



Republic of the Philippines
Department of Education
REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

25 August 2023

DIVISION MEMORANDUM
SGOD No. **105** s. 2023

MONITORING AND PROVISION OF TECHNICAL ASSISTANCE FOR THE OPENING
OF CLASSES SY 2023-2024

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with Regional Memorandum CLMD-2023-272 on the **Regional Monitoring and Provision of Technical Assistance for the Opening of Classes in School Year 2023-2024**, this office shall conduct the monitoring and provision of technical assistance to schools on the implementation of school activities and enhancement of teaching-learning process from August 29 to September 8, 2023.

2. Anent this, this Division has organized and shall deploy the Division Field Technical Assistance Team (DFTAT) for this activity. This is the list of SDO Personnel assigned to each Municipality.

| DFTAT | ASSIGNMENT |
|---|--------------------|
| Overall Lead: CRISTOPHER T. FRUSA Overall Co-Lead: MARICHU JEAN DELA CRUZ RODEL H. CATUBAY JETT A. JAVELLANA | ALL MUNICIPALITIES |
| ZYNAFE CAIJO | BANGA |
| ALEX T. FLORO BERT LABUAYA | LAKE SEBU |
| GLENN SOLDEVILLA ROGELIO JR. DE JUAN CHARITO DUHINO | NORALA |
| ROGELIO JR. DE JUAN AGUSTIN PANDOOMA SALLY JABIDO | POLOMOLOK |
| MA. TERESA S. HALLEGADO NELIDA A. CASTILLO | STO. NIÑO |
| MILA DE LEON | SURALLAH |

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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| DFTAT | ASSIGNMENT |
|---|-------------------|
| MA. SOLEDAD O. BLANCADA HERMIE M. JARRA | TAMPAKAN |
| SIGREED FEROLYN A. MOSCOSA ROSELYN G. DARDO | TANTANGAN |
| JUBERTO E. JUMANTOC | TBOLI |
| JANE MICHELLE LASACA BERT LABUAYA MILROSE CASERES | TUPI |
| MARIANETTE S. BARRERA | LOWER VALLEY |
| MA. JUDITH MAGBANUA | UPPER VALLEY |

- All Administrative Officers assigned in the field are requested to monitor their respective school/s particularly on administrative matters.
- Personnel concerned are advised to refer to the enclosure for the **Monitoring Tool Monitoring Tool for Opening of Classes**.
- All expenses incurred by the school and division personnel involved shall be charged against local funds/MOOE of their respective offices/schools, subject to the usual accounting and auditing procedures and regulations.
- For more inquiries, personnel concerned may contact Jett A. Javellana, Education Program Specialist II - SMME at 0921-562-2255.
- Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: Monitoring Tool for Opening of Classes
Reference: RM No. CLMD-2023-272
To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION SCHOOLS

JAJ/DM- monitoring and provision of technical assistance for the opening of
classes SY 2023-2024
0000/August 25, 2023

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

This monitoring tool intends to determine the level of preparedness of schools for the opening of classes.

Opening of Classes Monitoring Tool SY 2023-2024

Part I. Areas to be monitored

| Focus area for monitoring and provision of TA | Good Practices | Issues and concerns of the school | Action Taken by the school | TA inputs/remarks |
|--|----------------|-----------------------------------|----------------------------|-------------------|
| 1. Enrolment and Oplan Balik Eskwela (OBE) | | | | |
| 2. Teaching load and assignment | | | | |
| 3. Ensuring order and cleanliness of the Learning environment (including | | | | |

SDOSC-SGOD-SMME-OCMT-v1.0r0.0, effective 10/01/2020



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| | | | | |
|--|--|--|--|--|
| classrooms) -adherence to DO 21, s. 2023 | | | | |
| 4. Learning remediation and intervention | | | | |
| 5. Health and safety mechanism | | | | |
| 6. Socio-emotional functioning, mental health and well- being | | | | |
| 7. Learning and Development (L&D) initiatives for teachers and nonteaching | | | | |

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| | | | | |
|---|--|--|--|--|
| personnel | | | | |
| 8. Provision of learning resources to learners | | | | |
| 9. Stakeholders' (parents, LGUs, NGAs, NGOs, etc.) engagement for collaboration and support | | | | |

Part II. Quick Count

| Level | Enrolment | | | No. of Section per Grade Level | Remarks |
|---------------------|-----------|--------|-------|--------------------------------|---------|
| | Male | Female | Total | | |
| Kindergarten | | | | | |
| Elementary | | | | | |
| Grade 1 | | | | | |
| Grade 2 | | | | | |
| Grade 3 | | | | | |
| Grade 4 | | | | | |
| Grade 5 | | | | | |
| Grade 6 | | | | | |

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| | | | | | |
|--------------|----------|--|--|--|--|
| Total | | | | | |
| JHS | | | | | |
| | Grade 7 | | | | |
| | Grade 8 | | | | |
| | Grade 9 | | | | |
| | Grade 10 | | | | |
| Total | | | | | |
| SHS | | | | | |
| | Grade 11 | | | | |
| | Grade 12 | | | | |
| Total | | | | | |

Part III. Availability of the following

| | (Yes) | (No) | Remarks |
|-----------------------------------|-------|------|---------|
| Class Program | | | |
| Oplan Balik Eskwela Tarpaulin | | | |
| Lesson Plan of Teachers (DLL/DLP) | | | |

Monitored by:

Concurred by:

School Head

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