



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

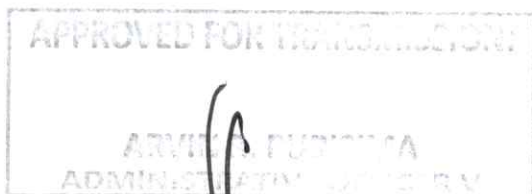
July 26, 2024

**DIVISION MEMORANDUM**  
NO. 357 s. 2023

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

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. 09, s. 2024 titled "*Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025*" 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 July 29, 2024.
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 their monitoring area.
4. Monitoring reports are expected to be submitted to the School Management and Monitoring Unit on or before August 9, 2024.
5. Immediate dissemination of this Memorandum is desired.



  
**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
OIC, Schools Division Superintendent



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**MONITORING AREA FOR THE OPENING OF CLASSES, SCHOOL YEAR 2024 - 2025**

| <b>MONITORING AREA</b>   | <b>ASSIGNED PERSONNEL</b>                          |
|--|--|
| All Municipalities   | Redentor B. Aquino, PhD<br>Cornelio R. Aquino, EdD |
| Alcala   | Atty. Maria Cristina V. Daligcon                   |
| Asingan  | Christian Genesis L. Biason                        |
| Balungao   | Enrique R. Macayan, EdD                            |
| Bautista   | Eugene M. Torraiba, PhD                            |
| Binalonan  | Eddie M. Raguindin, EdD                            |
| Laoac  | Marlie S. Jimenez                                  |
| Manaoag  | Gloria I. Pernes, EdD                              |
| Mangaldan  | Mike G. Dacasin, PhD                               |
| Natividad  | Manuel Jodick C. Pulga                             |
| Pozorrubio and Newly<br>Established & Integrated Schools                 | Hilario M. Olivo, Jr.                              |
| Rosales  | Maybelene C. Bautista, EdD                         |
| San Fabian   | Engr. Charles A. Bangdo                            |
| San Jacinto  | Jupiter L. Petilla, EdD                            |
| San Manuel   | Erwin G. Dela Rosa                                 |
| San Nicolas  | Janice M. Rivera, PhD                              |
| San Quintin  | Virgilio B. Selga                                  |
| Sison  | Engr. Marcelino B. Casem                           |
| Sta. Maria   | Lilibeth A. Daus, EdD<br>Emhil C. Medrano          |
| Tayug  | Emeterio F. Soniega Jr., EdD                       |
| Umingan  | Virgilio R. Barba                                  |
| Villasis & Sto. Tomas  | Justine Rose G. De Guzman                          |
| *PSDSs shall monitor the opening of classes in their respective district |  |



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**MONITORING & EVALUATION FORM**  
**OPENING OF CLASSES for SCHOOL YEAR 2024-2025**

School Name: \_\_\_\_\_  
 District/ Municipality: \_\_\_\_\_  
 School Head: \_\_\_\_\_

School ID: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 CP No. \_\_\_\_\_

**STATISTICS:**

| Grade Level  | SY 2023-2024 |        |       | SY 2024-2025 |        |       | No. of Teachers & Classes                           |
|--------------|--------------|--------|-------|--------------|--------|-------|---|
|              | Male         | Female | Total | Male         | Female | Total |   |
| Kinder       |              |        |       |              |        |       | No. of Teachers: _____<br><br>No. of Classes: _____ |
| 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) |              |        |       |              |        |       |   |
| <b>TOTAL</b> |              |        |       |              |        |       |   |

| INDICATORS   | EVIDENT | NOT EVIDENT | REMARKS/ MOVS |
|--|---------|-------------|---------------|
| <b>The school has:</b>   |         |             |               |
| - observed enrollment period from July 3-26, 2024  |         |             |               |
| - completed accurate EOSY 2023 - 2024 LIS Reports  |         |             |               |
| - observed enrollment quick count reporting (LIS facility)   |         |             |               |
| - conducted Brigada Eskwela and Oplan Balik Eskwela  |         |             |               |
| - 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   |  |  |  |
| - 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:**

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**GENERAL IMPRESSIONS/ OBSERVATIONS:**

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\_\_\_\_\_  
(Signature Over Printed Name of the School Head)

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(Monitoring Personnel Signature Over Printed Name)