



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 6, 2020

REGIONAL MEMORANDUM

No. **522**, s. 2020

UTILIZATION OF HOMEROOM GUIDANCE MODULES, OBSERVATION FORMS, AND PROGRAM MONITORING TOOLS FOR KINDERGARTEN, ELEMENTARY, JUNIOR, AND SENIOR HIGH SCHOOLS FOR SCHOOL YEAR 2020-2021

To: Schools Division Superintendents
All Others Concerned

1. In consonance with DepEd Memorandum DM-CI-2020-00155 s. 2020, re: Policy Guidelines on the Implementation of Homeroom Guidance during Crisis for S.Y. 2020-2021 and DepEd Advisory (BCD-CSDO-0-2020-2069), this Office, through the Curriculum and Learning Management Division (CLMD) hereby requires the field to utilize the Homeroom Guidance Modules, Observation Forms, and Program Monitoring Tools for Kindergarten, Elementary, Junior, and Senior High Schools this School Year 2020-2021.
2. The Homeroom Guidance Modules which can be downloaded from the DepEd Portal shall be used starting October 12, 2020.
3. The Homeroom Guidance Observation Tools (Annexes 1-6) shall be utilized by the School Guidance Counselor/Guidance Designate/Guidance Advocate who is then required to get the summary data per class of the accomplished observation tools.
4. The School Head shall also furnish the Division Office with the analysis of the school consolidated results which shall serve as basis for proper intervention to ascertain that the K-12 learners are equipped with the expected life skills.
5. Moreover, the Edukasyon sa Pagpapakatao (EsP) Supervisor under the Curriculum Implementation (CI) Division is expected to monitor the Homeroom Guidance Implementation using the Monitoring Tool (Annex 7).
6. The Division Consolidated Monitoring Results shall be submitted to the Regional Edukasyon sa Pagpapakatao Supervisor through email: clmd.region8@deped.gov.ph cc: amenia.aspa@deped.gov.ph on or before the last Friday of the last month of every quarter.



7. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV *N Ans*

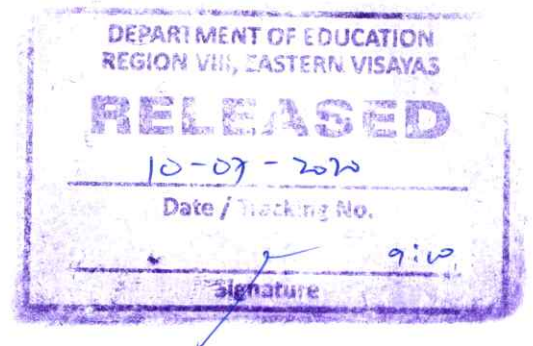
Enclosures: Homeroom Guidance Monitoring Tools

References: DM-CI-2020-00155 and DepEd Advisory (BCD-CSDO-0-2020-2069)

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

GUIDANCE HOMEROOM IMPLEMENTATION POLICY

CLMD-ACA





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

ANNEX 1

BCD-CSDD-0-2020-1983

HOMEROOM GUIDANCE LEARNER'S DEVELOPMENT ASSESSMENT

(School Year 2020-2021)

KINDERGARTEN

Name of Learner: _____ Section: _____

Name of Section Adviser: _____ Learning Modality: _____

To the class adviser: Check the box to indicate your assessment guided by the scale below.

- 0 – No Chance to Observe
- 1 - Needs Improvement
- 2 - Developing
- 3 - Sufficiently Developed
- 4 - Developed and Commendable

| Competency | 4 | 3 | 2 | 1 | 0 | Remarks |
|---|---|---|---|---|---|---------|
| 1st Quarter | | | | | | |
| Value oneself | | | | | | |
| Value others | | | | | | |
| Respect individual differences | | | | | | |
| Gain understanding of oneself and others | | | | | | |
| 2nd Quarter | | | | | | |
| Provide proper steps toward responsible decision-making | | | | | | |
| Evaluate experiences in decision-making towards achieving common good | | | | | | |
| 3rd Quarter | | | | | | |
| Apply effective ways of protecting oneself and others | | | | | | |
| Shares skills helpful to solve problems | | | | | | |
| Describe the chosen field | | | | | | |
| 4th Quarter | | | | | | |
| Participate in school activities relevant to the needs of the community | | | | | | |
| Engage oneself in meaningful programs and initiatives for the common good | | | | | | |
| Strengthen self-empowerment to respond to the needs of the community | | | | | | |

Respond to personal and social needs that can contribute to the promotion of international standards

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

State steps to fulfill the goal in life

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

Adviser's signature over printed name

Date

Monitored by:

signature over printed name



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

ANNEX 2

BCD-CSDD-0-2020-1983

HOMEROOM GUIDANCE LEARNER'S DEVELOPMENT ASSESSMENT

(School Year 2020-2021)

Grade 1-3 (Primary Level)

Name of Learner: _____ Section: _____

Name of Section Adviser: _____ Learning Modality: _____

To the class adviser: Check the box to indicate your assessment guided by the scale below.

- 0 – No Chance to Observe
- 1 - Needs Improvement
- 2 - Developing
- 3 - Sufficiently Developed
- 4 - Developed and Commendable

| Competency | 4 | 3 | 2 | 1 | 0 | Remarks |
|--|---|---|---|---|---|---------|
| 1st Quarter | | | | | | |
| Value oneself | | | | | | |
| Value others | | | | | | |
| Respect individual differences | | | | | | |
| Gain understanding of oneself and others | | | | | | |
| 2nd Quarter | | | | | | |
| Share lessons learned from school and community that can be used in daily living | | | | | | |
| Apply lessons from home, school and community to daily living with consideration to family and society | | | | | | |
| Examine the different factors in decision-making for the achievement of success | | | | | | |
| Provide proper steps toward responsible decision-making | | | | | | |
| Evaluate experiences in decision-making towards achieving common good | | | | | | |
| Gather information about life, profession and vocation | | | | | | |
| Strengthen the connection among knowledge, skills and roles of parents or guardians and significant adults in choosing a profession, vocation and future plans | | | | | | |
| 3rd Quarter | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| Prepare using knowledge and skills toward academic success | | | | | | |
| Apply effective ways of protecting oneself and others | | | | | | |
| Live effective ways in resolving issues that involve oneself and others | | | | | | |
| Shares skills helpful to solve problems | | | | | | |
| 4th Quarter | | | | | | |
| Participate in school activities relevant to the needs of the community | | | | | | |
| Demonstrate academic excellence based on global needs | | | | | | |
| Live ways that respect and protect the environment | | | | | | |
| Engage oneself in meaningful programs and initiatives for the common good | | | | | | |
| Strengthen self-empowerment to respond to the needs of the community | | | | | | |
| Respond to personal and social needs that can contribute to the promotion of international standards | | | | | | |
| State steps to fulfill the goal in life | | | | | | |

 Adviser's signature over printed name

 Date

Monitored by:

 signature over printed name



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

ANNEX 3

BCD-CSDD-0-2020-1983

HOMEROOM GUIDANCE LEARNER'S DEVELOPMENT ASSESSMENT

(School Year 2020-2021)

Grade 4-6 (Intermediate Level)

Name of Learner: _____ Section: _____

Name of Section Adviser: _____ Learning Modality: _____

To the class adviser: Check the box to indicate your assessment guided by the scale below.

- 0 – No Chance to Observe
- 1 - Needs Improvement
- 2 - Developing
- 3 - Sufficiently Developed
- 4 - Developed and Commendable

| Competency | 4 | 3 | 2 | 1 | 0 | Remarks |
|--|---|---|---|---|---|---------|
| 1st Quarter | | | | | | |
| Value oneself | | | | | | |
| Value others | | | | | | |
| Respect individual differences | | | | | | |
| Gain understanding of oneself and others | | | | | | |
| Identify the methods of effective study habit toward lifelong learning | | | | | | |
| Demonstrate effective study habits | | | | | | |
| 2nd Quarter | | | | | | |
| Provide proper procedure toward responsible decision-making | | | | | | |
| Evaluate experiences in decision-making towards achieving common good | | | | | | |
| Share lessons learned from school and community that can be used in daily living | | | | | | |
| Apply lessons from home, school and community to daily living with consideration to family and society | | | | | | |
| Understand the importance of guidance from parents or guardians and significant adults in choosing a profession, vocation and future plans | | | | | | |
| 3rd Quarter | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| Enrich knowledge and skills toward academic achievement | | | | | | |
| Reflect on the decisions made for life and profession | | | | | | |
| 4th Quarter | | | | | | |
| Share one's abilities for the development of others and community | | | | | | |
| Strengthen self-empowerment to respond to the needs of the community | | | | | | |
| Respond to personal and social needs that can contribute to the promotion of international standards | | | | | | |
| Demonstrate academic excellence based on global needs | | | | | | |

 Adviser's signature over printed name

 Date

Monitored by:

 signature over printed name



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

ANNEX 4

BCD-CSDD-0-2020-1983

HOMEROOM GUIDANCE LEARNER'S DEVELOPMENT ASSESSMENT

(School Year 2020-2021)

Grade 7-10 (Junior High School)

Name of Learner: _____ Section: _____

Name of Section Adviser: _____ Learning Modality: _____

To the class adviser: Check the box to indicate your assessment guided by the scale below.

- 0 – No Chance to Observe
- 1 - Needs Improvement
- 2 - Developing
- 3 - Sufficiently Developed
- 4 - Developed and Commendable

| Competency | 4 | 3 | 2 | 1 | 0 | Remarks |
|--|---|---|---|---|---|---------|
| 1st Quarter | | | | | | |
| Identify the methods of effective study habit toward lifelong learning | | | | | | |
| Share knowledge, skills, and positive attitude helpful in lifelong learning | | | | | | |
| Value oneself | | | | | | |
| Respect individual differences | | | | | | |
| Gain understanding of oneself and others | | | | | | |
| Identify factors related to life and profession | | | | | | |
| 2nd Quarter | | | | | | |
| Share lessons learned from school and community that can be used in daily living | | | | | | |
| Apply lessons from home, school and community to daily living with consideration to family and society | | | | | | |
| Examine the different factors in decision-making for the achievement of success | | | | | | |
| Provide proper procedure toward responsible decision-making | | | | | | |
| Evaluate experiences in decision-making towards achieving common good | | | | | | |
| Gather information about life, profession and vocation | | | | | | |

| | | | | | | |
|---|--|--|--|--|--|--|
| Understand the importance of guidance from parents or guardians and significant adults in choosing a profession, vocation and future plans | | | | | | |
| Relate the choice of profession, vocation and future plans to one's skills, competencies, and the roles of parents/guardians and significant adults | | | | | | |
| 3rd Quarter | | | | | | |
| Apply effective ways of protecting oneself and others | | | | | | |
| Live effective ways in resolving issues that involve oneself and others | | | | | | |
| Share skills helpful to solve problems | | | | | | |
| Describe the chosen field | | | | | | |
| Decide for life and profession | | | | | | |
| Reflect on the decisions made for life and profession | | | | | | |
| 4th Quarter | | | | | | |
| Demonstrate academic excellence based on global needs | | | | | | |
| Live ways that respect and protect the environment | | | | | | |
| Share one's abilities for the development of others and community | | | | | | |
| Strengthen self-empowerment to respond to the needs of the community | | | | | | |
| Engage oneself in meaningful programs and initiatives for the common good | | | | | | |
| Strengthen self-empowerment to respond to the needs of the community | | | | | | |
| Respond to personal and social needs that can contribute to the promotion of international standards | | | | | | |
| State steps to fulfill the goal in life | | | | | | |
| Outline plans for the chosen profession, vocation and the future. | | | | | | |

Adviser's signature over printed name

Date

Monitored by:

signature over printed name



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

ANNEX 5

BCD-CSDD-0-2020-1983

HOMEROOM GUIDANCE LEARNER'S DEVELOPMENT ASSESSMENT

(School Year 2020-2021)

Grade 11-12 (Senior High School)

Name of Learner: _____ Section: _____

Name of Section Adviser: _____ Learning Modality: _____

To the class adviser: Check the box to indicate your assessment guided by the scale below.

- 0 – No Chance to Observe
- 1 - Needs Improvement
- 2 - Developing
- 3 - Sufficiently Developed
- 4 - Developed and Commendable

| Competency | 4 | 3 | 2 | 1 | 0 | Remarks |
|---|----------|----------|----------|----------|----------|----------------|
| 1st Quarter | | | | | | |
| Value oneself | | | | | | |
| Value others | | | | | | |
| Respect individual differences | | | | | | |
| Gain understanding of oneself and others | | | | | | |
| 2nd Quarter | | | | | | |
| Examine the different factors in decision-making for the achievement of success | | | | | | |
| Provide proper procedure toward responsible decision-making | | | | | | |
| Evaluate experiences in decision-making towards achieving common good | | | | | | |
| 3rd Quarter | | | | | | |
| Apply effective ways of protecting oneself and others | | | | | | |
| Live effective ways in resolving issues that involve oneself and others | | | | | | |
| Share skills helpful to solve problems | | | | | | |
| 4th Quarter | | | | | | |
| Share one's abilities for the development of others and community | | | | | | |
| Engage oneself in meaningful programs and initiatives for the common good | | | | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| Strengthen self-empowerment to respond to the needs of the community | | | | | | |
| Respond to personal and social needs that can contribute to the promotion of international standards | | | | | | |

Adviser's signature over printed name

Date

Monitored by:

signature over printed name



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

ANNEX 6

BCD-CSDD-0-2020-1983

HOMEROOM GUIDANCE MONITORING TOOL

(School Level)

Grading Period _____ SY _____

Name of Adviser: _____ Rating: _____

Date/Time: _____ Grade/Section Handled: _____

To the observer: Check the box to indicate your assessment guided by the scale below.

- 0 – No Chance to Observe
- 1 - Not Observed
- 2 - Observed but insufficient
- 3 - Sufficiently Observed
- 4 - Sufficiently Observed and Commendable

| The Teacher | 4 | 3 | 2 | 1 | 0 |
|---|---|---|---|---|---|
| 1. makes sure that the learning modality is conducive for learning and activities. | | | | | |
| 2. effectively organizes learning situations to meet the objectives of the class presentation. | | | | | |
| 3. uses instructional methods that encourage relevant learner participation in the learning process. | | | | | |
| 4. implements the module in accordance to the guidelines. | | | | | |
| 5. communicates clearly and effectively to the level of learners. | | | | | |
| 6. explains important ideas in a clear and practical way. | | | | | |
| 7. demonstrates command of the topic discussed. | | | | | |
| 8. responds appropriately to learner questions and comments. | | | | | |
| 9. provides time and direction for individual thought prior to group discussions. (if applicable) | | | | | |
| 10. prepares/check, distributes efficiently the materials for activities. | | | | | |
| 11. adequately prepares learners to undertake the specific activity. | | | | | |
| 12. provides learners adequate time to reflect on the activity utilizing a variety of process skills- (demonstrate, predict, analyze, conclude, synthesize, etc.) | | | | | |
| 13. attends to the learner's concerns in different modalities. | | | | | |
| 14. provides individual attention when appropriate(non-submission,non-compliance) | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| 15. provides minimal yet sufficient information to successfully complete their task(s). | | | | | |
| 16. provides adequate feedback, reflections, encouragement on individual/group efforts and progress. | | | | | |
| 17. encourages learners to appropriately use tools, ideas, methods, or "ways of knowing" to accomplish the activity and/or solve the problem. | | | | | |
| 18. relates the lesson to learners' daily life experiences . | | | | | |
| 19. encourages the learners to apply their realizations on the lesson. (insights) | | | | | |
| 20. maintains safety procedures in facilitating learner's tasks. | | | | | |

$$Total = \frac{Sum\ of\ Scores}{No.\ of\ items\ with\ 1\ to\ 4\ scores} \times 100\%$$

Verbal Description: _____

- 23% and below – Needs Improvement
- 24% - 45% - Below Average
- 46% - 68% - Average
- 69% - 91% - Above Average
- 92% and above - Outstanding

Commendations:

Recommendations _____

This evaluation was shown and discussed to me:

Adviser's signature over printed name

Date

Evaluated by:

Evaluator's signature over printed name



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

ANNEX 7

BCD-CSDD-0-2020-1983

HOMEROOM GUIDANCE MONITORING TOOL
 (SDO Level)

Name of School: _____ Division & Region _____

School Head: _____ Date of Monitoring: _____

Directions: Check the box that corresponds to your answer in each item using the legend below.

Legend: **E**-Evident **EI**- Evident but Inadequate **NE**- Not Evident **NA**- Not Applicable

| AREAS TO BE MONITORED | EVIDENCE | E | EI | NE | NA |
|--|--|---|----|----|----|
| I. Curriculum Implementation and Compliance | | | | | |
| 1. HG MELCs is being followed properly. | Class schedule and learner's output /portfolio | | | | |
| 2. Objectives of the program are achieved at the end of the school year. | Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/ designate re HG's impact on learners. | | | | |
| II. Delivery Process | | | | | |
| 1. HG Classes are programmed for the whole school year. | Class Program and teacher Loading | | | | |
| 2. Learners and parents are acquainted with the competencies that they need to master per domain | Letter to parents prepared by Adviser regarding the competencies for the quarter (Based on Learner's Development Assessment) | | | | |
| 3. Class Advisers are being monitored as they implement the Homeroom Guidance. | Results of Monitoring Tool and post conference of Guidance Counselor/designate with Advisers | | | | |
| III. Evaluation of Learner's Development | | | | | |
| 1. Learners are oriented on the learning objective and how their development will be evaluated. | Documentation of learner's orientation about the learning objectives and | | | | |

| | | | | | |
|--|--|--|--|--|--|
| | evaluation of their development . | | | | |
| 2. Assessment results are explained to the learners, leading to their realization of the areas for improvement. | Documentation of conference with the learners about their development | | | | |
| 3. Learners can keep track of their progress in the program. | Learners' checklist of competencies with remarks of adviser and parent | | | | |
| 1V. Supervision of Homeroom Guidance Implementation | | | | | |
| 1. A clear Monitoring Plan (Guidance Counselor/ Designate and School Head)before the start of the program is evident. | Monitoring Plans of School Head and Guidance Counselor/Designate | | | | |
| 2. Monitoring Plan is properly implemented. | Documentation of the actual monitoring results | | | | |
| 3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery | Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool (School Level) | | | | |
| 4. Monitoring results are utilized to improve the program delivery. | Matrix of Monitoring Results and actions taken | | | | |
| 5. Proper coordination, planning, and corrective feedback system are being enforced. | Minutes of Meeting and Post Conference documentation. | | | | |
| 6. Capacity building for HG is being conducted. | Documentation of teachers and personnel training with the attached utilized budget and recorded training | | | | |
| V. Administrative Concerns | | | | | |
| 1. Orientation for learners and their parents is conducted by the School before the start of the School Year. | Documentation of learners and parents' orientation (e.g. attendance sheet, photos, etc.) | | | | |
| 2. An adequate budget is allotted for HG expenses. | Approved budget vs Financial Report of HG (e.g. materials , training expenses etc. | | | | |
| 3. Materials and relevant supplies (online of printed learning materials) are available for the learners and teachers of HG. | Inventory of supplies and materials vs reports of utilization | | | | |
| 4. The learning modality is appropriate and conducive for the conduct of the program. | Number of learners in each learning modality | | | | |

This certifies that the monitoring and evaluation results have been discussed with me. I understand that my signature does not necessarily indicate agreement, but acknowledges receipt of the report, and that I may respond to any and all issues contained in this evaluation. Written response must be submitted to the undersigned supervisor within 10 working days of date noted below:

School head: _____
Signature over printed name

Date: _____

Monitored by:

Signature over printed name

Designation