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Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

July 23, 2020

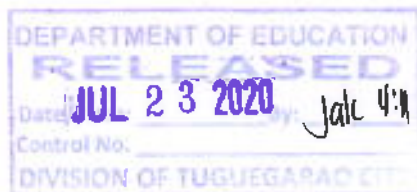
**DIVISION MEMORANDUM**

No. 109, s. 2020

**CONDUCT OF SUPERVISION, MONITORING AND EVALUATION ON THE  
 PREPARATION OF SCHOOLS FOR THE OPENING OF CLASSES, SY 2020-2021**

To: Assistant Schools Division Superintendent  
 CID Chief  
 All EPS and PSDS  
 School Heads  
 Others Concerned

1. This Office through the Curriculum Implementation Division shall conduct supervision, monitoring and evaluation on the preparations of schools for the opening of classes for SY 2020-2021 on July-August, 2020, specifically on the following:
  - 1.1 enrolment
  - 1.2 implementation of Basic Education Learning Continuity Plan (BE-LCP)
  - 1.3 conduct of In-Service Trainings (InSeTs)
  - 1.4 advocacy activities
2. The supervisors shall do onsite visits following strictly health protocols and/or virtual/online monitoring or through SMS/call.
3. A Monitoring Tool shall be used for this purpose.
4. Immediate dissemination of this Memorandum is desired.



*[Signature]*  
**REYNANTE Z. CALIGUIRAN**  
 Asst. Schools Division Superintendent  
 Officer In-Charge  
 Office of the Schools Division Superintendent

Encl: as stated  
 Reference: DO 007, s. 2020  
 To be indicated in the Perpetual Index  
 Under the following subjects:

PROGRAM                      SCHOOLS                      SUPERVISION                      TRAININGS

CID/esc/mqa



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**PREPARATION OF SCHOOLS FOR THE OPENING OF CLASSES IN THE  
IMPLEMENTATION OF THE K TO 12 BASIC EDUCATION CURRICULUM  
SY 2020-2021**

<b>INDICATORS/DATA SCHOOL BASIC EDUCATION LEARNING CONTINUITY PLAN</b>	<b>EVIDENT</b>	<b>NOT EVIDENT</b>	<b>REMARKS</b>
<b>A. Enrolment with Comparative Analysis (SY 2019-2020, 2020-2021)</b> a. Kindergarten b. Grade I-VI c. Grade VII-X d. Grade XI-XII e. SPED f. ALS			
<b>B. Implementation Plan of Learning Modalities</b> a. Grouping of Learners b. Schedule of Teachers c. Assignment of Teachers d. Learning Management Plan e. Home Learning Guide f. Assessment of Learning g. Involvement of knowledge bearer			
<b>C. Inventory of Learning Resources</b> a. LM b. Textbook c. Video d. LAS e. TGs, CGs, LAS, Science and Math Equipment Apparatus			
<b>D. Upskilling of Teachers and Personnel Initiated</b> a. Approved Proposal b. Ongoing conduct c. Accomplishment Report d. Documentation/Article			



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<b>E. Communication Plan</b> <ul style="list-style-type: none"><li>• Facebook Page w/ Updates</li><li>• Posters/Tarpaulin/Bulletin for Announcement</li><li>• Infographics</li><li>• Information dissemination (Article/news stories)</li></ul>			
<b>F. Engagement and Partnership in the Delivery of the Curriculum</b> <ul style="list-style-type: none"><li>a. Meeting w/ Stakeholder<ul style="list-style-type: none"><li>• Letter</li><li>• Minutes of the meeting</li></ul></li><li>b. List of Donors and Benefactors / Sponsors</li><li>c. List of Donations</li><li>e. Others</li></ul>			
<b>G. Programs, Activities, Projects in the delivery of K to 12 BEC</b> <ul style="list-style-type: none"><li>• Facebook Page w/ Updates</li><li>• Posters/Tarpaulin/Bulletin for Announcement</li><li>• Infographics</li><li>• Information dissemination (Article/news stories)</li></ul>			

**Observations:**

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**Recommendations:**

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Supervisor/s

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School Heads