



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF Digos City
City of Digos



Office of the City Schools
Division Superintendent

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DIVISION MEMORANDUM

No. 350, series of 2017.

TO : Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

FROM : FELICIANO A. TAMONDONG, JR., ED.D., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : ***Classroom Readiness Checklist for the Beginning of School Year and Suggested Activities on the Opening of Classes***

DATE : May 29, 2017

1. Pursuant to unnumbered Regional Memorandum dated May 23, 2017 entitled "**Classroom Readiness Checklist for the Beginning of School Year and Suggested Activities on the Opening of Classes**" herein attached, the field is hereby informed to utilize the above-mentioned checklist attached therein to ensure readiness of classroom and teachers for the opening of classes.
2. It also directed that suggested activities contained in the attached Regional Memorandum be adhered to and ensure the smooth implementation of Oplan Balik Eskwela 2017.
3. Immediate dissemination and compliance with this Memorandum is desired.

DepEd Schools Division of Digos

RELEASED 3156

date: JUN 02 2017 time: 3:20

by: f



Republika ng Pilipinas
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DepEd Schools Division of Davao



Date: **MAY 26 2017** Time: **7:10 PM**



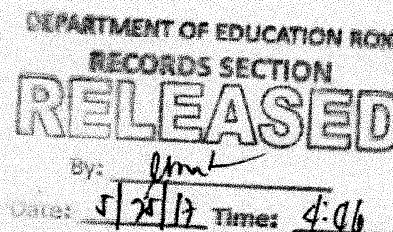
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MEMORANDUM

To : Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, Curriculum and Instruction Division
Chiefs, School Governance and Operation Division
This Region

Subject : **CLASSROOM READINESS CHECKLIST FOR THE BEGINNING OF SCHOOL YEAR AND SUGGESTED ACTIVITIES ON THE OPENING OF CLASSES**

Date : May 23, 2017



1. In pursuance to the **Oplan Balik Eskwela** which will commence on May 29, 2017 up to June 16, 2017, this Office directs all Schools Division Offices and schools to ensure readiness of each school and classroom for school year 2017-2018.
2. To ensure readiness of classrooms and teachers, this Office recommends for the distribution and administration of the attached sample "**Classroom Readiness Checklist for Teachers.**"
3. This Office also enjoins all schools to do the following suggested activities, to wit :

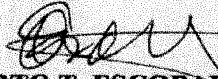
A. Enrolment period (May 29- June 16, 2017)

- a. Update the data / information in the transparency board of the school
- b. Provide warning signs along areas where there is ongoing construction of building to ensure the safety of the learners.
- c. Refrain / discourage teachers / school officials in taking leave of absence and holding seminars during the opening of classes.
- d. Coordinate with Barangay and other local officials in prohibiting vendor immediately outside the school premise.
- e. Conduct orientation to parents before the opening of classes.
- f. Conduct inventory of all usable and unusable books, tools and equipment.

B. Opening of classes on June 5, 2017

- a. Put in place all the needed data / information such as list of learners per Grade level and map of school building in a locator's board.
- b. Require teachers to come early and line up at the gate of the school to welcome the learners and accompanying parents.
- c. Assign a holding area for the parents.
- d. Install a "**Help Desk**" which will be managed by a teacher to provide information and assist client's needs.
- e. Collaborate with stakeholders for possible feeding activity to learners on June 5, 2017 and for giving some sort of freebies/give-away such as notebooks, pens and school supplies to first 100 learners who are early in coming to school.
- f. Collaborate with the Barangay Officials / PNP officials to assist in the smooth flow of traffic for passing vehicles and ensure the safety of learners. It is suggested there should be a designated drop off point for motor vehicles to avoid congestion.

- h. Collaborate with parents and PTA officials to assist and guide the learners in finding their respective classrooms/sections.
 - i. Make the school ambiance festive (inside and outside). The use of buntings and flaglets is encouraged. Utilize the Drum and Bugle Corps (DBC)/ Brass Band / Rondalla team if available to welcome the learners.
 - j. Require teachers to wear their official uniform and ID card (prescribed size)
 - j. Ensure availability of drinking water supply.
 - m. Use new Philippine Flag during the flag ceremony.
 - n. Display the updated pictures of the President of the Republic of the Philippines and other DepEd officials.
4. Immediate dissemination and compliance with this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

ROC1/jgv

CLASSROOM READINESS CHECKLIST FOR TEACHERS

Teacher : _____ Grade /Class Name _____
 School : _____ Contact Number _____

AREAS	YES	NO
A. Class Information Features		
1. "Welcome Back to School" signage		
2. Class Schedule		
3. Name of the Teacher outside the door along with a class list		
4. Signage / labels (Comfort Room, Hand Washing Tips, Waste Segregation etc.)		
5. Announcement Board		
6. Calendar of Activities (Monthly)		
7. Class rules and routines for meaningful teaching – learning engagement		
8. Name tags of the learners and teacher's ID (CSC prescribed size)		
B. Document Features		
1. Class Records		
2. Lesson Plan (DLP/DLL)		
3. LMs per area and TGs per area		
4. Grade Book		
5. Cards (Form 138)		
6. Permanent Records (Form 137)		
C. Physical Facilities Features		
1. Free from hazards (e.g. door mat, exposed electrical wires, etc.)		
2. Enough light and ventilation		
3. Standard height of the chalk board		
4. Facilities are accessible to children with disabilities/ special needs		
5. Work and play areas separated to minimize distractions		
6. Enough desk/armchairs and tables for the learners		
7. Area for First Aid Kit		
D. Learning Resource Features		
1. Enough Learners Materials (LMs) and Teachers Guides (TGs)		
2. Curriculum Guides per subject area		
3. Reading Corner with supplemental reading materials		
E. Basic Supplies Features (for teachers only)		
1. Pencils and pens		
2. Rubber eraser		
3. Pencil sharpener		
4. Correction tape		
5. Adhesive/ Scotch tape		
6. Stapler with remover (with wires)		
7. Folders and envelopes		
8. Marking/ Pentel pens		
9. Rugs/ Mats		
10. Bathroom tissue		
11. Isoprophyl /Rubbing Alcohol		
12. Chalks and chalkboard eraser		
13. Sticky note pads		
14. Meta Cards		

15. Paste		
16. Paper clip		
17. Meeting/Conference Notebook		
18. Bond Papers (A4 size, Letter / Legal size)		
19. Scissors and ruler / protractor		
20. Crayons / Colored Pencils / Highlighter pens		
21. Calendar and wall clock		
22. Garbage bins/baskets		
23. Mirror		
24. Rubber bands		
TOTAL 48		

Summary of Checks : _____ Yes = _____ %
 _____ No = _____ %