



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024-062

To : CID Chief
Public Schools District Supervisors
Education Program Supervisors
Private Schools Focal Person
School Heads of Private Elementary and Secondary Schools
All Others Concerned

Subject : **MONITORING OF PRIVATE SCHOOLS ON CURRICULUM IMPLEMENTATION**

Date : February 22, 2024

In line with the MATATAG Agenda on making the curriculum relevant to produce job-ready, active and responsible citizens, this Office informs all private schools that the SDO, through the Curriculum Implementation Division (CID), will conduct monitoring of Private Schools on Curriculum Implementation to ensure quality education and adherence to Republic Act No. 10533, an Act Enhancing the Philippine Basic Education System by Strengthening its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefor and for Other Purposes.

Further, the following indicators as articulated in Regional Memorandum CLMD-2024-087 are incorporated in the attached Revised Monitoring Tool for Private Schools for School Year 2023-2024 onwards:

1. Curriculum Implementation

- 1.1 Policy Guidelines on the K to 12 Basic Education Program (DepEd Order No. 21, 2. 2019)
- 1.2 Omnibus Policy of Kindergarten Education (DepEd Order No. 47, s. 2016)
- 1.3 Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program (DepEd Order No. 08, s. 2015)
- 1.4 Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program (DepEd Order No. 42, s. 2016)
- 1.5 2010 Revised Manual of Regulations for Private Schools in Basic Education (DepEd Order No. 26, s. 2023)

2. Catch-Up/Learning Camp Fridays Intervention (DepEd Order No. 01, s. 2024)

- 2.1 School LC Plan
- 2.2 School LC Class Schedule

3. Fusion Learning Delivery Modality for Class Suspension

- 3.1 Learning Delivery Plan
- 3.2 Class Suspension Intervention Plan



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Public Schools District Supervisors and Education Program Supervisors are advised to utilize the Revised Monitoring Tool of Private Schools for School Year 2023-2024 Onwards which is indicated in Enclosure 1 of this Division Memorandum.

Immediate dissemination of this Memorandum is desired.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC – Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

RELEASED
24-117727

DATE: FEB 26 2024 TIME: 1:47 PM
BY: *[Signature]*

Enclosed: As stated.

CID/jbc



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REVISED MONITORING TOOL FOR PRIVATE SCHOOLS
FOR SCHOOL YEAR 2023-2024 ONWARDS

Name of Private School (in Full): _____
Name of School Head: _____ Contact Number: _____
Offering (Please check): ☐ Kinder ☐ Elem ☐ JHS ☐ SHS
Track and Strand (for SHS): _____

A. Government Permit to Operate

Does your school have government permit to operate? ☐ Yes ☐ No
Permit No.: _____
Does your school have government recognition to operate? ☐ Yes ☐ No

B. Learning Delivery Modality

What Learning Delivery Modality does your school employ?
☐ Ful In-person
☐ Blended Learning Delivery (Combination of In-person Classes & Distance Learning Modality)
Please specify the distance learning modality employed: _____

Schedule of In-Person Classes: _____
Schedule of Distance Learning Modality: _____

Shifting of Classes: _____ No. of Shifts: _____

C. Enrollment Data by Grade Level as of _____, 2024

Elementary	Male	Female	Total
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Total			

Secondary	Male	Female	Total
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
Total			

D. Government Subsidy

Does your school receive government subsidy? ☐ Yes ☐ No ☐ N/A
Number of slot allocations for Education Service Contracting (ESC for JHS) : _____
Number of slot allocations for Teachers Salary Subsidy (TSS with ESC): _____
Number of beneficiaries of SHS Voucher Program: _____
Is the Tarpaulin that contains remark that the school receives government subsidy placed in front of the school? Yes ☐ No ☐ N/A ☐



Directions: For E to I, put a check mark on the appropriate column for every indicator observed. You may also write issues and concerns, if any. Record the best practices for every component as well.

E. Documents and Forms

No.	The private school has...	Yes	No/ None	N/A	Issues / Concerns
1	Class Programs aligned to the Policy Guidelines on the K to 12 Basic Education Program (DO 21, s. 2019)				
2	Class Programs aligned to the Omnibus Policy of Kindergarten Education (DepEd Order No. 47, s. 2016)				
3	hard and soft copies of Most Essential Learning Competencies (MELCs) for all learning areas in all grade levels				
4	data regarding curriculum exits (middle level education, employment, entrepreneurship, and tertiary education) for senior high school only				
5	School Forms accomplished / updated regularly				
	SF 1- School Register				
	SF 2- Learner’s Daily Class Attendance				
	SF 4-Summary Enrolment and Movement of Learners				
	SF 5- Report on Promotions				
	SF 6-Summary Report on Promotion				
	SF 8-Learner Basic Health Profile				
	SF 9- Learner Progress Report Card				
	SF 10- Learner’s Permanent Academic Record				
Best Practices:					

F.) Assessment

No.	The private school provides sample of documents showing that:	Yes	No/ None	N/A	Issues / Concerns
1	assessment is aligned to DO 8, s. 2015				
2	grades are computed based on DO 8, s. 2015				
3	intervention is provided to a learner having a grade below 75 in any subject in a quarter				
Best Practices:					



G.) Learning Resources and Facilities

No.		Yes	No/ None	N/A	Issues / Concerns
1	Teachers have copies and utilize the Most Essential Learning Competencies (MELCs).				
2	TVL and Science laboratories for specializations offered are adequately spacious and with enough materials/equipment (JHS and SHS).				
Best Practices:					

H. Lesson Plan Preparation

No.		Yes	No/ None	N/A	Issues / Concerns
1	Teachers who have served in less than 3 years have daily lesson plan (DLP).				
2	Teachers who have served in more than 3 years have daily lesson log (DLL) containing the following components				
3	The school head regularly checks the DLL and DLP of teachers.				
Best Practices:					

I. Teachers' Training

No.	The private school...	Yes	No/ None	N/A	Issues / Concerns
1	conducts training of teachers based on needs.				
2	continuously facilitates the conduct of K to 12 Curriculum Orientation for all teachers (Old and newly hired), which basically focuses on:				
	a.) DO 21, 2. 2019: Policy Guidelines on the K to 12 Curriculum / MATATAG Curriculum				
	b.) DO 8, s. 2015: Policy Guidelines on the Assessment of the K to 12 Program				
	c.) DO 36, s. 2016: Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program				



	d.) DO 47, s. 2016: Omnibus Policy on Kindergarten Education				
	e.) DO 020, s. 2018 Amendment to DO 47, s. 2016				
	f.) DO 11, s. 2018: Guidelines on the preparation and Checking of School Forms (<i>F'ocuses on school level tasks</i>)				
3	designs schemes of providing a technical assistance to teachers in improving the conduct of the teaching and learning process to effectively manage the K to 12 curriculum implementation (<i>Note: Making use of Classroom Observation Tool prescribed in DM 008 s., 2023</i>)				
4	conducts School Learning Action Cell (SLAC) Sessions for teachers to improve performance especially in the conduct of the teaching-and-learning process expected under K to 12 Curriculum.				
Best Practices:					

I. School Calendar of Activities

No.	The School has a school calendar indicating the following:	Yes	No/None	N/A	Issues / Concerns
1	start of learning and teaching activities				
2	school activities to be conducted				
3	the number of school days per month				
4	the total number of days with at least 200 days for SY 2023-2024 per DO 34, s. 2022 and SY 2024-2025.				
Best Practices:					

J. Learning Camp Fridays / Literacy and Numeracy Intervention

No.	The School has...	Yes	No/ None	N/A	Issues / Concerns
1	School Learning Camp Plan				
2	School Learning Camp Class Schedule				
Best Practices:					



K. Fusion Learning Delivery Modality for Class Suspension

No.		Yes	No/ None	N/A	Issues / Concerns
1	The school has Learning Delivery Plan				
2	The school has Class Suspension Intervention Plan				
3	Ready-to-use materials are available in cases of suspension of in-person classes due to calamities.				
Best Practices:					



SIGNIFICANT FINDINGS FOR TECHNICAL ASSISTANCE

Area	Significant Findings	Technical Assistance Needed / Requested
Document and Forms		
Assessment		
Learning Resources and Facilities		
Daily Lesson Preparation		
Teachers' Training		
School Calendar of Activities		
Learning Camp Fridays / Literacy and Numeracy Intervention		
Fusion Learning Delivery Modality for Class Suspension		
Others		

What Technical Assistance does your school wish DepEd to provide?

Monitoring Team

Member

Member

Team Leader

Conforme:

Name and Signature of Private School Head

Date Monitored:



Records

DepEd Schools Division Office of Digos City
Records Section
116 FEB 2024
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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
CLMD-2024-087

To : Schools Division Superintendents

Subject: Monitoring of Private Schools on Curriculum Implementation

Date : February 15, 2024

In line with the MATATAG Agenda on making the curriculum relevant to produce job-ready, active and responsible citizens, this Office directs Schools Division Offices to strengthen the monitoring of Private Schools in curriculum implementation to ensure quality education and adherence to Republic Act No. 10533 an act enhancing the Philippine Basic Education System strengthening the curriculum.

Further, the following indicators must be given attention:

1. Curriculum Implementation
 - 1.1 Policy Guidelines on the K to 12 Basic Education Program (DepEd Order no. 21 s. 2019)
 - 1.2 Omnibus Policy of Kindergarten Education (DepEd Order no. 47 s. 2016)
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Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: *[Signature]*
Roc8/msa
Date: *Feb. 16, 2024*
27866

By the Authority of the Regional Director

ALLAN G. FARNAZO
Director IV *[Signature]*

REBONFAMIL R. BAGUIO
Director III *[Signature]*



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