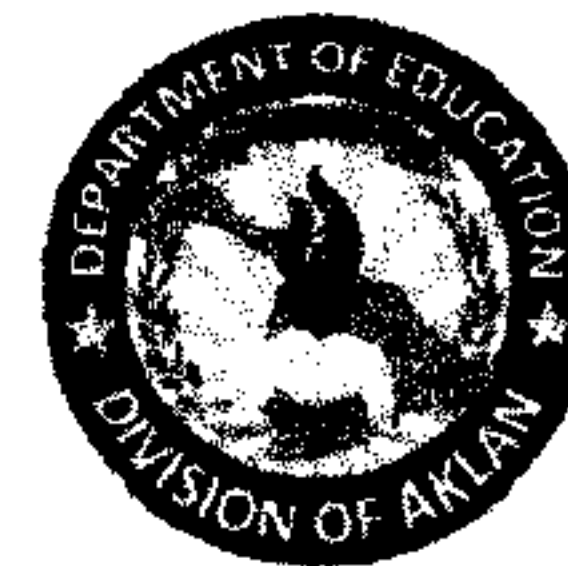




Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan



May 29, 2018

DIVISION MEMORANDUM
No. 144, s. 2018

**MONITORING DURING THE FIRST DAY OF SCHOOL
AND IN THE FOLLOWING DAYS**

To: **Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
Principals In-Charge of the District
Head Teacher In-Charge of the District
School Heads of Public and Private Elementary,
Secondary and Integrated Schools**

1. This is to inform the field that the Chief Education Supervisors, Education Program Supervisors, Senior/Education Program Specialists, Public Schools District Supervisors, Principals In-Charge of the District and Head Teacher-in-Charge of the District will be in full force when monitoring the first day of school on June 4, 2018 and the days that follow.
2. Enclosed for your guidance are the following forms to be accomplished:

Form 1: List of Things to be Checked During the First Day of Classes;
Form 2: Checklist of Activities to be discussed during the Orientation of Parents and Stakeholders for S.Y. 2018-2019;
Form 3: Survey Form to be Accomplished by the School Head a Week After the Start of Classes; and
Form 4: Sample Format of the Consolidated Report on the Things to be Checked During the First Day of Classes.
3. Schools should accomplish the forms in two (2) copies and submit to the Public Schools District Supervisor (PSDS)/Principal In-Charge of the District (PID)/Head Teacher In-Charge of the District on or before June 15, 2018. The PSDS/PID/HTID will submit to the Office of the School Governance and Operations Division (SGOD), attn.: Rita M. Rey, Senior Education Program Specialist, the second copy on or before June 29, 2018.
4. Refer to DepED Order No. 41, s. 2012, dated May 24, 2012 re: Revised Guidelines on the Opening of Classes for your guidance.
5. The following Division Personnel will monitor on June 2, 2018 - General Assembly and 1st Parent-Teacher Conference and on June 4, 2018 – Beginning of classes, to wit:

| District | Personnel Assigned |
|-------------|--|
| 1. Altavas | EPS Mary Cherry Lynn M. Dalipe, Ed. D. |
| 2. Balete | PDO Mahnnie Q. Tolentino |
| 3. Banga | EPS Johann C. Cawaling |
| 4. Batan | EPS Marivic I. Tolentino |
| 5. Buruanga | EPSt Roland F. Democrito |

“May katawhayan ag kalipayan sa among mga escuelahan.”

| District | Personnel Assigned |
|--------------------|-------------------------------------|
| 6. Ibajay East | PDO Apple Gay M. Oquendo |
| 7. Ibajay West | SEPS Mar Bien Gregory G. Parel, UAP |
| 8. Kalibo I | EPS Ruby Agnes B. Estrada |
| 9. Kalibo II | |
| 10. Lezo | EPSt June R. Patricio |
| 11. Libacao | EPS Ariel Z. Zubiaga |
| 12. Madalag | EPS Kyzil D. Lipar, PhD |
| 13. Makato | EPS Edselyn T. Biray, PhD |
| 14. Malay | EPSt Maria Theresa L. Lao |
| 15. Malinao | EPS Ma. Corazon R. Panaligan |
| 16. Nabas | EPS Rebecca R. Ibarreta |
| 17. New Washington | EPS Marth S. Tropa |
| 18. Numancia | SEPS Rita M. Rey |
| 19. Tangalan | SEPS Edna R. Ayon |

6. Immediate dissemination of and strict compliance with this Memorandum are enjoined.


Dr. SALVADOR O. OCHOYO, Jr., CESO VI
Schools Division Superintendent

Enclosures : As stated
Allotment : 1-4-5-6 – (D.O. 14 – 03)
To be indicated in the Perpetual Index
under the following subjects:

PUPILS**STUDENTS****SCHOOL**

RMR/jrp

“ May katawhayan ag kalipayan sa among mga escuelahan.”

LIST OF THINGS TO BE CHECKED DURING THE FIRST DAY OF CLASSES
June 4, 2018

Name of District

Name of School

Name of School Head

| | Fully Implemented | Partly Implemented | Not Implemented |
|---|----------------------|-----------------------|--------------------|
| 1. First Flag Ceremony for SY 2018-2019 | [] | | [] |
| 2. Lesson Plans/Learning Plans of Teachers | [] | [] | [] |
| 3. School Head and Teachers in their uniform | [] | [] | [] |
| 4. Cleanliness of Classrooms and Surroundings | [] | [] | [] |
| 5. Pupils/Students Headcount | [] | [] | [] |
| 6. List of Pupils on the Door of the Classrooms | [] | [] | [] |
| 7. Class Program on the Door of the Classroom | [] | [] | [] |
| 8. Campaign for More Enrollees for Schools with Less Enrollees/Redirection of Enrollees back to Their Places of Residence for Overcrowded Schools | [] | [] | [] |
| 9. Books have been distributed before June 4, 2018 | [] | [] | [] |
| 10. Orientation has been made before June 4, 2018 | [] | [] | [] |
| 11. Regular classes going on in all grade levels | [] | [] | [] |
| 12. No fees/contributions were collected | [] | [] | [] |

CHECKED BY:

Name of Education Program Supervisor/
Public Schools District Supervisor

Signature

Conforme:

School Head

**CHECKLIST OF ACTIVITIES TO BE DISCUSSED DURING THE ORIENTATION OF PARENTS AND
STAKEHOLDERS FOR SY 2018-2019**

Date of Orientation

Name of School

Name of School Head

| | Fully Implemented | Partly Implemented | Not Implemented |
|---|------------------------------|-------------------------------|----------------------------|
| 1. Curriculum | [] | [] | [] |
| a. K to 12 Basic Education Curriculum | [] | [] | [] |
| b. Design (Spiral Progression Approach) | [] | [] | [] |
| c. Desired Outcomes (Kinder to Grade 12) | [] | [] | [] |
| d. Description of each learning area | [] | [] | [] |
| e. Medium of instruction | [] | [] | [] |
| f. Time allotment | [] | [] | [] |
| g. Class program | [] | [] | [] |
| h. Learning resources | [] | [] | [] |
| i. Assessment and rating of learning outcomes | [] | [] | [] |
| i.1. Formative | [] | [] | [] |
| i.2. Summative (Written work, performance task, quarterly assessment) | [] | [] | [] |
| j. Culminating activities/performances | [] | [] | [] |
| 2. Operations | [] | [] | [] |
| a. Monitoring and evaluation (NAT, NCAE, ELLNA) | [] | [] | [] |
| b. Central Office, Regional Office, Division Office, School, and Community Calendar of Activities/Number of School Days (Focus on contact time) | [] | [] | [] |
| c. School manual of operations | [] | [] | [] |
| d. Immersion/s (For Senior High School) | [] | [] | [] |

| | | | |
|---|-----|-----|-----|
| e. Co-curricular and extra-curricular activities | [] | [] | [] |
| f. Physical Examinations | [] | [] | [] |
| g. School facilities | [] | [] | [] |
| h. Contributions | [] | [] | [] |
| i. Child Protection and Anti-Bullying Policies | [] | [] | [] |
| j. School Improvement Plan/Annual Implementation Plan | [] | [] | [] |
| 3. Others | | | |
| a. DepED Vision, Mission, Core Values and Objectives | [] | [] | [] |
| b. School Officials (CO, RO, DO, District, School) | [] | [] | [] |

CHECKED BY:

Name of Education Program Supervisor/
Public Schools District Supervisor/
Principal In-charge of the District/
Head Teacher In-Charge of the District

Signature

Conforme:

School Head

**SURVEY FORM TO BE ACCOMPLISHED BY THE SCHOOL HEAD
A WEEK AFTER THE START OF CLASSES**

Name of School

Name of School Head

| | | | | |
|---|--|--------------------------------|--------------------------------|--------------------------------|
| As directed by the Central Office through DepED Order No. 41, s. 2012, DepED Memorandum No. 22, s. 2017, DepED Memorandum No. 43, s. 2017 and 2010 Educational facilities Manual, I/my school | | Fully Imple-mented | Partly Imple-mented | Not Imple-mented |
| 1. Campaigned for enrollees in our school's catchment area(s); | | [] | [] | [] |
| 2. Did not collect ANY FEES from pupils or students who enrolled in my school; | | [] | [] | [] |
| 3. Did not withhold issuance of clearance to pupils/students due to non-payment of voluntary school contributions; | | [] | [] | [] |
| 4. Did not refuse to accept transferees whose Form 138 (Report Card) was not secured during enrollment time but promised to submit it not later than the end of the first grading period; | | [] | [] | [] |
| 5. Made sure that classes for Grade 1 to 4 have 15 to 40 pupils If class size exceeded the maximum, I employed the following: <ul style="list-style-type: none">• Transfer of pupils/students to other schools, based on priority scheme• Others, please specify _____ Made sure that classes for Kindergarten have 25 to 30 pupils If class size exceeded the maximum, I employed the following: <ul style="list-style-type: none">• Transfer of pupils/students to other schools, based on priority scheme• Others, please specify _____ | Please Check [] [] Please Check [] [] | [] [] | [] [] | [] [] |

| | | | | |
|--|--------------|-----|-----|-----|
| Made sure that the classes for Grade 1 to 3 have 40 to 45 pupils | | [] | [] | [] |
| If class size exceeded the maximum, I employed the following: | Please Check | | | |
| • Transfer of pupils/students to other schools, based on priority scheme | [] | | | |
| • Others, please specify _____ | [] | | | |
| Made sure that the classes for Grade 4 to 6 have 45 to 60 pupils | | [] | [] | [] |
| If class size exceeded the maximum, I employed the following: | Please Check | | | |
| • Transfer of pupils/students to other schools, based on priority scheme | [] | | | |
| • Others, please specify _____ | [] | | | |
| Made sure that the classes for Junior High School have 45 to 60 students | | [] | [] | [] |
| If class size exceeded the maximum, I employed the following: | Please Check | | | |
| • Transfer of pupils/students to other schools, based on priority scheme | [] | | | |
| • Others, please specify _____ | [] | | | |
| Made sure that the classes for Senior High School have 40 learners per section | | [] | [] | [] |
| If class size exceeded the maximum, I employed the following: | Please Check | | | |
| • Transfer of pupils/students to other schools, based on priority scheme | [] | | | |
| • Others, please specify _____ | [] | | | |
| 6. Gave priority to pupils/students entrants who are resident of the locality; | | [] | [] | [] |

| As directed by the Central Office through DepED Order No. 41, s. 2012 and DepED Memorandum No. 110, s. 2011, I/my school | | Fully Implemented | Partly Implemented | Not Implemented |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 7. Did not require the wearing of school uniform but allowed the wearing of existing school uniform to avoid incurring additional costs for new attire; | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Provided pupils/students with ID cards funded from the school MOOE; and | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. School has the following: | Please Check | | | |
| a. Bulletin Boards | <input type="checkbox"/> | | | |
| b. Help/Information Desks | <input type="checkbox"/> | | | |
| c. Teacher/Class Program | <input type="checkbox"/> | | | |
| d. List of Learners posted on the door | <input type="checkbox"/> | | | |
| e. Fire Extinguisher/Fire Alarm | <input type="checkbox"/> | | | |
| f. Hazard Map | <input type="checkbox"/> | | | |
| g. Evacuation Map | <input type="checkbox"/> | | | |
| h. School Site Development Plan | <input type="checkbox"/> | | | |
| i. WaSH in School Facility | <input type="checkbox"/> | | | |
| j. Security Guard/Barangay Tanod | <input type="checkbox"/> | | | |
| k. Proper Garbage Disposal | <input type="checkbox"/> | | | |
| l. School Title | <input type="checkbox"/> | | | |
| m. Sign Boards | <input type="checkbox"/> | | | |
| n. School Fence | <input type="checkbox"/> | | | |
| o. Lawns/Playground | <input type="checkbox"/> | | | |
| p. Flower Gardens | <input type="checkbox"/> | | | |
| q. Nursery | <input type="checkbox"/> | | | |
| r. Herbal Garden | <input type="checkbox"/> | | | |
| s. Health Facilities | <input type="checkbox"/> | | | |
| t. First Aid Kit | <input type="checkbox"/> | | | |

| | | | | |
|--|--------------------------|--|--|--|
| u. Home Economics Facilities | Please Check [] | | | |
| v. School Library | [] | | | |
| w. Reading Corner | [] | | | |
| x. Consolidated calendar of Activities | [] | | | |
| y. Organizational Chart | [] | | | |
| z. Child Protection Committee | [] | | | |
| aa. GAD Focal Point System | [] | | | |
| bb. School Governing Council | [] | | | |
| cc. Graphs regarding Performance Indicators | [] | | | |
| dd. Files of Circulars, Orders, Memorandum and Letters | [] | | | |
| ee. Locator Board | [] | | | |
| ff. Child Protection and Anti-Bullying Policies | [] | | | |
| gg. DepED Vision, Mission and Core Values | [] | | | |
| hh. Pictorial of Activities | [] | | | |
| ii. Emergency Hotline | [] | | | |
| jj. School Canteen | [] | | | |
| kk. School Profile (Sex-disaggregated data of learners and staff) | [] | | | |
| ll. Comfort Rooms | [] | | | |
| mm. Menstrual Hygiene Management Kit | [] | | | |
| nn. School Improvement/Annual Implementation Plan | [] | | | |
| oo. Accomplishment Report of the Orientation (Narrative, Minutes, Attendance, Pictorials) | [] | | | |

Signature

Date

FOR SENIOR HIGH SCHOOL

| As directed by the Central Office through Senior High School Manual of Operations | | Fully Implemented | Partly Implemented | Not Implemented |
|---|--|-------------------|--------------------|-----------------|
| PLANNING | | | | |
| Organized the following committees: | | [] | [] | [] |
| a. Partnership Focal Person | | [] | [] | [] |
| b. School Inspectorate Team | | [] | [] | [] |
| c. School Screening Committee | | [] | [] | [] |
| d. Infrastructure Committee | | [] | [] | [] |
| e. Enrollment Committee | | [] | [] | [] |
| IMPLEMENTING | | | | |
| Profile of the potential students in the area | | [] | [] | [] |
| External and internal assessment (SWOT Analysis) | | [] | [] | [] |
| List of Program Offerings | | [] | [] | [] |
| School Plan incorporated with SDO Implementation Plan | | [] | [] | [] |
| COMMUNICATING SHS PROGRAM TO THE STAKEHOLDERS | | | | |
| Conducted Career Guidance Program | | [] | [] | [] |
| Organized a Career Guidance Week | | [] | [] | [] |
| Initiated an Information Campaign | | [] | [] | [] |
| IMPLEMENT EARLY REGISTRATION | | | | |
| Collected the SS Preference Slip | | [] | [] | [] |
| Registered students through the Learner Information system (LIS) | | [] | [] | [] |
| Submitted registration forms of students not covered by the LIS to the Division SHS Coordinator | | [] | [] | [] |
| Conducted child/youth-finding activities | | [] | [] | [] |
| DEVELOPING PARTNERSHIPS | | | | |
| Work with other DepED Offices: | | [] | [] | [] |
| a. LRMDs | | [] | [] | [] |
| b. Division Engineer | | [] | [] | [] |
| c. SHS Coordinator | | [] | [] | [] |
| Identified potential partners | | [] | [] | [] |
| Engaged with potential partners | | [] | [] | [] |
| Crafted a Memorandum of Agreement | | [] | [] | [] |

| | | | | |
|---|--|-----|-----|-----|
| STAFFING | | | | |
| Posted/Published vacancies and transfer | | [] | [] | [] |
| Accepted written applications with required documents | | [] | [] | [] |
| Created a Class Program | | [] | [] | [] |
| Oriented my staff | | [] | [] | [] |
| MONITORING/FOLLOWING | | | | |
| Classrooms and facilities | | [] | [] | [] |
| Materials and equipment | | [] | [] | [] |
| Partnerships | | [] | [] | [] |
| ADJUSTING | | | | |
| Identify options for SHS classrooms and facilities | | [] | [] | [] |
| Identify options for securing learning materials | | [] | [] | [] |
| Identify options for filling teaching positions | | [] | [] | [] |
| CONDUCTING SHS ENROLMENT | | | | |
| Disseminate information on enrolment schedule | | [] | [] | [] |
| Assign class adviser | | [] | [] | [] |
| Update the LIS | | [] | [] | [] |
| Assist students who are still undecided | | [] | [] | [] |
| Orient parents and students | | [] | [] | [] |
| FINALIZING SCHOOL SYSTEMS AND PROCESSES | | | | |
| Revisited Class Program | | [] | [] | [] |
| Organized students into sections | | [] | [] | [] |
| Managed logistics | | [] | [] | [] |
| Disseminated final plans to your staff | | [] | [] | [] |
| THE FIRST WEEK | | | | |
| Conducted an evaluation | | [] | [] | [] |
| Finalized school forms 1. SF1-School Register 2. SF2 – Attendance Report of Learners 3. SF3 – Book Issued and Returned | | [] | [] | [] |
| Conducted diagnostic test | | [] | [] | [] |
| Continued career counselling | | [] | [] | [] |

SCHOOL SAFETY AND PREPAREDNESS

| As directed by the Central Office through DepEd Memorandum No. 43, s. 2017 | | Fully Implemented | Partly Implemented | Not Implemented |
|--|--|-------------------|--------------------|-----------------|
| SAFE LEARNING FACILITIES | | | | |
| Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire accident. | | [] | [] | [] |
| Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other indigenous materials. | | [] | [] | [] |
| Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc. | | [] | [] | [] |
| Secure cabinets and drawers and ensure that heavy objects are below head level. | | [] | [] | [] |
| Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed. | | [] | [] | [] |
| Post safety measures in laboratories and workshops. | | [] | [] | [] |
| Cordon off and post safety signage for on-going construction, unfinished damage and condemned buildings. | | [] | [] | [] |
| Prepare an evacuation/exit plan and directional signage on every floor of the building. | | [] | [] | [] |
| Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies. | | [] | [] | [] |
| Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings. | | [] | [] | [] |
| Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property. | | [] | [] | [] |
| SCHOOL DISASTER MANAGEMENT | | | | |
| Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school. | | [] | [] | [] |
| Establish early warning mechanisms and inform all students and personnel on this. | | [] | [] | [] |
| Equip school with first aid kits, flashlights and megaphones, and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed. | | [] | [] | [] |
| Secure vital school records and store in safe locations. | | [] | [] | [] |
| Identify alternative sources and/or maintain supply of drinking water within the school. | | [] | [] | [] |
| Maintain your Disaster Historical Timeline. | | [] | [] | [] |
| Ensure that students, teachers, and personnel have identification cards with relevant information | | [] | [] | [] |
| Create database of students and their family contact details. | | [] | [] | [] |

| | | | | |
|---|--------------|-----|-----|-----|
| Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures. | | [] | [] | [] |
| Coordinate with barangay officials on pedestrian safety of students. | | [] | [] | [] |
| DISASTER RISK REDUCTION IN EDUCATION | | | | |
| Identify a storage area for safekeeping of vital school records, textbooks, teaching manuals, computers, and other equipment. | | [] | [] | [] |
| KIT'S MENU (School Provision and Minimum Contents) | | | | |
| Emergency Kits: | Please Check | | | |
| a. Whistle | [] | | | |
| b. Tips/handy reference | [] | | | |
| Emergency Kit for School: | [] | | | |
| a. First Aid Kit | | | | |
| b. Contact numbers for emergencies | [] | | | |
| c. Stretcher | [] | | | |
| d. Flashlights/batteries | [] | | | |
| e. Radio/batteries | [] | | | |
| f. Bell/warning device | [] | | | |
| g. Whistle | [] | | | |
| h. Transistor radio | [] | | | |
| i. Electrical tape | [] | | | |
| j. Rope | [] | | | |
| First Aid Kit: | [] | | | |
| a. Burn ointment | | | | |
| b. Betadine | [] | | | |
| c. Band-aid | [] | | | |
| d. Bandage | [] | | | |
| e. Gauze | [] | | | |
| f. Plaster tape | [] | | | |
| g. Alcohol | [] | | | |
| h. Agua oxynada | [] | | | |
| i. Bottle water | [] | | | |

| | | | | |
|----------------------------------|-----|--|--|--|
| j. Gloves | [] | | | |
| k. Cotton | [] | | | |
| Menstrual Hygiene Management Kit | [] | | | |
| a. Sanitary napkin pads | [] | | | |
| b. Soap | [] | | | |
| c. Tissue | [] | | | |
| d. alcohol | [] | | | |
| e. underwear | [] | | | |

JMG Survey Form
JMG/mrm/jrp /rfd

DURING THE FIRST DAY OF CLASSES

| | |
|-----------------|--|
| ABD Elem. Sch. | 1. First Flag Ceremony for SY 2018-2019 2. Lessons Plans/Learning Plans of Teachers 3. School Head and Teachers in their uniform 4. Cleanliness of Classrooms and Surroundings 5. Pupils/Students Headcount 6. List of Pupils on the Door of the Classrooms 7. Class Program on the Door of the Classroom 8. Campaign for More Enrollees 9. Books have been distributed before June 4, 2018 10. Orientation have been made before June 4, 2018 11. Regular classes going on in all grade/year levels |
| BBC Elem. Sch. | |
| CAV Elem. Sch. | |
| DXY Nat'l. Sch. | |
| EDC Nat'l. Sch. | |
| Etc. | |

Legend:

FI- Fully implemented
PI- Partly implemented
NI- Not implemented

CONSOLIDATED BY:

Name of the Public Schools District Supervisor

Name of the Public Schools District Supervisor