



2021-09-21-948

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

September 29, 2021

**DIVISION MEMORANDUM**


No. 195, s. 2021

**ADDENDUM TO DIV. MEMORANDUM #164, s. 2021 “UPDATED ANNUAL  
 INSTRUCTIONAL SUPERVISORY, MONITORING AND EVALUATION FOR  
 CALENDAR YEAR 2021**

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

1. Relative to Division Memorandum #164, s. 2021 issued on August 12, 2021, this Office informs all concerned on the use of attached M & E tools to gather relevant data on learning distance modalities implemented by schools this SY 2021-2022 as basis for provision of technical assistance.
2. The attached forms shall be accomplished by the school heads to be submitted to their respective Schools District Supervisors on or before October 8, 2021 for validation and consolidation. Validation will be done virtually.
3. Furthermore, the validated monitoring tool and the results of the consolidated reports shall be submitted by the Schools District Supervisors to the CID Office together with the Instructional Supervisory and Monitoring Report for the month of October, 2021.
4. Finally, this office shall conduct online monitoring and evaluation on the implementation of the K to 12 Basic Education Program in the New Normal through the use of the different Distance Learning Delivery Modality (DLDM) Monitoring Tool which could be accessed through this link: **<https://tinyurl.com/DLDMToolV2>**. The accomplished tool through the link shall form a part of the Teachers' & School Heads' Portfolios.
5. For information, immediate dissemination, and compliance.



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



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

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Enclosure: as stated

Reference: Division Memo No. 164, s. 2021; Div. memo #83, s. 2021

To be indicated in the Perpetual Index

Under the following subjects:

SCHOOLS SUPERVISION TEACHERS

CID/esc/mqa



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ELEMENTARY SCHOOLS

Monitoring Tool for the Number of Learners using the different Distance Learning Delivery Modalities SY 2021-2022

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Name of District Supervisor: \_\_\_\_\_

Grade level /Specialized Programs	CLASSES/ TRACKS /PROGRAMS	Number of Enrollees	PREFERRED MODALITY								TOTAL
			Printed Modular Only Distance Learning (DL)	Printed/Digital Modular DL	Online DL	Blended DL					
						Modular with Online	Modular with RBI	Modular with Online and RBI	Modular with Online and TVI	Modular with three or more LDMS	
Kinder Garten											
1	SPED										
	REGULAR										
2	SPED										
	REGULAR										
3	SPED										
	REGULAR										
4	SPED										
	REGULAR										
5	SPED										
	REGULAR										
6	SPED										
	REGULAR										
TOTAL (from KTO 6)											
SPED/CSN											
ALIVE											
MADRASAH											
ALS											
BLP											
A & E Elem											
A & E Sec											
TOTAL (for ALS ONLY)											
TOTAL											

Prepared :

Validated :

Noted :

School Head

PSDS

**ESTELA S. CABARO**  
CID Chief



**INTEGRATED SCHOOLS**

**Monitoring Tool for the Number of Learners using the different Distance Learning Delivery Modalities SY 2021-2022**

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Name of District Supervisor: \_\_\_\_\_

Grade level /Specialized Programs	CLASSES/ TRACKS /PROGRAMS	Number of Enrollees	PREFERRED MODALITY								TOTAL
			Printed Modular Only Distance Learning (DL)	Printed/ Digital Modular DL	Online DL	Blended DL					
						Modular with Online	Modular with RBI	Modular with Online and RBI	Modular with Online and TVI	Modular with three or more LDMs	
Kinder Garten											
1	SPED REGULAR										
2	SPED REGULAR										
3	SPED REGULAR										
4	SPED REGULAR										
5	SPED REGULAR										
6	SPED REGULAR										
<b>TOTAL (from KTO 6)</b>											
SPED/CSN											
ALIVE											
MADRASAH											
ALS											
BLP											
A & E Elem											
A & E Sec											
<b>TOTAL (for ALS ONLY)</b>											
7	REGULAR										
8	REGULAR										
9	REGULAR										
10	REGULAR										
<b>TOTAL (from 7 TO 10)</b>											
<b>TOTAL</b>											

Prepared :

School Head

Validated :

PSDS

Noted :

**ESTELA S. CABARO**  
CID Chief

**CAGAYAN NATIONAL HIGH SCHOOL - JUNIOR HIGH SCHOOL**

**Monitoring Tool for the Number of Learners using the different Distance Learning Delivery Modalities SY 2021-2022**

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Name of District Supervisor: \_\_\_\_\_

Grade level /Specialized Programs	CLASSES/ TRACKS /PROGRAMS	Number of Enrollees	PREFERRED MODALITY					TOTAL	
			Printed Modular Only Distance Learning (DL)	Printed/ Digital Modular DL	Online DL	Blended DL			
						Modular with Online	Modular with RBI		Modular with Online and RBI
7	REGULAR								
	SPA								
	SPFL								
	STE								
	SPS								
8	REGULAR								
	SPA								
	SPFL								
	STE								
	SPS								
	SPED								
9	REGULAR								
	SPA								
	SPFL								
	STE								
	SPS								
	SPED								
10	REGULAR								
	SPA								
	SPFL								
	STE								
	SPS								
	SPED								
<b>TOTAL (from 7 TO 10)</b>									

Prepared :

School Head

Validated :

PSDS

Noted :

**ESTELA S. CABARO, Ph.D**  
CID Chief

**TUGUEGARAO CITY WEST HIGH SCHOOL - JUNIOR HIGH SCHOOL**

**Monitoring Tool for the Number of Learners using the different Distance Learning Delivery Modalities SY 2021-2022**

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Name of District Supervisor: \_\_\_\_\_

Grade level /Specialized Programs	CLASSES/ TRACKS /PROGRAMS	Number of Enrollees	PREFERRED MODALITY					TOTAL		
			Printed Modular Only Distance Learning (DL)	Printed/ Digital Modular DL	Online DL	Blended DL				
						Modular with Online	Modular with RBI		Modular with Online and RBI	Modular with Online and TVI
7	REGULAR									
8	REGULAR									
9	REGULAR									
10	REGULAR									
<b>TOTAL (from 7 TO 10)</b>										

Prepared :

Validated :

Noted :

School Head

PSDS

**ESTELA S. CABARO, Ph.D**  
CID Chief

**TUGUEGARAO CITY SCIENCE HIGH SCHOOL**

**Monitoring Tool for the Number of Learners using the different Distance Learning Delivery Modalities SY 2021-2022**

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Name of District Supervisor: \_\_\_\_\_

Grade level /Specialized Programs	CLASSES/ TRACKS /PROGRAMS	Number of Enrollees	PREFERRED MODALITY					TOTAL		
			Printed Modular Only Distance Learning (DL)	Printed/ Digital Modular DL	Online DL	Blended DL				
						Modular with Online	Modular with RBI		Modular with Online and RBI	Modular with Online and TVI
7										
8										
9										
10										
TOTAL (from 7 TO 10)										
11										
TOTAL										
12										
TOTAL										

Prepared :

School Head

Validated :

PSDS

Noted :

**ESTELA S. CABARO, Ph.D**  
CID Chief



**LINAO NATIONAL HIGH SCHOOL**

**Monitoring Tool for the Number of Learners using the different Distance Learning Delivery Modalities SY 2021-2022**

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Name of District Supervisor: \_\_\_\_\_

Grade level /Specialized Programs	CLASSES/ TRACKS /PROGRAMS	Number of Enrollees	PREFERRED MODALITY					TOTAL	
			Printed Modular Only Distance Learning (DL)	Printed/ Digital Modular DL	Online DL	Blended DL			
						Modular with Online	Modular with RBI		Modular with Online and RBI
7	REGULAR								
	STE								
8	REGULAR								
	STE								
9	REGULAR								
	STE								
10	REGULAR								
	STE								
TOTAL (from 7 TO 10)									
11	ACADEMIC								
	ABM								
	STEM								
	GAS								
	HUMMS								
	TVL								
	IA								
	HE								
	ICT								
TOTAL									
12	ACADEMIC								
	ABM								
	STEM								
	GAS								
	HUMMS								
	TVL								
	IA								
	HE								
	ICT								
TOTAL									

Prepared :

School Head

Validated :

PSDS

Noted :

**ESTELA S. CABARO, Ph.D**  
CID Chief



**CATAGGAMAN NATIONAL HIGH SCHOOL**

**Monitoring Tool for the Number of Learners using the different Distance Learning Delivery Modalities SY 2021-2022**

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Name of District Supervisor: \_\_\_\_\_

Grade level /Specialized Programs	CLASSES/ TRACKS /PROGRAMS	Number of Enrollees	PREFERRED MODALITY								TOTAL
			Printed Modular Only Distance Learning (DL)	Printed/ Digital Modular DL	Online DL	Blended DL					
						Modular with Online	Modular with RBI	Modular with Online and RBI	Modular with Online and TVI	Modular with three or more LDMs	
7	REGULAR										
	SPED										
8	REGULAR										
	SPED										
9	REGULAR										
	SPED										
10	REGULAR										
	SPED										
TOTAL (from 7 TO 10)											
11	ACADEMIC										
	ABM										
	STEM										
	GAS										
	HUMMS										
	TVL										
	IA										
	HE										
	ICT										
TOTAL											
12	ACADEMIC										
	ABM										
	STEM										
	GAS										
	HUMMS										
	TVL										
	IA										
	HE										
	ICT										
TOTAL											

Prepared :

Validated :

Noted :

School Head

PSDS

**ESTELA S. CABARO, Ph.D**  
CID Chief

**CAGAYAN NATIONAL HIGH SCHOOL - SENIOR HIGH SCHOOL**

**Monitoring Tool for the Number of Learners using the different Distance Learning Delivery Modalities SY 2021-2022**

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Name of District Supervisor: \_\_\_\_\_

Grade level /Specialized Programs	CLASSES/ TRACKS /PROGRAMS	Number of Enrollees	PREFERRED MODALITY								TOTAL
			Printed Modular Only Distance Learning (DL)	Printed/ Digital Modular DL	Online DL	Blended DL					
						Modular with Online	Modular with RBI	Modular with Online and RBI	Modular with Online and TVI	Modular with three or more LDMs	
11											
	ACADEMIC										
	ABM										
	STEM										
	GAS										
	HUMMS										
	TVL										
	IA										
	HE										
	ICT										
	ARTS & DESIGN										
	Sports										
	<b>TOTAL</b>										
12											
	ACADEMIC										
	ABM										
	STEM										
	GAS										
	HUMMS										
	TVL										
	IA										
	HE										
	ICT										
	ARTS & DESIGN										
	Sports										
	<b>TOTAL</b>										

Prepared :

Validated :

Noted :

School Head

PSDS

**ESTELA S. CABARO, Ph.D**  
CID Chief

**GOSI NATIONAL HIGH SCHOOL**

**Monitoring Tool for the Number of Learners using the different Distance Learning Delivery Modalities SY 2021-2022**

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

Name of District Supervisor: \_\_\_\_\_

Grade level /Specialized Programs	CLASSES/ TRACKS /PROGRAMS	Number of Enrollees	PREFERRED MODALITY					TOTAL	
			Printed Modular Only Distance Learning (DL)	Printed/ Digital Modular DL	Online DL	Blended DL			
						Modular with Online	Modular with RBI		Modular with Online and RBI
7	REGULAR								
	SPED								
8	REGULAR								
	SPED								
9	REGULAR								
	SPED								
10	REGULAR								
	SPED								
<b>TOTAL (from 7 TO 10)</b>									
11									
	ACADEMIC								
	ABM								
	STEM								
	GAS								
	HUMMS								
	TVL								
	IA								
	HE								
	ICT								
<b>TOTAL</b>									
12									
	ACADEMIC								
	ABM								
	STEM								
	GAS								
	HUMMS								
	TVL								
	IA								
	HE								
	ICT								
<b>TOTAL</b>									

Prepared :

Validated :

Noted :

School Head

PSDS

**ESTELA S. CABARO, Ph.D**  
CID Chief





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

**Monitoring Tool for the Modular Distance Learning Modality**

School: \_\_\_\_\_ Date: \_\_\_\_\_

School Head: \_\_\_\_\_

Learning Modality Used: \_\_\_\_\_

No.	Statements	Evident	Not Evident	Remarks
1.	The information-dissemination for the opening of classes was done through online/face to face orientation of parents.			
2.	Teachers' trainings for the different distance learning modalities were conducted.			
3.	Students and parents were oriented on the use of online platforms, blended , modular, and other distance learning modalities.			
4.	The students set-up their learning corner/ study area at home.			
5.	Students are provided with following complete learning kit:			
	*Individual Class Program			
	*Home Learning Guide			
	*Portfolio Assessment Checklist,			
	*SLMs/LAS/			
	*textbooks			
	*DRRM Module			
	*Home Learning Guide			
6.	Parents are provided with a copy of the following:			
	*Parents' Guidebook on the Distance Learning Delivery Modalities			
	*Parents' Toolkit for Kindergarten Weekly Home Learning Plan			
7.	Teachers prepare their Weekly Home Learning Plan regularly			
8.	Teachers monitor their learners if they are independent or with the assistance of parents or any adult while learning			



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9.	Teachers continuously monitor the learners of their learning time and activities through *SMS/Calls *Group Chats *other platforms			
10.	Teachers closely monitor and evaluate the students' output.			
11.	Teachers accomplish their Individual Monitoring Plan for learners who need intervention			
12.	Teachers prepare enrichment activities for fast learners/reinforcement activities for slow learners			
13.	The classes are continuously monitored by the school head. (Pls. specify the tool to be used in monitoring) _____ _____			

**For Blended Learning using Online Distance Learning Modality**

14.	The teachers oriented the students on virtual etiquette.			
15.	Parents and students were oriented on the health risk of overusing tablets or any gadgets by learners.			
16.	Students utilize learning resources and/or gadgets for the distance learning (Pls. specify in the Remarks what are used)			
17.	The teachers use: *Module based teaching *Stand Alone teaching (discuss the topics/ content of the MELC and activities are done separately using various LMs.			
18.	The students utilize the chat box during the discussion of the lesson.			
19.	The recorded discussion for the day is uploaded in the Group Chat /google			



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	drive (for those who were not able to attend the synchronous online class.			
20.	The teacher follows strictly the maximum number of minutes per day for the following screen time:			
	*Kindergarten - max. of 1 hrs./day			
	*Gr 1-5 - max. of 1.5 hrs./day			
	*Gr 6- 8 - max. of 2 hrs./day			
	*Gr 9-12 - max. of 4 hrs./day (2 hrs. AM; 2 hrs. PM			
21.	The students actively participated during the discussion and complied with the asynchronous activities provided by the teacher or in the module.			

General observations:

\_\_\_\_\_

Recommendations:

\_\_\_\_\_

Monitored by: \_\_\_\_\_ Conforme: \_\_\_\_\_

PSDS/EPS

School Head



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