair: Dr. Wilfredo E. Sindayen (6th CD)

Overall Vice Chair: Dr. Rosario O. Cabrera (4th/5th CD)

Members:

Cornelio R. Aquino, EdD - CID Chief

Redentor B. Aquino, PhD - SGOD Chief

Atty. Maureen M. Torres - Accountant

Josephine I. Laud - Budget Officer

Arvin R. Purisima - Admin Officer V

Dr. Jennifer Tambaoan - Medical Officer III

Eddie V. Cancino - Supply Officer

Team 1

Area: Asingan/ Natividad

Team Leader: Emeterio F. Soniega, Jr., EdD

Members:

Virgilio B. Selga

PSDS in-Charge

Dentist/Nurse in-Charge

Accounting Personnel

Team 2

Area: Rosales/ Tayug

Team Leader: Maybelene C. Bautista, EdD

Members:

Justine Rose G. De Guzman

PSDS in-Charge

Dentist/Nurse in-Charge

Accounting Personnel

Team 3

Area: San Manuel/ Sta. Maria

Team Leader: Jupiter L. Petilla, EdD

Members:

Christian Genesis L. Biason

PSDS in-Charge

Dentist/Nurse in-Charge

Accounting Personnel

Team 4

Area: Villasis/ San Quintin

Team Leader: Annabelle M. Parel

Members:

Hilario M. Olivo, Jr.

Manuel Jodick C. Pulga

PSDS in-Charge

Dentist/Nurse in-Charge

Accounting Personnel

Team 5

Area: San Nicolas/ San Jacinto

Team Leader: Enrique R. Macayan, EdD

Members:

Marly S. Jimenez

PSDS in-Charge

Dentist/Nurse in-Charge

Accounting Personnel

Team 6

Area: Umingan/ Sto. Tomas

Team Leader: Gloria I. Pernes, EdD

Members:

Marivic V. Laoagan

PSDS in-Charge

Dentist/Nurse in-Charge

Accounting Personnel

Team 7

Area: Binalonan/ Balungao

Team Leader: Virgilio R. Barba

Members:

Engr. Marcelino B. Casem

Team 8

Area: Sison/ Bautista

Team Leader: Lilibeth A. Daus, EdD

Members:

Janice M .Rivera, PhD

| | |
|-------------------------|-------------------------|
| PSDS in-Charge | PSDS in-Charge |
| Dentist/Nurse in-Charge | Dentist/Nurse in-Charge |
| Accounting Personnel | Accounting Personnel |

| | |
|-------------------------------------|--------------------------------------|
| Team 9 | Team 10 |
| Area: San Fabian/ Laoac | Area: Mangaldan/ Alcala |
| Team Leader: Eugene M. Toralba, PhD | Team Leader: Eddie M. Raguindin, EdD |
| Members: | Members: |
| Erwin G. dela Rosa | Engr. Charles A. Bangdo |
| PSDS in-Charge | Ma. Cristina B. Daligcon |
| Dentist/Nurse in-Charge | PSDS in-Charge |
| Accounting Personnel | Dentist/Nurse in-Charge |
| | Accounting Personnel |

| |
|-----------------------------------|
| Team 11 |
| Manaoag/ Pozorrubio |
| Team Leader: Mike D. Dacasin, EdD |
| Members: |
| Emhil C. Medrano |
| PSDS in-Charge |
| Dentist/Nurse in-Charge |
| Accounting Personnel |