



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

24 August 2023

DIVISION MEMORANDUM
No. 287, s. 2023

MONITORING ON THE OPENING OF CLASSES FOR SY 2023-2024

- To: Assistant Schools Division Superintendent
Curriculum Implementation Division Chief
School Governance and Operations Division Chief
Education Program Supervisors
Public Schools District Supervisors
Principals In-Charge of the District
All others concerned
1. This office announces the conduct of the monitoring of opening of classes starting August 29 to September 1, 2023 by the CID, SGOD and OSDS Personnel of the SDO Nueva Vizcaya.
 2. This activity aims to:
 - a. ensure preparedness of public and private schools including Community Learning Centers (CLCs);
 - b. gather data on actual enrolment, other relevant data and extent of school and teacher readiness;
 - c. conduct a thorough inventory of learning resources to be utilized throughout the school year, assessing availability, quality and relevance;
 - d. identify issues and concerns that may affect effective planning, considering indicators that could aid in planning for technical assistance
 3. The list of monitoring team per district and monitoring tool are hereto attached. The team shall confer for specific school/s that each member may visit and shall coordinate with the district head.
 4. District heads shall supervise preparation of schools in their district.
 5. School Health Nurses and other Health personnel shall report daily to their respective district assignments/stations to assist.



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As of:	01-09-2020	Page:	1

6. Travel expenses of the division monitoring personnel shall be charged to the Division MOOE subject to the usual auditing and accounting rules and regulations.
7. For guidance, information and strict compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

By the authority of the Schools Division Superintendent

ATTY. JULIUS CAESAR G. DOMINGO
Attorney III

Encl. As stated

Reference: Regional Memo No. 272, s. 2023
DepED Order 21, s. 2023



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As of:	01-09-2020	Page:	2

List of Division Monitoring Team
August 29 – September 1, 2023

No.	Monitoring Team	District
1	Romeo Emmanuel Yarcia Nolimar Navarro	Alfonso Castaneda
2	Yunima T. Batog	Ambaguio
3	Orlando D. Vicente	Aritao 1
4	Pink Eurea Montano Rudy Agustin	Aritao 2
5	Rommel S. De Gracia	Bagabag 1
6	Nimfa Norie A. Aquino	Bagabag 2
7	Bermelita G. Guillermo	Bambang 1
8	Melany M. Asuncion	Bambang 2
9	Maria Teresa Iglesia	Bayombong 1
10	Roger S. Sebastian	Bayombong 2
11	Edgar Capuno	Diadi
12	Epifania Tumaliuan	Dupax Del Norte 1
13	Chester Cortez	Dupax Del Norte 2
14	Marianne C. Eugenio	Dupax Del Sur
15	Roscoe Gacusana	Kasibu East
16	Hilda D. Aragon	Kasibu West
17	Ma. Concepcion D. Absalon Julius Calangan	Eastern Kayapa
18	Wilhelmina Castro Julius Calangan	Western Kayapa
19	Herminigildo U. Gandeza	Quezon
20	Ronnie B. Bibas	Santa Fe
21	Caroline Q. Lagula	Solano 1
22	Dindo John H. Moreno	Solano 2
23	Macrino A. Raymundo	Villaverde

Note: Monitors from the region and central office will visit any school/district at anytime during the duration. SDS, ASDS and Chiefs will visit/monitor schools and districts in random.



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MONITORING TOOL FOR THE OPENING OF CLASSES
SY 2023-2024

Name of School:	District:
School ID:	PSDS/DIC:
School Head:	Date of Monitoring:
Type/Level of School	
<input type="checkbox"/> Public Purely Elem (K to 6 only) <input type="checkbox"/> Public Purely JHS only (G7 to G10) <input type="checkbox"/> Public Purely SHS only (G11-G12) <input type="checkbox"/> Public Secondary (G7 to G12) <input type="checkbox"/> Public Integrated (K to 10) <input type="checkbox"/> Public Integrated (K to 12)	<input type="checkbox"/> Private Purely Elem (K to 6 only) <input type="checkbox"/> Private Purely JHS only (G7 to G10) <input type="checkbox"/> Private Purely SHS only (G11-G12) <input type="checkbox"/> Private Secondary (G7 to G12) <input type="checkbox"/> Private Integrated (K to 10) <input type="checkbox"/> Private Integrated (K to 12)

A. Enrolment

A.1 Elementary Level

Grade Level	Actual Headcount			No. of Balik-Aral	No. of Transferred-in	No. of Transferred Out
	Male	Female	Total			
Kindergarten						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
TOTAL						

A.2 Secondary Level

Grade Level	Actual Headcount			No. of Balik-Aral	No. of Transferred-in	No. of Transferred Out
	Male	Female	Total			
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						
TOTAL						



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A.3 ALTERNATIVE LEARNING SYSTEM (ALS)

Level	Actual Headcount		
	Male	Female	Total
BLP			
Elem			
JHS			
SHS			
TOTAL			

A.4 ENROLMENT - SPECIAL CURRICULAR PROGRAMS (SCP) AND SPECIAL INCLUSIVE PROGRAMS (SIP)

Grade Level	Special Program in the Arts			Special Program in Journalism			Special Program in Sports			Indigenous Peoples Education			Madrasah Education Program		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Kindergarten															
Grade 1															
Grade 2															
Grade 3															
Grade 4															
Grade 5															
Grade 6															
Grade 7															
Grade 8															
Grade 9															
Grade 10															
Total															

Grade Level	Multigrade		
	M	F	T
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Total			

Special Needs Education (Learners with Disabilities)			
Grade level	M	F	T
Non-Graded			
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Total			



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B.1 Grade Level Assignments-Elementary

Grade Level	No. of Organized Classes	No. of Teachers Teaching the grade Mono Grade Classes	If Multigrade schools, Total No. of Teachers in Multigrade classes
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Total			

B.2 For Schools offering SNEd Program -Number of Teachers in Self-Contained Classes

No. of Organized Classes per Disability	No. of Teachers

B.3 Grade Level Assignments-Secondary

Grade Level	No. of Organized Classes	No. of Teachers
Grade 7		
Grade 8		
Grade 9		
Grade 10		
Grade 11		
Grade 12		
Total		



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B.3 Data on Newly Approved Applications:

Directions : The monitor will look into the following documents, if the school has newly approved applications on the following:

- Establishment
- Conversion
 - Elementary to Integrated School
 - Non-implementing Units to Implementing Units
- Separation:
 - Former School Name: _____
 - New School Name: _____
- Renaming:
 - Former School Name: _____
 - New School Name: _____
- Additional Track/Strand/Specialization:
 - _____
 - _____
 - _____
- Special Curricular Program/s:
 - _____
 - _____

C. School Implementation and Supervisory Plan

Directions : The monitor will look into the following documents if there are, put a check mark on columns with evident or not evident and put remarks with significant observations.

Document	Evident	Not Evident	Remarks
Class and Teacher's Program for SY 2023-2024 duly signed and approved by school/district/division			
Supervisory Plan for the Week/Month			
Updated/contextualized Calendar of Activities			
Updated SF7			
Updated School Forms (BOSY) SF 1-School Registry Other forms that apply			
Others, pls. specify:			



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D. Curriculum and Teaching

Directions: Look into the alignment of curriculum with the readiness of teachers to understand their teaching methods and how they adapt to diverse student needs. Check the box that corresponds to your answer in each item using the legend below.

Areas	Rating		Remarks
	Evident	Not Evident	
a. Instructional Support for Teacher Effectiveness and Efficiency as to <input type="checkbox"/> MELCs (printed/digitized) <input type="checkbox"/> DLLs/DLPs updated, checked <input type="checkbox"/> SLMs, LAS printed/digitized, utilized <input type="checkbox"/> Ready Instructional Materials <input type="checkbox"/> Provision of instructional facilities and tools such as laptop, printer, projector, TV <input type="checkbox"/> Ready materials for IMs development such as cartolina, manila paper, ink, marker etc.			
b. Teacher Capability Building <input type="checkbox"/> In service training for the opening of classes <input type="checkbox"/> Collaborative learning practices			
c. Curriculum Contextualization <input type="checkbox"/> Harvested storybooks <input type="checkbox"/> SIMs <input type="checkbox"/> Primers <input type="checkbox"/> List of school-based quality assured learning resources Others:			
d. Readily available assessment of learning outcomes <input type="checkbox"/> Rubrics <input type="checkbox"/> Test Item Banks			

E. Learners' Access to Appropriate Learning Materials and Learning Resources

(Please see attached copy to be accomplished by the school head/school property custodian)

F. School Adherence to Guidelines on the Prevention of Covid 19 and Other Infectious Diseases

Indicators	Evident	Not Evident	Remarks
Established functional washing facilities and clean comfort rooms			
Augmentation of alcohols, facemasks, liquid soaps in all rooms			



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Classroom doors and windows are opened for ventilation.			
Proper solid waste management			
Constant information drives on infectious diseases and natural calamities			

G. Issues and Concerns in the Opening of Classes

Areas	Issues and Concerns	Activities/Interventions	Needs for Technical Assistance
Curriculum and Teaching			
Facilities and Equipment			
Learning Resources			
Other Special Support Services			



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H. General Observations:

Monitored by:

Concurred by:

(School Head)

Adapted from the Regional Monitoring Tool



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