



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

October 20, 2020

DIVISION MEMORANDUM
No. 503, s. 2020

**WEEKLY MONITORING TOOL ON THE IMPLEMENTATION
OF HOMEROOM GUIDANCE MODULES**

To: CHIEFs ES – SGOD & CID
PUBLIC SCHOOL DISTRICT SUPERVISORS
PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY SCHOOL HEADS
PUBLIC AND PRIVATE SCHOOL GUIDANCE DESIGNATES
DIVISION GUIDANCE COORDINATOR
EPS II-SMM&E
ALL OTHERS CONCERNED

1. In reference to the Division Memorandum No. 489, s. 2020 titled Utilization of Homeroom Guidance Modules and DepEd Memorandum No. 00155, s. 2020, dated July 14, 2020 known as the Policy Guidelines on the Implementation of Homeroom Guidance (HG) During Crisis Situation, this Office, through the Division Guidance Coordinator and Education Program Specialist II – SMM&E shall monitor the Division and Schools to ensure proper implementation of the Homeroom Guidance program. See attached Tool for reference.
2. The School Head or School Guidance Designate shall accomplish the said Tool and encode the data every Friday of each week to this link: <https://tinyurl.com/HGModules-2020>.
3. The Division Guidance Coordinator and Education Program Specialist II – SMM&E shall submit consolidation and recommendation to the Office of the Schools Division Superintendent on the efficacy in accomplishing the program objective.
4. Wide dissemination and strict compliance of this Memorandum is desired.


CRISTY C. EPE, CESE
Schools Division Superintendent


10/20/2020

DepEd Schools Division Office of Digos City
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63501
DATE: 20 OCT 2020 TIME: 4:32 PM
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HOMEROOM GUIDANCE IMPLEMENTATION
WEEKLY MONITORING TOOL

Name of School: _____

District: _____ School Type: (____) Private (____) Public

Instruction: To be accomplished by the School Head or School Guidance Designates. Answer each item appropriately. The results shall be encoded every Friday of each week through this link: <https://tinyurl.com/HGModules-2020>.

I. Modality of Learning used in the implementation of the Homeroom Guidance Program
(Check applicable item/s)

- | | |
|---|--|
| ☐ a. Modular-TV | ☐ g. Modular-TV-Digital |
| ☐ b. Modular-Radio | ☐ h. Modular-Radio-Online |
| ☐ c. Modular-Online | ☐ i. Modular-Radio-Digital |
| ☐ d. Modular-Digital | ☐ j. Modular-Online-Digital |
| ☐ e. Modular-TV-Radio | ☐ k. Modular-TV-Radio-Online |
| ☐ f. Modular-TV-Online | ☐ l. Modular-TV-Radio-Digital |

Delivery Process, Evaluation, and Supervision of HG Implementation	Evident	Not Evident
a. Have indicated the Homeroom Guidance tasks at the Student's Learning Plan in the Self-Learning Kit.		
b. The class Advisers were given Orientation on Homeroom Guidance Implementation.		
c. Class Advisers are being monitored as they implement the HG.		
d. Learners can keep track of their progress in the program		
e. A clear Monitoring Plan before the start of the program is evident		
f. Monitoring results are utilized to improve the program delivery.		
g. Proper coordination, planning, and corrective feedback system are being enforced.		
h. Capacity building for HG is being conducted.		
i. Orientation for learners and their parents is conducted by the School before the start of School Year.		
j. An adequate budget is allotted for HG expenses		
k. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers of HG		
l. The learning modality is appropriate and conducive for the conduct of the program.		
m. Duties and responsibilities of personnel are clearly defined.		
n. Correct reports are submitted.		
o. Issues and concerns based on the reports are acted upon.		





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II. Schools Homeroom Guidance Implementation Status *(Check appropriate answer)*

- ☐ Modules released to the students
- ☐ Modules ready for distribution
- ☐ Modules in printing or reproduction status
- ☐ Modules ready for printing or reproduction status
- ☐ Modules for generation from the LR Portal
- ☐ No modules available for printing status
- ☐ State other status _____

III. Schools distributed the HG modules

Week Number: _____

Grade/Level	Date Released	Date Retrieved	No. of Modules Released	No. of Modules Retrieved	Indicate the module/s released: <i>Softcopy, Hardcopy, or both</i>
Elementary (Modules)					
Kinder					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Junior High School (Modules)					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Senior High School (Modules)					
Grade 11					
Grade 12					

III. List at least 2 challenges or difficulty in the implementation of the Homeroom Guidance Program:

- a. _____
- b. _____

V. Write your observation/s, issue/s and concern/s:

- a. **Contents of the Module:**

- b. **Implementation (Printing & Distribution)**





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Note: Please open the Homeroom Guidance Policy Guidelines which was forwarded to you in our GC for you to see the Assessment tools for the students and Assessment tool for the teacher and etc. Monitoring and Evaluation for the Schools Division level will happen in the mid and end of the school year. Thank you so much.

Prepared:

School Guidance Designate

Noted:

School Head



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