



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

March 3, 2021

**REGIONAL MEMORANDUM**

No. **117**, s. 2021

**REGIONAL MONITORING AND EVALUATION OF THE IDENTIFIED SCHOOLS  
IMPLEMENTING SPECIAL CURRICULAR PROGRAMS (SCPs)**

To: Schools Division Superintendents  
All Others Concerned

1. To ensure smooth and effective implementation of the Special Curricular Programs (SCPs), this Office through the Curriculum and Learning Management Division (CLMD) in coordination with the Quality Assurance Division (QAD) shall conduct a Regional Monitoring and Evaluation to the Identified Schools Implementing Special Curricular Programs (SCPs) as Expansion on the following dates stipulated below:

DATE	DIVISION	SCHOOL	ADDRESS	Special Curricular Program
March 25-26, 2021	Baybay City	Pomponan NHS	Pomponan, Baybay City	Special Program in the Arts (SPA)
		Plaridel NHS	Plaridel, Baybay City	Special Program in the Arts (SPA)
		Bunga ES	Bunga, Baybay City	Special Program in the Arts (SPA)
May 11, 2021	Calbayog City	Calbayog City NHS	Calbayog City	Special Program in the Arts (SPA)
May 4, 2021	Catbalogan City	Samar National School	Catbalogan City	Special Program in Journalism (SPJ)
May 10, 2021	Eastern Samar	Quinapondan NHS	Eastern Samar	Special Program in Foreign Language (SPFL)
April 13-14, 2021	Leyte	Calubian NHS	Calubian, Leyte	Science Technology Engineering Program (STE)
		Alang-Alang NHS	Alang-Alang Leyte	Special Program in the Arts (SPA)
		Granja-Kalinawan NHS	Jaro, Leyte	Special Program in the Arts (SPA)



		Tolosa NHS	Tolosa, Leyte	Special Program in the Arts (SPA)
May 12-14, 2021	Northern Samar	Pambujan NHS	Pambujan, Northern Samar	Science Technology Engineering Program (STE)
		Catarman NHS	Catarman, Northern Samar	Science Technology Engineering Program (STE)
		Laoang NHS	Laoang, Northern Samar	Science Technology Engineering Program (STE)
		Allen NHS	Allen, Northern Samar	Science Technology Engineering Program (STE)
April 12, 2021	Ormoc City	New Ormoc City NHS	Ormoc City	Special Program in the Arts (SPA)
		Liloan NHS	Liloan, Ormoc City	Special Program in Foreign Language (SPFL)
May 5-6, 2021	Samar	Basey NHS	Basey, Samar	Special Program in the Arts (SPA)
		Wright NHS	Wright, Samar	Special Program in the Arts (SPA)
		Ramon T. Diaz NHS	Samar	Special Program in the Arts (SPA)
April 15-16, 2021	Southern Leyte	San Juan NHS	San Juan, Southern, Leyte	Special Program in the Arts (SPA)
		Sogod NHS	Sogod, Southern Leyte	Special Program in the Arts (SPA)
May 17, 2021	Tacloban City	Leyte NHS	Tacloban City	Special Program in Foreign Language (SPFL)

2. For details on the virtual M & E activity, refer to the enclosures on Regional SCPs M & E Composite Team, List of Required Documents during the Activity, and M & E Tool. However, another issuance will be released if there is a possibility of the onsite conduct of the said activity.

3. The Schools Division Superintendents are requested to facilitate the submission of the video presentation on the SCPs accomplishments and required documents two (2) weeks before the actual conduct of the activity to [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph).

4. The Schools Division Offices shall ascertain that the venue where the virtual activity shall be conducted has a stable internet connectivity. The division in-charge shall be the one to host the Google meet or Zoom platform and send the link to [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph).

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

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director *16 Am*  
*LA*

Enclosures: As stated

References: DO No. 54, s. 2010, DM, s. 2004, DO No 46, s. 2012, DO No. 15, s. 2014

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

SCHOOLS      MONITORING AND EVALUATION      SPECIAL CURRICULAR PROGRAMS

CLMD-NPJ



**Enclosure No. 1 - Regional SCPs M & E Composite Team and Terms of Reference**

**Regional SCPs M & E Composite Team and Terms of Reference**

**Regional SCPs Composite Team**

**Chairman:** Dr. Rosemarie M. Guino – OIC Chief, CLMD

**Co-Chairman:** Mr. Sonny S. Tayum – EPS, QAD

**Members:**

Dr. Ryan R. Tiu – EPS, CLMD

Dr. Nova P. Jorge – EPS, CLMD

Dr. Gertrudes C. Mabutin – EPS, CLMD

Mr. Dean Ric M. Endriano – EPS, CLMD

Dr. Teodorico C. Peliño, jr. – EPS, CLMD

Dr. Jimmy Gula – EPS, QAD

Dr. Rachele B. Cuevas – EPS, QAD

**Terms of Reference:**

**A. Generic Functions of the Regional Technical Working Group:**

The overall purpose of the M & E SCPs Composite Team is to provide Technical Assistance to guide and coordinate the inputs of the Division M & E SCPs Composite Team on the strategic implementation of the program as follows:

- a. Ensure coherence between and among the policies, objectives, and work plans of the program;
- b. Develop common indicators for data collection generation process for program implementation; and
- c. Provide technical support on School M & E plan and logical framework for the smooth implementation of the program.

**Quality Assurance Division:**

- Undertake the quality control of program's implementing strategies and approaches leading for recognition.

**Curriculum and Learning Management Division:**

- Monitor the implementation of the SCPs aligned with the K to 12 Basic Education Curriculum.

**B. SDO M & E SCPs Composite Team:**

- Prepare monitoring visit plan according to the needs of the SCP implementers if necessary.
- Conduct regular monitoring to insure the delivery of quality inputs and contribute for generating expected results.
- Work closely with the School Heads/Focal of the SCPs implementing schools and relevant stakeholders the entire implementation of the program.
- Provide information to support advocacy activities and to track the progress of the program implementation.
- Carry out other duties and responsibilities as division program focal related to M&E as assigned by the CID Chief.

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**Enclosure No. 2- List of Required Documents During the Activity**

**List of Required Documents During the Activity**

Each SCPs implementing school is encouraged to send one (1) 20-minute video presentation on the following:

**A. SPECIAL PROGRAM IN THE ARTS (SPA)**

Description of Documents

- 1) The school has a clearly written statement of its vision, and mission aligned with the national goal of producing excellent young artists with aesthetic potential committed to the preservation of Filipino culture and heritage, and achieving functional literacy for all.
- 2) Is strategically located and surrounded by resources such as:
  - a. Libraries (with books in Music and Arts)
  - b. Museums
  - c. Instructional materials (please specify)
  - d. Local artist (indicate the name)
- 3) Preparation to the Program (Requirements and Process)
  - a. Admission
  - b. Retention
  - c. Transfer
- 4) A track record of active participation or winnings in cultural competitions for the past three years.
  - a. National Level (please specify)
  - b. Regional Level (please specify)
  - c. Division Level (please specify)
  - d. Others: (recital, presentation/intermission during Deped Regional activities)
- 5) Administrator and SPA Department Head possess the following:
  - a. Has excellent administrative skills
  - b. Is supportive and interested in the Arts
  - c. Has good rapport with the community and the local government
  - d. Training attended related to Music, Theater Arts, Creative Writing, Media Arts, & Dance.
- 6) Qualifications of SPA Teachers per records:
  - a. Major/Specialization and Minor (PDS)
  - b. Seminar, Trainings, & Workshop related to Music, Arts and Literary Arts (International, National, Regional, and Division levels) attended
- 7) Enrolment per grade level per specialization
- 8) Classroom and Teacher's Program Certified by the School Head/Administrator
- 9) The school has the following facilities and equipment:
  - a. 8 classrooms for general education classes for all year levels

- b. 2 classrooms for music (1 for vocal, 1 for instrumental) with piano and 1 electronic keyboard in each room
  - c. 2 practice rooms with needed instruments (whatever instrumental course offered by the school)
  - d. 1 workshop area with sinks and storage space
  - e. 1 drama room
  - f. 1 computer room with 10 computers, 3 printers and 1 scanner
  - g. 1 dance studio with music players and wall to wall mirrors
  - h. 1 special library with lots of books and other materials (audio video) for the six areas in Arts
  - i. 8 cassette tape recorders
  - j. 2 VCD players/computer desktops/laptops
  - k. 2 television sets
  - l. 1 multimedia projector
  - m. 1 moving camera/4 still cameras with accessories
  - n. Air conditioned Media Arts room with complete equipment
- 10) Curriculum patterned with the Special Program in the Arts (SPA) through the Basic Education Curriculum (BEC) standards and requirements.
- a. Number of Units Offered
  - b. Number of Subjects
  - c. Music
  - d. Visual Arts
  - e. Theater Arts
  - f. Creative Writing
  - g. Media Arts
  - h. Dance
  - i. Two periods allotted for applied arts
  - j. Additional subject added for two year levels
  - k. Third Year – Art Research I
  - l. Fourth Year – Art research II
  - m. The school offer a foreign language
  - n. Activities conducted on the enhancement/s to the curriculum
- 11) Video of the conducted recital
- 12) Current SY Accomplishment Report

## **B. SCIENCE ENGINEERING AND TECHNOLOGY PROGRAM (STE)**

- 1) Curriculum patterned with the STE through the Basic Education Curriculum (BEC) standards and requirements.
- d. Subjects offered per grade level
    - i. Core subjects
    - ii. Add-on subjects
  - e. Time allotment of the subjects offered
- 2) Enrolment per grade level (from past 3 School Years)
- a. Number of classes/section
  - b. Number of Learners per class/section
  - c. Class Sectioning Process

- 3) Preparation to the Program (Requirements and Process)
  - a. Admission
  - b. Retention
  - c. Transfer
- 4) Teacher Selection (Requirements and Process)
  - a. Qualifications of STE Teachers
- 5) Classroom and Teacher's Program Certified by the School Head/Administrator
- 6) Learning Resources available and utilized
  - a. Books and other references/intstructional materials
  - b. Supplementary materials
  - c. Laboratory rooms and equipment
- 7) Other supporting documents in implementng the program
- 8) A track record of active participations or awards received in competitions and other activities related to the Program
- 9) Current SY Accomplishment Report (in terms of Access, Quality, and Governance)

**Enclosure No. 3- MONITORING AND EVALUATION TOOL ON THE SCHOOL'S SPECIAL CURRICULAR PROGRAMS (SCPs) IMPLEMENTATION**

**MONITORING AND EVALUATION TOOL  
ON THE SCHOOL'S SPECIAL CURRICULAR PROGRAMS (SCPs) IMPLEMENTATION**

Name of School : \_\_\_\_\_  
 Division : \_\_\_\_\_  
 SCP Implemented : \_\_\_\_\_  
 Name & Position of School Head : \_\_\_\_\_  
 Name & Position of SCP Coordinator : \_\_\_\_\_

Indicator(s)	Conformance to SCP Standard / Guidelines		Means of Verification	Remarks
	Yes	No		
<b>A. Curriculum</b>				
1. Subjects offered per grade level				
2. Time allotment of the subjects offered				
<b>B. Admission</b>				
1. Enrolment a. Entry Requirements b. Process				
2. Retention				
3. Transfer				
<b>C. Teacher Qualifications</b>				
<b>D. School Facilities &amp; Equipment</b>				
1. Facilities				
2. Equipment				
3. Other Learning Resources (References and textbooks)				
<b>E. Curricular and Co-Curricular Involvement</b>				



(includes awards and recognition in different levels-international, national, regional, and division)				
<b>F. Administrative Support</b>				
<b>G. Partnership Strategies</b>				

Overall Observations:

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Recommendations:

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Prepared by:

Conformee:

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Note:

- 1) Fill in the necessary basic information of the School and SCP implemented
- 2) Accomplish the M&E table:
  - a. Identify the SCP's **Indicators** - the realistic and measurable criteria of program implementation, these are the set of standard or guidelines of the SCP implementation. Indicate the legal basis of guidelines.
  - b. Check the **Conformance to SCP Standard / Guidelines** whether the school adheres or conforms to the identified indicator
  - c. Provide the Indicator's **Means of Verification (MOV)**, the tangible output(s) of the indicator which supports the school's claim of the indicator implementation.
  - d. Give **Remarks** if the indicators was not in conformance to standards/guidelines or there is lacking MOV. Write the deficiency/ies and other notable observations relative to the indicator given.
- 3) Write the **Overall Observations** or findings based on the monitoring activity – virtual or on-site ocular inspection and document evaluation.
- 4) Give corresponding findings, suggestion/s, or **Recommendations** to serve as Technical Assistance provision and/or as M&E finding in the recognition of the SCP implementation of the school.