



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

SGOD-10-009

October 7, 2020


DIVISION MEMORANDUM

No. 157, s. 2020

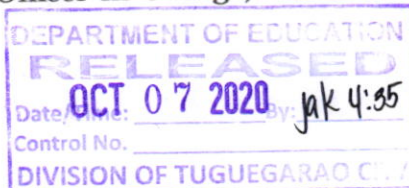
**CONDUCT OF MONITORING AND EVALUATION ON SCHOOLS' READINESS
 FOR THE OPENING OF CLASSES, SY 2020-2021**

TO: Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division
 Chief, School Governance Operations Division
 All Secondary School Heads

1. Relative to the opening of School Year 2020-2021, this Office, through the Schools Governance and Operations Division shall conduct monitoring and evaluation on school readiness using the attached template focusing on enrollment updates, adherence to COVID-19 safety protocols, printing, distribution and retrieval of learning modules, DRRM and mental health modules, partnership, schools' plan for feeding program and supervisory plans.
2. The result of the responses to the attached monitoring tool shall also be the basis for the conduct of onsite monitoring and evaluation to be conducted after the MECQ. It is expected that all mode of verifications (MOVs) be ready during the onsite monitoring and evaluation.
3. All school heads are expected to conduct self-assessment using the attached tool and submit online to this office through the Office of the Chief of the School Governance Operations Division (SGOD), using the email account edwin.catulin@deped.gov.ph not later than October 13, 2020.
4. The Division M and E Team is expected to consolidate and analyze the data gathered and submit to this Office within forty-eight (48) hours from the set due date for action planning and policy recommendations.
5. For information and strict compliance.


REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Officer-In-Charge, Office of the SDS

To be indicated in the Perpetual Index
 Under the following subjects
 Communication, Records, Schools,



SGOD/GMD/ENC



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2020 School Readiness Monitoring Tool

School: _____

School Head: _____

Date of Monitoring: _____

Modality/ies: _____

Instructions: Fill out with the appropriate response/s or tick (/) the area that corresponds to your observation.

I. Enrollment

| Grade Level | Male | Female | Total |
|---------------------|------|--------|-------|
| Kindergarten | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| TOTAL | | | |
| ALS | | | |

II. School Readiness

| | Observable | Not Observable | Remarks |
|--|------------|----------------|---------|
| 1. Adherence to COVID-19 Safety Protocols a. Wearing of Face masks b. Presence of alcohol/sanitizers c. Posters/announcements on safety protocols d. Thermal Scanners e. Visitor's Logbook f. Client Health Survey | | | |
| 2. Presence of Help Desk and Help Desk | | | |

| | | | |
|---|--|--|--|
| Officer | | | |
| 3. Water and sanitation facilities with soap | | | |
| 4. Clean and secure school environment | | | |
| 5. Disinfection of premises conducted at regular intervals | | | |
| 6. Learning Modules ready and distributed | | | |
| 7. Learning modalities implemented | | | |
| 8. DRRM and Mental Health modules printed and distributed | | | |
| 9. Stable internet connection and other communication facilities are in good condition | | | |
| 10. Parent and stakeholder meetings/orientation conducted with proper documentation | | | |
| 11. SWF schedules and other work arrangements established, implemented, disseminated to staff, personnel and stakeholders | | | |
| 12. Partnership activities implemented and documented | | | |
| 13. Distribution area for milk feeding | | | |
| 14. Presence of master list of milk feeding beneficiaries | | | |
| 15. Availability of milk feeding supplies | | | |
| 16. Records for the following: a. Textbooks and other LMs distributed b. Data on Learners' NAT (Attach copies of records/data) | | | |
| 17. Availability of radio and television equipment (smartphones, laptops, tablets, etc.) (Attach copies of inventory/data) | | | |
| 18. Presence of Printing equipment (photocopiers, printers, etc.) (Attach copies of inventory/data) | | | |
| 19. Weekly/monthly supervisory plan | | | |
| 20. COVID-19 Response Continuity Plan implemented and disseminated | | | |

III. Other Comments and Observations



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Monitor

Conforme:

School Head