



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

February 18, 2022

DIVISION MEMORANDUM

No. 87, s. 2022

**MONITORING OF THE RESUMPTION OF PILOT SCHOOLS IMPLEMENTATION AND
OPENING OF EXPANSION OF LIMITED FACE-TO-FACE CLASSES**

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. In adherence to Regional Memorandum No. 110, s. 2022 (Guidelines on the Resumption of Pilot Schools Implementation and Expansion of Limited Face-To-Face Classes), the Division and District Composite Team, and other Division personnel will monitor and extend technical assistance on **Monday, February 21, 2022**.
2. Enclosed for your guidance is the **Monitoring and Evaluation Tool (Resumption of Pilot Schools Implementation and Opening of Expansion of Limited Face-To-Face Classes)**.
3. The following Division and District Composite Team, and other Division personnel will monitor the resumption of pilot schools implementation and opening of expansion of limited face-to-face classes, to wit:

School	Monitor
Buruanga Elementary School	Monitoring Team 1 Lead Monitor: Charlie I. Ureta Milgie C. Villareal John C. Marciales Dr. Mariano T. Baloy Jesmar P. Bonifacio Sarah Khadija R. Pioquinto CID representative District Composite Team



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Laserna Integrated School	Monitoring Team 2 Lead Monitor: Michael T. Rapiz June R. Patricio Dr. Rebecca R. Oquendo Raymund D. Solis CID representative District Composite Team
Maloco National High School	Monitoring Team 3 Lead Monitor: Dr. Dobie P. Parohinog Johann C. Cawaling Feb John V. Geronimo Darren N. Naelgas Dr. Maria Lei F. Gomez Ethel M. Palmani District Composite Team
Banga Elementary School	Monitoring Team 4 Lead Monitor: Public Schools District Supervisor District Composite Team
Malinao School for Philippine Craftsmen	Monitoring Team 5 Lead Monitor: Public Schools District Supervisor District Composite Team

11. Each monitoring team headed by the Lead Monitor will submit report with MOVs (Accomplished M&E Tool with pictures) **on or before February 23, 2022** to SGOD Office, attn.: **PDO II Charlie I. Ureta/ ADAs II Feb John V. Geronimo**.
12. It is encouraged that the stakeholders of the school should be present to observe and extend support.
13. The participants of this activity shall strictly adhere to the health protocols (Refer to D.O. No. 14, s. 2020 – Guidelines on the Required Health Standards in Basic Education Offices and Schools).



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14. Expenses incurred relative to this activity shall be chargeable against school MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
15. Immediate dissemination of and compliance with this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


MICHAEL T. RAPIZ

Chief Education Supervisor
School Governance Operations Division
In-charge of the Division

Enclosure: As stated

Reference: Regional Memorandum No. 110, s. 2022
Office Order 00-OSEC-2022-003

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

MONITORING AND EVALUATION	OPERATION	POLICY
PROGRAM	SCHOOLS	SUPERVISION



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MONITORING and EVALUATION

(RESUMPTION OF PILOT SCHOOLS IMPLEMENTATION AND OPENING OF EXPANSION OF LIMITED FACE-TO-FACE CLASSES)

School ID: _____

Name of Pilot School: _____

School Head: _____ Position: _____

Address: _____ Geographical Location: _____

Mode of Transportation: _____ Distance from the Town/City Proper: _____

Total Number of Learners for Face-to-Face Classes: Number of Set:

_____ Kinder	_____ Grade 4	_____ Grade 7	_____ Grade 11
_____ Grade 1	_____ Grade 5	_____ Grade 8	_____ Grade 12
_____ Grade 2	_____ Grade 6	_____ Grade 9	
_____ Grade 3		_____ Grade 10	

Total Number of Personnel and Vaccination Status:

Teaching	Total Personnel	Fully Vaccinated	Partially Vaccinated	Not Vaccinated
Non-Teaching	Total Personnel	Fully Vaccinated	Partially Vaccinated	Not Vaccinated



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Functional School Facilities:

____ Triage ____ Gymnasium ____ LRC ____ Isolation
____ e-classroom/ICT ____ Laboratories ____ Clinic ____ Comfort Room
____ Washing Area ____ HE ____ Canteen ____ Fitness Center

Others: _____

Current Municipal Risk Classification: ____ Level 1 ____ Level 2 ____ Level 3 ____ Level 4 ____ Level 5

Pilot Implementation Indicators			
A. School Operation Management	Evident	Not Evident	Remarks
1. There is a presence of stakeholders in school. Who are present? (Mayor, Punong Brgy, etc.)			
2. The school secured parent/guardian consent of learners.			
3. The teaching personnel are in alternative work arrangement.			
4. The work arrangement of personnel is posted in conspicuous Areas. What is the schedule?			
5. The classrooms are structured to ensure minimal risk of COVID-19 transmission. What materials were used for barriers etc.?			
How many learners per classroom?			
6. The school has a comprehensive traffic system (signages) from the entrance of the school toward the classroom and other facilities.			
7. There is an available screening devices and protection materials at the school entrance.			



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What devices are available?			
8. The school has a comprehensive tracking system for learners and guests.			
9. The availability of health and safety supplies in every learning facilities are adequate.			
10. Established waste disposal system			
11. There are available key personnel's contact details and information materials at conspicuous areas.			
12. the focal persons have contacts with the LGU, local health centers, testing facilities, and parents.			
13. The school has contingency plan in case of the occurrence of COVID-19 in the school and community.			
14. The school personnel, especially the teachers, are aware of the school contingency plan and the existing health protocol.			
15. The school is equipped with first-aid kit and other emergency health materials and equipment.			
Other Comments:			

B. Teaching and Learning Management	Evident	Not Evident	Remarks
1. There are adequate learning materials per learning areas.			
2. The class program followed the prescribed teaching and learning hours.			
3. The school has a comprehensive learners' profiling system.			
4. The school has learning contingency plan in case the learners cannot go to school due to unprecedented circumstances.			



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What are the plans in case learners cannot go to school?			
5. There are available instructional support plan and other instructional materials.			
6. There are available computers and printing equipment for Teachers.			
7. The school has internet connectivity.			
Other Comments:			

C. Support for Marginalized Learners	Evident	Not Evident	Remarks
1. There are presence of marginalized learners. Who are they?			
2. There are available learning support materials for marginalized learners.			
3. The facilities have provisions for learners with disabilities. What are these provisions?			
4. Instructions are contextualized. Other Comments:			

D. Well-Being	Evident	Not Evident	Remarks
1. All learners, teachers, and other personnel wear mask and other protecting gears.			
2. All classrooms and other facilities have adequate supplies of protecting and sanitation materials.			



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3. The school has a regular disinfection schedule and adequate supplies of disinfectants			
Who conducted the disinfection?			
4. The classrooms have adequate water supply and washing Facilities.			
5. There are functional CRs with sanitation supplies in every Classroom.			
6. There is a designated area for parents and guardians.			
7. Classrooms are well ventilated and conducive for learning.			
8. Schools are free from noise and other distractions.			
9. Health programs and projects are implemented such as school feeding, immunization, deworming, psycho-social support, and among others.			
Other Comments:			

E. Parents and Stakeholders' Coordination	Evident	Not Evident	Remarks
1. Parents' contact details are readily available and functional.			
2. The school has functional communication devices.			
3. Presence of Barangay Tanods or policemen.			
4. Availability of ambulance or any vehicles for emergency.			
5. There are local health workers and BHERT present in school.			
What is the schedule?			
6. There are presence of traffic personnel to maintain physical Distancing.			



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7. The school received supports from internal stakeholders.			
What kind of support provided?			
8. The school received supports from external stakeholders.			
What kind of support provided?			
Other Comments:			

Monitoring and Evaluation Team

Date of Monitoring and Evaluation: _____

Evaluator 1: _____ Signature: _____

Evaluator 2: _____ Signature: _____

Evaluator 3: _____ Signature: _____

Evaluator 4: _____ Signature: _____

Evaluator 5: _____ Signature: _____

Evaluator 6: _____ Signature: _____

Note: Please return this monitoring tool to SGOD for consolidation and analysis together with the other MOVs (photo and etc.)

Reference: Regional F2F Monitoring Tool



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