



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

DIVISION MEMORANDUM

No. 33, s. 2020

MONITORING OF BILLETING QUARTERS FOR 2020 WVRAA MEET

To: **Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
School Heads of Public and Private Elementary,
Secondary and Integrated Schools**

1. The School Governance and Operations Division (SGOD) will conduct monitoring of billeting quarters for 2020 WVRAA Meet on **January 31, 2020** and **February 13, 2020**.
2. The activity aims to monitor the preparation and readiness of the billeting quarters for the 2020 WVRAA Meet.
3. The following Division Personnel will monitor on January 31, 2020 and February 13, 2020, to wit:

District	Billeting Quarters/Schools	Delegation	Monitors
Banga	Banga Elementary School	Negros Occidental Delegation	EPS Johann C. Cawaling Dr. Luzviminda R. Isagan
Kalibo I	Aklan National High School for Arts and Trades	Antique Delegation	PO III Milgie C. Villareal Dr. Ma. Lei F. Gomez
Kalibo I	Kalibo Pilot Elementary School	Technical Officials	EPSt June R. Patricio ADAs III Jerald B. Dela Cruz Dr. Rebecca R. Oquendo
Kalibo II	Kalibo Elementary School and Kalibo Integrated Special Education Center	Iloilo Delegation	



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Makato	Makato Integrated School	Guimaras Delegation	PDO I Melky B. Arboleda PDO I Sheena Ricka Y. Mamburam
Malinao	Malinao Elementary School	Capiz Delegation	SEPS Leila Pamati-an EPSt Roland F. Democrito
Numancia	Numancia Integrated School	Aklan Delegation	SEPS Mar Bien Gregory G. Parel, UAP EPSt Apple Gay M. Oquendo

4. Attached is the Enclosure No. 1- 2020 WVRAA Checklist for Billeting Quarters
5. Monitors are advised to submit their monitoring report and updates at the Office of the School Governance and Operations Division, c/o Mr. June R. Patricio, Education Program Specialist II, School Management Monitoring and Evaluation on or before **February 3 and 13, 2020**.
6. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

JOSE NIRO R. NILLASCA
Education Program Supervisor
Officer-In-Charge
Office of the Asst. Schools Division Superintendent
In-Charge of the Division

Enclosure : As stated

Reference : NONE

To be indicated in the Perpetual Index
under the following subjects:

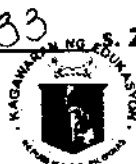
POLICY

PROGRAM

SCHOOLS

JRP





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2020 WVRAA CHECKLIST FOR BILLETING QUARTERS

District:	Date:
Name of Billeting Quarter/School:	School Head/Position:
SDO Deligates:	No. of Deligates:

Direction: Please check the appropriate column.

FACILITIES	Yes	No	Remarks
1. SLEEPING QUARTERS			
a. Proper lightings			
b. Adequate ventilation			
c. Functional Toilet			
d. Sink			
e. Shower room			
f. Hygiene and Sanitation Supplies/Kit			
g. Segregated trash bins with cover/ Garbage bag			
h. Beds and Bedding			
i. Clean and orderly room			
j. Provision of Screens/mosquito net			
k. Clothes closet			
l. Functional Electrical Switch and outlets			
2. KITCHEN			
a. Clean, properly arranged and well-kept cooking utensils and eating paraphernalia			
b. Provision of adequate and safe water supply			
c. Sanitation			
d. Food Safety measures			
e. Natural Resources Conservation Measures e.g. (cooking system) use of biodegradable materials			
3. DINNING HALL			
a. Safe Drinking Water			
b. Well-arranged tables and chairs			
c. Free from flies, pest, rats, and insects			
d. Dining tables with table cloth			
e. Clean and pleasant			

4. STORAGE ROOM			
a. Well-kept food supplies, free from spoilage			
b. Presence of ice box/ refrigerator			
5. COMFORT ROOMS/SHOWER ROOMS			
a. Clean			
b. No foul odor			
c. Sufficient supply of water			
d. Functional septic tank			
e. Drainage System			
6. MEDICAL/DENTAL QUARTERS			
a. Availability of first aid kit and medicines			
b. Set-up bed for patient			
c. Clean and pleasant space			
7. SECURITY AND SAFETY			
a. House Rules			
b. Directory			
c. Fare Matrix			
d. Emergency/Contingency Plan			
e. Officer of the Day (with Baranggay and LGU Unit)			
f. Barangay Tanod			
g. Fire Extinguisher / Fire Alarm			
8. ENVIRONMENTAL SANITATION AND PROMOTION			
a. Waste segregation and disposal			
b. Schedule of truck-collection of waste materials			
c. Drainage system			
d. Vector and pest control			
e. Information, Education, Communication (IEC Materials)			

ISSUES AND CONCERNS (Describe briefly problems encountered and how resolved)

BEST PRACTICES

Monitor

Date

CONFORME:

School Head

Date