



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 405, s. 2020

September 4, 2020

DIVISION MONITORING ON SCHOOL READINESS
BEFORE THE OPENING OF CLASSES

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
SGOD Personnel
Elementary and Secondary School Principals

- Guided with this Division’s Basic Education Learning Continuity Plan (BE-LCP) and in pursuance to the directive of DepEd Central Office on readiness of schools under Handang Isip, Handa Bukas Program, this Office informs the field of the final schedule for Division Monitoring on School Readiness which shall take place within September 7-11, 2020.
- Attached is the Division Monitoring Tool which contains all the items included in said monitoring activity.
- Below is the assignment of Education Program Supervisors, Public Schools District Supervisors and SGOD Personnel as Division Monitors:

District/Schools	Division Monitors	
	Team Leader	Members
Digos South	Jessica Lucero	CID: Luzminda Jasmin, Helen Casimiro SGOD: Xavier Fuentes, Eleser Mateo, Cecile Uy, Frances Millicent Durano
Mt. Apo	Ely Cataluña	CID: Tito Endrina, Vicente Laburada SGOD: Dhelmie Christine Peñas, Ronald Dedace, Julie Anne Posadas
Digos Occidental	Zenaida Guya	CID: Neil Bongcayao, Joan Niones Maryglor Tabanao SGOD: Daissy Jane Sanoy, Ireene Dandoy, Reyzen Monserate, Jasmine Asarak
Digos Oriental	Patriotiso Peñas	CID: Angel Bisaga, Ferna Renira Alde, Ronilyn Nieves SGOD: Hazel Marie Escabillas, Joel Gomito, Helen Franconas, Jose Israel Maravillas
Secondary Schools	Ida Juezan	CID: Mary Joy Fortun, Cherry Rossette Oliva, Arlene Barba, Jemboy Cabrella SGOD: Kristine Marie Bejarin, Airon Alejandro, Peter-Jason Senarillos, Myracel Dalope

- After monitoring a school, monitors are expected to sit down and discuss the overall findings for every item in the Monitoring Tool to come up with a UNIFIED SET OF MONITORING RESULTS. The said unified results shall be encoded in this link:



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<https://tinyurl.com/schoolreadiness-digos>. There should only be one encoding for every school monitored. The hard copy of said Unified Monitoring Results for each school shall be submitted to the CID Office through the CID Secretary.

5. It is expected that before the start of the Monitoring Activity, the Team, through the leadership of the Team Leader, should sit down to ensure clarity on tasks and direction.
6. Travel expenses of monitors and other concerned Division personnel shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
7. For information, guidance and compliance.



CRISTY C. EPE
Schools Division Superintendent



DepEd Schools Division Office - Digos City
RECORDS SECTION

RELEASED 60-61772

DATE: 04 SEP 2020 TIME: 2:46 pm

BY: 



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MONITORING CHECKLIST FOR THE PRE-OPENING OF CLASSES

Name of School: _____ School Address: _____ Contact Number: _____

e-Mail Address: _____ ☐ Elementary ☐ Secondary

Part I:

<i>The school shall have the copy of the following:</i>	<i>Issues and Concerns</i>
☐ School Calendar and Activities for School Year 2020-2021	
☐ School Learning Continuity Plan (Updated)	
☐ Inventory of Available Textbooks containing the Most Essential Learning Competencies (MELC)	
☐ Report on Learning Resources to Utilize for the First Quarter	
☐ Progress Report on the Status of Worksheets Printing	
☐ Class Programs including Budget of Work	
☐ Individual Teacher's Schedule (for all teachers)	
☐ Learner's Learning Plan by Grade Level, by Section and by Modality	
☐ D.O. NO. 40, s. 2012 / Child Protection Committee	
☐ Most Essential Learning Competencies	
☐ Omnibus Guidelines on the Implementation of Community Quarantines	
☐ Professional Development (PD) Activities and Learning Action Cell (LAC) Plan	
☐ Individual Learning Monitoring Plan	
☐ Report on Stakeholders Engagement and Support	

Part II:

For the columns under Enrollment and No. of Learners who opted/placed in this modality, please indicate the actual numbers of mapped learners in the given modality.
For the columns under Learning Resource, Learning Facilitators and Learning Assessment, please place a check mark (✓) in the box if the indicators are available.



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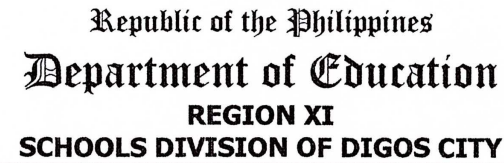
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For the column under Observation/Remarks, please indicate your monitoring observations.

Distance Learning Delivery Modalities	Total Enrollment No. of Learners opted/placed in this modality													Learning Resource	Learning Facilitators	Learning Assessment	Observatio n/Remarks
	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				
TOTAL ENROLLMENT																	
☐ a. Modular-TV														☐ Printed Self-Learning Modules and activity sheets (K to 12 Compliant) ☐ SLM-Based Videos and Activity Sheets	☐ Teachers ☐ Parents/ Family Member ☐ Community Stakeholders ☐ Others (Please Specify)	☐ Assessment Plan	
☐ b. Modular-Radio														☐ Printed Self-Learning Modules and activity sheets (K to 12 Compliant) ☐ SLM-Based RBI and Activity Sheets	☐ Teachers ☐ Parents/ Family Member ☐ Community Stakeholders ☐ Others (Please Specify)	☐ Assessment Plan	
☐ c. Modular-Online														☐ Printed Self-Learning Modules and activity sheets (K to 12 Compliant) ☐ Access to digital devices, such as laptops, tablets, smartphones and	☐ Teachers ☐ Parents/ Family Member ☐ Community Stakeholders ☐ Others (Please Specify)	☐ Assessment Plan	



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☐ k. Modular-TV- Radio-Online													☐ Printed Self-Learning Modules and activity sheets (K to 12 Compliant)	☐ Teachers Parents/ Family ☐ Member ☐ Community Stakeholders ☐ Others (Please Specify)	☐ Assessment Plan							
☐ l. Modular-TV- Radio-Digital													☐ SLM-Based Videos and Activity Sheets	☐ SLM-Based RBI and Activity Sheets	☐ Access to digital devices, such as laptops, tablets, smartphones and desktop computers for the Online SLM and activities/exercises with available online resources and internet connectivity	☐ Printed Self-Learning Modules and activity sheets (K to 12 Compliant)	☐ SLM-Based Videos and Activity Sheets	☐ SLM-Based RBI and Activity Sheets	☐ SLM-Based Videos in CD/DVD/Flashdrive and Activity Sheets	☐ Teachers Parents/ Family ☐ Member ☐ Community Stakeholders ☐ Others (Please Specify)	☐ Assessment Plan	



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PART III: SCHOOL RESOURCES & FACILITIES

A. Learners/Parents	Available	Not Available	Actions Taken (IF NOT AVAILABLE)
1. List of learners by Grade Level, by Section and by Learning Modality	☐	☐	
2. Outline for learners' & parents' Orientation on identified learning modalities and other class concerns, including schedule and orientation modality	☐	☐	
B. Teachers	Available	Not Available	Actions Taken (IF NOT AVAILABLE)
1. List of Teachers by Grade Level, by Section and Learning Modality	☐	☐	
2. List of Trained and Untrained Teachers on Distance Learning Delivery Modality	☐	☐	
3. Plan of Action on the Conduct of Training for Untrained Teachers/LAC Session	☐	☐	
C. Physical Facilities / Learning Environment	Available	Not Available	Actions Taken (IF NOT AVAILABLE)
1. Floor markings in the classrooms/ offices and walkways to observe social distancing	☐	☐	
2. Directional signs to parents, and visitors (e.g. entrance and exit routes – no counterflow)	☐	☐	
3. Instructional signs that convey information on how to observe social distancing in offices, and walkways	☐	☐	
4. Properly cordoned unsafe areas marked with warning signs	☐	☐	
5. Firefighting equipment for each building	☐	☐	
6. First aid kit in classrooms and offices	☐	☐	
7. List of local emergency/referred hotlines in classrooms, offices and hallways	☐	☐	
8. Segregated and labeled trash bins for biodegradable, non-biodegradable, and infectious wastes (used facemasks, tissues, gloves)	☐	☐	
9. Emergency exits	☐	☐	
10. Swing-out doors	☐	☐	
11. Unobstructed corridors & pathways free from sharp and protruding objects	☐	☐	
12. Covered drainage canals	☐	☐	
13. Safety measures posted in the laboratories and workshops	☐	☐	
14. School-ground maintenance plan/schedule to ensure the safety of life and property	☐	☐	
15. Lavatory/sink within the classroom or office with functional faucet and water	☐	☐	
16. Sufficient lighting and ventilation in classrooms and offices	☐	☐	
17. Functional comfort rooms with water supply	☐	☐	
18. Functional clinic with a water source, bed and first aid kits (in response to COVID 19 pandemic)	☐	☐	
19. Handwashing facilities or wash area/washstand/sanitation stand near the gate with available liquid soap	☐	☐	
20. Updated Transparency Board	☐	☐	





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D. Learning Materials, Systems, and Platforms	Available	Not Available	Actions Taken (IF NOT AVAILABLE)
1. Sufficient and readily available learning materials for the identified modes of learning delivery for the entire school year	☐	☐	
2. Inventory of Available Textbooks containing the Most Essential Learning Competencies (MELC)	☐	☐	
3. Report on Learning Resources to Utilize for the First Quarter			
4. Progress Report on the Status of Worksheets Printing	☐	☐	
5. Learning Kit (Learner's Learning Activity Plan, Self-Learning Modules/ Textbooks/ Worksheets, Letter/Reminder to Parents, Other Learning Resources needed – for every teacher)	☐	☐	
E. Support Mechanisms, Infrastructure, Facilities, & Equipment	Available	Not Available	Actions Taken (IF NOT AVAILABLE)
1. Internet connectivity (Indicate the type) ☐ Low-Speed Mobile (GPRS Edge 3G HSDPS) ☐ High-Speed Mobile (LTE 4G HSDPS+) ☐ Fixed Wireless Internet Service (Pisonet P2P Wireless ISPs) ☐ DSL Cable ☐ Others (Please specify:)	☐	☐	
2. Sufficient functional government-issued computers (Indicate the number of units:)	☐	☐	
3. Features and specifications of the learning management systems and platforms to be used	☐	☐	
4. Printers, cutters, and binders for the hard-copy-reproduction of modules and other learning materials	☐	☐	
5. Disc copiers/duplicators /flash drives for the soft-copy-reproduction of modules and other learning materials	☐	☐	
6. Mechanism of distribution and retrieval of modules and other learning materials to the learners/parents	☐	☐	
7. Mechanism for weekly meetings with parents/learners	☐	☐	
8. Funds for the communication/internet connection and travel expenses of teachers (i.e. for distribution and retrieval of modules and learning materials, provision of learning assistance and remediation)	☐	☐	
9. Community learning facilitators to support learners while learning from home (e.g. parents, guardians, other adults)	☐	☐	
F. Infection Control and Prevention	Available	Not Available	Actions Taken (IF NOT AVAILABLE)
1. Contextualized safety protocols based on the recommendations of the COVID-19 IATF	☐	☐	
2. Disinfection procedure for school grounds, facilities, classrooms, and offices before and after use	☐	☐	
3. Sufficient personal protective equipment for school personnel (e.g. Facemasks, face shield)	☐	☐	
4. Sufficient disinfectants for school personnel (e.g. alcohol, hand sanitizers)	☐	☐	





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5. List of personnel with comorbidities including the contact details of the person to be notified in cases of emergency, posted at the school clinic	☐	☐	
6. Sanitizing footbath/mat at the school entrance	☐	☐	
7. Thermal scanner at the school entrance	☐	☐	
8. Holding/isolation area (for individuals with elevated body temperature near the entrance)	☐	☐	
9. Logbook with contact tracing details (date and time, name, address, purpose, contact number, temperature, signature) for all guests/visitors at the entrances (school/office/classroom)	☐	☐	
10. Alcohol sprays/sanitizers at the entrances	☐	☐	

Note: Encode all responses in this link: <https://tinyurl.com/schoolreadiness-digos>

Remarks:

Prepared by:

Documenter

Team Member

Team Member

Leader

Date of Monitoring:

Conforme:

Signature of School Head over Printed Name

