



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

December 2, 2021

REGIONAL MEMORANDUM

No. **000031**, s. 2021

UTILIZATION OF THE MONITORING AND EVALUATION (M&E) TOOLS FOR SCHOOL OPERATIONS TO DEPED RECOGNIZED PRIVATE SCHOOLS OFFERING BASIC EDUCATION

To: Schools Division Superintendents
All Others Concerned

- To ensure the compliance with standards and guidelines for private schools' operations in basic education, this Office, through the Quality Assurance Division, informs the field on the utilization of the Monitoring and Evaluation (M&E) Tools for School Operations to DepEd Recognized Private Schools Offering Basic Education.
- The attached M & E Tools are as follows:
 - Enclosure No. 1 – M&E Tool for Kindergarten Program, Elementary, and Junior High School; and
 - Enclosure No. 2 – Schools Division Office Consolidated Report on Private Schools' Operations
- All SDOs shall submit its respective Consolidated Report on Private Schools' Operations in soft and signed scanned copies to QAD through email at **qad.region8@deped.gov.ph** on or before **December 14, 2021 @ 5:00 p.m. Submission beyond the deadline shall no longer be included in the Private Schools' Annual Report.**
- Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO IV



QAD-RRC

Enclosures: As stated

References: None

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

MONITORING & EVALUATION

PLANNING

SCHOOL OPERATION



Enclosure No. 1 to Regional Memorandum No. _____ s. 2021

MONITORING & EVALUATION (M&E) TOOLS FOR SCHOOL OPERATIONS TO DEPED RECOGNIZED PRIVATE SCHOOLS OFFERING BASIC EDUCATION

SCHOOL INFORMATION

Name of School: _____

School Address: _____

Division : _____

Date of Visit: _____

Courses Offered :

- | | |
|---|--|
| <input type="checkbox"/> Kindergarten Only | <input type="checkbox"/> Kindergarten to Grade 6 |
| <input type="checkbox"/> Grades 1 to 6 Only | <input type="checkbox"/> Kindergarten to Grade 10 |
| <input type="checkbox"/> Junior HS Only | <input type="checkbox"/> Kindergarten to Junior HS |

Enrolment:

Kindergarten: Male ___ (1st shift) ___ (2nd shift) Female: ___ (1st shift) ___ (2nd shift)

Elementary : Male _____ Female: _____ Total: _____

Junior HS : Male _____ Female: _____ Total: _____

No. of Teachers :

Kindergarten: Male _____ Female: _____ Total: _____

Elementary : Male _____ Female: _____ Total: _____

Junior HS : Male _____ Female: _____ Total: _____

Per Subject Specialization:

- English _____
- Math _____
- Filipino _____
- Science _____
- Aral. Panlipunan _____
- TLE _____
- Values Educ. _____
- MAPEH _____

Date Established: (month/day/year): _____

Type of Permit :

- | | | |
|------------------------------|--|---|
| Kindergarten Only: | <input type="checkbox"/> Government Permit | <input type="checkbox"/> Government Recognition |
| Kindergarten to Grade 6: | <input type="checkbox"/> Government Permit | <input type="checkbox"/> Government Recognition |
| Kindergarten to Grade _____: | <input type="checkbox"/> Government Permit | |
| Kindergarten to Grade 10: | <input type="checkbox"/> Government Permit | <input type="checkbox"/> Government Recognition |
| Grades 1 to 6 : | <input type="checkbox"/> Government Permit | <input type="checkbox"/> Government Recognition |
| Junior HS : | <input type="checkbox"/> Government Permit | <input type="checkbox"/> Government Recognition |

SEC Registration No: _____ **Date Issued:** _____

Program/s Identified in the SEC: _____

Name of School Head: _____ **Contact Number :** _____

A) GEOGRAPHY

1) Location of the School Site

Along the highway Near a river or water On top of the mountain area

Near the coastline By the hill side

2) Mode of School Site Acquisition

Deed of Sale Deed of Donation Contract of Usufruct
 Expropriation Barter/Exchange Gratuitous Conveyance

3) School Site Area

Description of Requirements	REMARKS <i>Put (/) if Compliant (X) if Non-Compliant</i>	REASON/S if Non-Compliant
One half hectare (5,000 sq. m) for a school with an enrolment of 50 or less		
One hectare (10,000 sq. m) for a school with an enrolment of 50 to 1,000		
Two hectares (20,000 sq. m) for a school with an enrolment of 1,000 to 2,000		
Three hectares (30,000 sq. m) for a school with an enrolment of 2,000 to 3,000		
The same ratio should be maintained for enrolment in excess of 3,000		

B) SCHOOL MANAGEMENT

B.1) FINANCIAL

The school has an approved tuition and other school fees signed by the Regional Director

If yes:	Date of Approval:	AMOUNT
Kindergarten	RM/OM Number _____ Date of Issuance _____ SY Effectivity: _____ _____	
Elementary	RM/OM Number _____ Date of Issuance _____ SY Effectivity: _____ _____	
	<i>(IF different amount per grade level pls indicate the amount)</i>	
	Grade 1	
	Grade 2	
	Grade 3	
	Grade 4	
Grade 5		
Grade 6		
Junior HS	RM/OM Number _____ Date of Issuance _____ SY Effectivity: _____ _____	
	<i>(IF different amount per grade level pls indicate the amount)</i>	
	Grade 7	
	Grade 8	
Grade 9		
Grade 10		

Description of Requirements	REMARKS <i>Put (/) if Compliant</i> <i>(X) if Non-Compliant</i>	REASON/S if Non-Compliant
Seventy percent (70%) of the tuition fees shall be allocated to the salaries and wages of the members of the faculty and all other employees of the school (Please see the financial statement per CY)		
Return to Investment shall not exceed twelve (12%) allocated in the tuition Fees (Please see the financial statement per CY)		
The remaining balance (____%) in the Tuition Fees are intended for institutional development, student assistance and extension services (Please see the financial statement per CY)		
Other school fees are spent in accordance to the purpose of its collection (Please see the financial statement per CY v/s the items under Other Fees, Miscellaneous Fees indicated in the approved school fees)		
The school has Financial Statement showing the financial status of the school duly certified by a public accountant		
The school has a copy of the Annual Tax Return filed in the Bureau of Internal Revenue		
The school has a records of all received any grant, legacy, donations, gifts, bequest or devise from any individual, institution, corporations, foundation, trust, philanthropic organization and research institution or organizations recorded in the BOOK of DONATIONS		
The school has engaged in any auxiliary enterprise to generate income primarily to finance their		

educational operations and/or reduce the need to increase student fees		
IF YES	Name of the Auxiliary Enterprise	

B.2) Learning Environment For Kindergarten Program

Description of Requirements	REMARKS <i>Put (/) if Compliant (X) if Non-Compliant</i>	REASON/S if Non-Compliant
a. Curriculum Management		
1. Class Programs follow the Blocks of Time (D.O. 47 s. 2016 pp8-10)		
b. Assessment and Reporting		
1. Observation notes per learner in the learning activities throughout the different blocks of time within the day with insights/ reflections.		
2. Compilation of Formative and Summative Assessment using the Early Childhood Development (ECD) Checklist		
3. Contextualized learning activities based on learner's learning experiences		
4. Learner's portfolio across the seven (7) domains per quarter.		
5. Checklist of Competencies on presence and absence of the learners learning.		
6. Minutes of parents-teacher conference during distribution of Progress Report with parent's signature.		
c. Learning Resources and Instructional Materials		
1. National Kindergarten Curriculum Guide (NKCG)		
2. National Teacher's Curriculum Guide (NTCG)		
3. Manipulative Toys (e.g. table blocks, lacing beads, tangrams. Counting frames, picture dominoes, jigsaw puzzles, and counters such as: stones, shells, seeds, bottle caps, leaves, and twigs.		
4. Activity cards/board games (e.g. cover all and call out games; uppercase letters, lower case		

letters, colors, numbers, shapes, connecting games, picking up games, etc.)		
5. Learner's Materials (Readiness Activity Sheets and Teacher-made Activity Sheets)		
6. Books (read-aloud books or big books, small books, picture story books, wordless picture books, concept books, board books, etc.)		
7. Open-ended sensory materials (e.g. sand and water, clay or home-made playdough, etc.)		
8. Multimedia and computer-aided materials such as songs, rhymes, movies in CD/DVD, interactive educational games.)		
9. Indigenous instructional materials or locally produced or parent-made toys and play equipment.		
d. Learning Space and Environment		
1. Classroom is located on the ground floor and must be next to the nearest entry and/ or exit access points.		
2. Classroom size is 7m x 9m with:		
➤ 1 unit of ceiling fan or air conditioner/ 2 units wall fan;		
➤ 5 tables and 30 chairs suited for children's height;		
➤ Kindergarten cubby for the learner's personal belongings;		
➤ Teacher's table and chairs;		
➤ Teacher's cabinet; and		
➤ Open shelf for manipulative toys,		
➤ storybooks and learner's materials		
3. Clean multifunction blackboard or white board within the eye level and reach of the children.		
4. Water, sanitation, and hygiene facilities (toilets, bathroom, and handwashing facilities) must be suited to the height of kindergarten children.		
5. Proper and adequate lighting and ventilation for a 7m x 9m classroom (at least 40-watt fluorescent lamps, and one wide window)		
6. Complete classroom activity corners such as:		
➤ Personal Care and Grooming;		
➤ Language Arts Corner;		

➤ Sensory-Perceptual and Numeracy Skills Corner;		
➤ Motor and Creative Development Corner;		
➤ Work Area/Activity Area		
➤ Dramatic Play/ Free Play Area		
7. Outdoor playing area with:		
➤ a minimum space of 360 square meters;		
➤ presence of the following equipment's such as, but not limited to (balance beam, swing, seesaw, monkey bars, sand and water play equipment, simple obstacles, and slides are recommended (refer Appendix 4-D.O. 47 s. 2016)		
➤ balance of sunny and shaded, clean,		
➤ safe and well- maintained or indoor Play Area that develop learner's physical and motor skills.		
8. House and Garden Care Area with gardening tools (shovel, spade, pails, sprinkles, cleaning tools etc.)		
9. Classrooms are visible and inviting (e.g. print-rich displays and work created by learners and families and displayed within the eye level of the learners).		
10. Appropriate type of letter used and its size (Century Gothic-)		
11. Clear rules and norms regarding safety and expected behavior are visually displayed throughout the school.		
12. Provide safety rules, signs and route map visible to the learners.		
13. Classrooms and grounds are clean and well maintained.		
14. There is clear communication around procedures, positive responses or interventions on topics such as school violence, bullying or teasing, and harassment (sexual or verbal).		
15. Attend required trainings, conferences on Kindergarten engagements.		
16. Has constant communication with the District Head for updates; and		

e) Staff Management		
1. Teacher obtained Bachelor degree or its equivalents with at least 18 units:		
➤ Early Childhood Education (ECE)		
➤ Preschool Education		
➤ Family Life and Child Development;		
<i>Or specialized/ major/ diploma of:</i>		
➤ Preschool		
➤ Early Childhood Education		
➤ Teaching Early Grades		
➤ Special Education (SPED)		
2. Teacher is proficient in the Mother Tongue of the learners/ languages widely-used in the community		
3. Teacher attended the Kindergarten Teacher Induction Program organized by the school/ or District Supervisor		
4. Teacher attended teacher-training programs/ seminars/ conferences relevant in teaching kindergarten such as, but not limited to:		
➤ Developmentally appropriate practices		
➤ Early intervention		
➤ Child growth and development		
➤ Early Language Literacy and		
➤ Numeracy (ELLN)		
➤ Mother Tongue Proficiency		
➤ Best Practices in MTB-MLE implementation		
f) Records Management		
1. Compilation of Learner's Information (Birth Certificate from PSA or Affidavit of Identity in absence of such document), ECD, Progress Report		

For Elementary and Junior High School Programs

Description of Requirements	REMARKS <i>Put (/) if PASSED (X) if FAILED</i>	REASON/S <i>if FAILED</i>
A) ESTABLISHMENT OF THE SCHOOL		
1. Ownership of the Private School : 60 % of the capital shall be owned by Filipino citizens (D.O. 88, s. 2010, Art. XIV, Sec. 4)		
2. The SEC Registered name is the same as what is used in all school documents and the name of the school as posted in the conspicuous places		
3. The address of the school is the same as what is stipulated in the SEC Registration		
4. The program offerings identified in the SEC Registration is the same program offerings as implemented		
5. Is the name of the school uses the word " Foreign" or "International"?		
If YES, does it has follows the guidelines in classifying a Foreign/International school based on DepEd Order 88, s. 2010, Article IV, Section 46.		
B) SCHOOL OPERATION		
1. The school has School Implementation Plan/ Annual Implementation Plan/Strategic Plan		
2. The school has prepared a School Calendar of activities every school year.		
3. The school conducted School Monitoring, Evaluation and Adjustment (SMEA) Activity		
4. The school has functional and recognized organizations: ➤ Pupil/Student Body Organization recognized by the School Head		
➤ Club Organizations recognized by the School Head		
➤ Parents' Teachers' Organization recognized by the School Head		
➤ Alumni Organization recognized by the School Head		
➤ Other organizations recognized by the School Head		
5. The school has its own operational students' handbook		

6. The school has a site development plan		
7. The school has policy on recruitment, selection and appointment of its school personnel, subject to the salary and qualification standards and other regulatory issued by the Secretary		
8. The school has its own grievance machinery		
9. The school is accredited by an Accrediting Body:		
- If yes name of the Certifying Body; _____		
C) FACILITIES		
10. The school site is owned by the school		
11. If the school site is leased: ➤ Number of years in the Contract for Lease		
12. The school site is free from noise, unpleasant odors and dust		
13. The school site is sufficient far from cockpits, dancing halls, bowling alleys, movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highways, jails, railroad yards and manufacturing and industrial establishments		
14. The school has sufficient school buildings equitable to the number of enrollees		
15. All classrooms are concrete and following the standards of classroom buildings prescribed by the Department of Education (7 x 9 sq. m.)		
16. The school has laboratory rooms with adequate and prescribed tools and equipment for elementary and/or junior high school such as;		
➤ Science laboratory		
➤ Home Economics		
➤ Industrial Arts		
➤ Computer laboratory		
- Number of functional Computer		
- Computer : student ratio		
17. Has Internet Connectivity		

18. Has School Library with reference/reading and supplemental materials adequate to the number of learners		
19. Has E- Library with complete computer set and internet connectivity		
20. Has minimum areas for sports and cultural development		
21. Has safety devices and safe evacuation plan in case of emergency		
22. Has sufficient toilet facilities following the standard of 1:50 learners		
23. Has adequate and properly lighted and ventilated classrooms		
24. Has administration Building		
25. Has faculty room		
26. Has SPG/SSG Office		
27. Has PTA Office		
28. Has Alumni Office		
29. Has Clinic with sufficient medical tools, medicines and medical equipment		
30. Contains sufficient space, furniture and fixtures for the general needs of the administrator, staff, faculty and students		
31. If there is/are existing two-storey building, does it follow the standard of two staircases (entrance and exit) with emergency exit area (2 meters staircase size)		
32. Has other existing facilities (not mentioned above) Other Facilities:		

D) CURRICULUM MANAGEMENT		
<i>33. Subjects Offerings : Elementary level</i>		
➤ Mother-Tongue – for Grades 1-3 (50 mins per day)		
➤ Filipino- for Grade 1 (30 mins/day)		
➤ Filipino – for Grades 2-6 (50 mins /day)		
➤ English –for Grade 1- 2 nd Sem (30 mins/day)		
➤ English – for Grade2-6 (50 mins/day)		
➤ Science – for Grades 3-6 (Mins mins/day)		
➤ Mathematics – for Grades 1-6 (50 mins/day)		
➤ Araling Panlipunan – for Grades 1-6 (40 mins/day)		
➤ EPP/TLE – for Grades 4-6 (50 mins /day)		
➤ MAPEH – for Grades 1-6 (40 mins/day)		
➤ EsP – for Grades 1-6 (30 mins/day)		
➤ With add on/enrichment subjects: With approval by the Regional Director: RM/OM Number:		
Date of the Approval:		
<i>34. Subject Offerings : Junior High School Level</i>		
➤ Filipino – 4 hrs / week		
➤ English – 4 hrs./week		
➤ Science – 4 hrs/week		
➤ Mathematics – 4 hrs/week		
➤ Araling Panlipunan – 3 hrs/week		
➤ EPP/TLE – 4 hrs. per week		
➤ EsP – 2 hrs/week		

<ul style="list-style-type: none"> ➤ With add on/enrichment subjects: With approval by the Regional Director: RM/OM Number: Date of the Approval: 		
<p>35. Teaching Load: The maximum daily time for classroom teaching</p> <ul style="list-style-type: none"> ➤ Grades 1-2 is 320 minutes of actual teaching per day 		
<ul style="list-style-type: none"> ➤ Grades 3 -5 360 minutes of actual teaching per day 		
<ul style="list-style-type: none"> ➤ Grades 5-6 - 380 minutes of actual teaching per day 		
<ul style="list-style-type: none"> ➤ An additional overtime pay of at least 26% of the regular pay is given in excess of 360 minutes of actual teaching per day. 		
<ul style="list-style-type: none"> ➤ For JHS: Maximum of 6 Loads /day/Teacher 		
<p>E) Learning/Teaching Resources</p>		
36. Has Philippine Elementary Learning Competencies (PELC)		
37. Has Philippine Secondary Schools Learning Competencies (PSSLC)		
38. National Teacher's Curriculum Guide (NTCG)		
39. Learning Modules		
40. Websites		
41. Learner's Materials (Readiness Activity Sheets and Teacher-made Activity Sheets)		
42. Reference Books		
43. Multimedia and computer-aided materials such as songs, rhymes, movies in CD/DVD, interactive educational games.)		
44. Indigenous instructional materials or locally produced or parent-made toys and play equipment.		
45. Other Learning/Teaching Resources available		

F) Assessment and Rating of Learning Outcomes		
46. Prepared table of specifications as basis in crafting the summative test		
47. Compilation of Formative and Summative Assessment		
48. Utilized collaborative formative assessment (peer assessment) learners to support each other's learning		
49. Conducted summative test after unit work and/or at the end of the entire quarter		
50. Contextualized learning activities based on learner's learning experiences		
51. Has Learner's portfolio across learning areas per quarter.		
52. Has Checklist of Competencies on presence and absence of the learners learning		
53. Teacher has test item analysis		
54. Teacher informs the learners about the objectives of the lesson		
55. Teacher provides immediate feedback to students about their learning progress		
56. Teacher conducts remediation classes immediately for those learners who failed in the quarter		
57. The teacher of the remedial class issues the CERTIFICATE OF RECOMPUTED FINAL GRADE which is noted by the school principal		
58. The CRFG is submitted to the division office and after it has been signed it shall be attached to both Form 137 and School Form Number 5		
59. Followed the guidelines in grading system as stipulated in DepEd Order 15, s. 2015		
60. Has some revisions in the guidelines in grading system as stipulated in DepEd Order 15, s. 2015 and approved by the Regional Director		
61. A non-numerical rating scale is used to report on learner's behavior demonstrating the Core Values.		

G) Culminating Resources Activities/Performances		
62. At the end of the every quarter, schools are has put up exhibits of student products across subjects as culminating activity.		
63. Students do an exhibition of their performance in different subjects as evidence of their learning or attainment of performance standards		
64. Parents received the report card and confer with teachers as they will actually be witnessing what students are learning in school.		
65. Has minutes of Parents-Teacher conference during distribution of Progress Report with parent's signature.		
H) SCHOOL PERSONNEL		
66. PRINCIPAL :		
➤ Filipino citizen		
➤ The principal in elementary and secondary levels shall hold a master's degree and should have at least five years of relevant teaching or administrative experience		
➤ Have adequate teaching experience, managerial competence and technical expertise in school management or have background of demonstrated service and competence in previous field of endeavor		
➤ Of good moral character		
➤ Responsible of executing and implementing the policies and general plans laid down by the governing board		
➤ The school head has attended trainings and seminars related to the assigned tasks for the past 2 years		
- School Management		
- Instructional Supervision		
- Financial Management		
- ICT		
- Partnerships		
- Other/s		

67. REGISTRAR:		
➤ Holds a bachelor's degree		
➤ Have at least three years of training or experience in servicing and maintenance of student academic records and related work		
➤ Preserve and maintain the integrity and		
➤ confidentiality of its students/pupils records.		
➤ Issue students'/pupils records in accordance with law and regulations contained in the Manual		
➤ The school head has attended trainings and seminars related to the assigned tasks for the past 2 years		
68. SECURITY PERSONNEL		
➤ The school has its own hired security guard/s		
➤ Has attended orientation on safety and security for the past 2 years		
69. TEACHING PERSONNEL:		
➤ The school has part-time personnel (How many?)		
➤ The school has full time teaching personnel (How many?)		
➤ For Elementary level: - Graduated BEED		
➤ For Secondary Level: - For academic subject: a bachelor's degree in education, - or equivalent - or a bachelor of arts with such additional number of professional education subjects - For vocational subjects,- a graduate of any bachelor's degree with knowledge of vocational courses to be taught.		
➤ The personnel hired has notarized contract agreement with the school		
➤ All teachers have attended trainings and seminars related to the assigned tasks for the past 2 years - Curriculum designing/Development		

<ul style="list-style-type: none"> - Curriculum Contextualization - Instructional Strategy - Classroom Management - Classroom assessment - ICT - Partnership - Bridging Programs 		
<p>70. SALARY AND COMPENSATION :</p> <ul style="list-style-type: none"> ➤ The school is releasing the salary of its personnel on time as agreed upon by the school administration 		
<ul style="list-style-type: none"> ➤ The payment of the salaries shall be effected at least once every two weeks or twice a month at intervals of not exceeding sixteen days 		
<ul style="list-style-type: none"> ➤ No salary deduction shall be effected on his salary by the private school except such equivalent amounts for his own benefit or advantage as authorized by law 		
<p>71. RETIREMENT AND OTHER BENEFITS</p> <ul style="list-style-type: none"> ➤ Retirement Benefits 		
<ul style="list-style-type: none"> ➤ Study leave 		
<ul style="list-style-type: none"> ➤ Other benefits : 		
<p>I. Records Management</p>		
<p>1. Compilation of Learner's Information (Birth Certificate from PSA or Affidavit of Identity in absence of such document), Progress Report</p>		

Other findings/observation:

Agreement:

RECOMMENDATION:

Conforme : **(School Head, Teacher Representative, PTA President)**

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

SCHOOLS DIVISION MONITORING TEAM

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Noted by:

Schools Division Superintendent

4) No. of Teachers :

Kindergarten: Male _____ Female: _____ Total: _____
 Elementary : Male _____ Female: _____ Total: _____
 Junior HS : Male _____ Female: _____ Total: _____

Per Subject Specialization:

English _____
 Math _____
 Filipino _____
 Science _____
 Aral. Panlipunan _____
 TLE _____
 Values Education _____
 MAPEH _____

5) Number of Private Schools as to its Years of Operation: (reckoning date- the date appeared in the Government Recognition)

_____ Less than 5 Years
 _____ 5 to 10 years
 _____ 11 to 15 years
 _____ 16 to 20 years
 _____ 21 to 25 years
 _____ 26 to 30 years
 _____ 31 to 35 years
 _____ 36 to 40 years
 _____ 41 to 45 years
 _____ 46 to 50 years
 _____ 50 years and above

6) Number and Percentage of Private Schools with Approved Tuition and Other Schools Fees

NO. and % of Compliant Schools	Name of the Non-Compliant Schools
Kindergarten	
Elementary	
Junior High School	

C) GEOGRAPHY

4) Total Number of Schools according to the Location of the School Site

- _____ Along the Highway
- _____ Near a river or water/swampy area
- _____ On top of the mountain area
- _____ Near the coastline
- _____ By the hillside

5) Total Number of Schools based on its Mode of School Site Acquisition

- _____ Deed of Sale
- _____ Deed of Donation
- _____ Contract of Usufruct (50 years)
- _____ Contract of Usufruct (less than 50 years)
- _____ Barter/Exchange

6) School Site Area

Description of Requirements	Number & Percentage of Compliant School/s	Name of NON- COMPLIANT SCHOOL/S
One half hectare (5,000 sq. m) for a school with an enrolment of 50 or less	<i>Example :</i> <i>15/ 30 (50%)</i>	
One hectare (10,000 sq. m) for a school with an enrolment of 50 to 1,000		
Two hectares (20,000 sq. m) for a school with an enrolment of 1,000 to 2,000		
Three hectares (30,000 sq. m) for a school with an enrolment of 2,000 to 3,000		
The same ratio should be maintained for enrolment in excess of 3,000		

D) SCHOOL MANAGEMENT

B.1) FINANCIAL

The school has an approved tuition and other school fees signed by the Regional Director	No. and % of School/s having an Approved school fees	Name of Private school/s having no approved school fees
Kindergarten		
Elementary		
Junior HS		
Description of Requirements	No. and % of Schools having an Approved school fees	Name of Private school having no approved school fees
Total number of schools implementing the Seventy percent (70%) of the tuition fees shall be allocated to the salaries and wages of the members of the faculty and all other employees of the school (Reference: Financial Statement per CY)		
Total number of schools implementing the guidelines that Return to Investment shall not exceed twelve (12%) allocated in the tuition Fees (Reference: Financial Statement per CY)		
Total number of schools implementing that the remaining balance (____%) in the Tuition Fees are intended for institutional development, student assistance and extension services (Reference: Financial Statement per CY)		

Total number of schools implementing the guidelines that other school fees are spent in accordance to the purpose of its collection (Please see the financial statement per CY v/s the items under Other Fees, Miscellaneous Fees indicated in the approved school fees)		
Total number of schools having the Financial Statement showing the financial status of the school duly certified by a public accountant per CY		
Total number of schools having a copy of the Annual Tax Return filed in the Bureau of Internal Revenue per CY		
Total number of schools having a records of all received grant/s, donations, gifts, bequest or devise from any individual, institution, corporations, foundation, trust, philanthropic organization and research institution or organizations recorded in the BOOK of DONATIONS		
Total number of schools having engagement in any auxiliary enterprise to generate income primarily to finance their educational operations and/or reduce the need to increase student fees		
IF YES	Name of the Auxiliary Enterprise	
	Name of the recipient school	Name of the Auxiliary Enterprise

B.2) Learning Environment

For Kindergarten Program

Description of Requirements	Number & Percentage of Compliant Schools	Name of Non-Compliant Schools
e. Curriculum Management		
2. Total no. of schools following Class Programs that follows the Blocks of Time (D.O. 47 s. 2016 pp8-10)		
f. Assessment and Reporting		
7. Total no. of schools having an Observation notes per learner in the learning activities throughout the different blocks of time within the day with insights/ reflections.		
8. Total no. of schools having the Compilation of Formative and Summative Assessment using the Early Childhood Development (ECD) Checklist		
9. Total no. of schools having the Contextualized learning activities based on learner's learning experiences		
10. Total no. of schools having the Learner's portfolio across the seven (7) domains per quarter.		
11. Total no. of schools having the Checklist of Competencies on presence and absence of the learners learning.		
12. Total no. of schools having the Minutes of parents-teacher conference during distribution of Progress Report with parent's signature.		
g. Learning Resources and Instructional Materials		
10. Total no. of schools having the National Kindergarten Curriculum Guide (NKCG)		
11. Total no. of schools having the National Teacher's Curriculum Guide (NTCG)		
12. Total no. of schools having the Manipulative Toys (e.g. table blocks, lacing beads, tangrams. Counting frames, picture dominoes, jigsaw puzzles, and counters such as: stones, shells, seeds, bottle caps, leaves, and twigs.		

13. Total no. of schools having the Activity cards/board games (e.g. cover all and call out games; uppercase letters, lower case letters, colors, numbers, shapes, connecting games, picking up games, etc.)		
14. Total no. of schools having the Learner's Materials (Readiness Activity Sheets and Teacher-made Activity Sheets)		
15. Total no. of schools having the Books (read-aloud books or big books, small books, picture story books, wordless picture books, concept books, board books, etc.)		
16. Total no. of schools having the Open-ended sensory materials (e.g. sand and water, clay or home-made playdough, etc.)		
17. Total no. of schools having the Multimedia and computer-aided materials such as songs, rhymes, movies in CD/DVD, interactive educational games.)		
18. Total no. of schools having the Indigenous instructional materials or locally produced or parent-made toys and play equipment.		
h. Learning Space and Environment		
17. Total no. of schools having the Classrooms located on the ground floor and must be next to the nearest entry and/ or exit access points.		
18. Total no. of schools having the Classroom size of 7m x 9m with:		
➤ Total no. of schools having 1 unit of ceiling fan or air conditioner/ 2 units wall fan;		
➤ Total no. of schools having 5 tables and 30 chairs suited for children's height;		
➤ Total no. of schools having the Kindergarten cubby for the learner's personal belongings;		
➤ Total no. of schools having Teacher's table and chairs;		
➤ Total no. of schools having Teacher's cabinet; and		
➤ Total no. of schools having the Open shelf for manipulative toys,		
➤ Total no. of schools having the storybooks and learner's materials		

19. Total no. of schools having the clean multifunction blackboard or white board within the eye level and reach of the children.		
20. Total no. of schools having the water, sanitation, and hygiene facilities (toilets, bathroom, and handwashing facilities) must be suited to the height of kindergarten children.		
21. Total no. of schools having proper and adequate lighting and ventilation for a 7m x 9m classroom (at least 40-watt fluorescent lamps, and one wide window)		
22. Total no. of schools having the complete classroom activity corners such as:		
➤ Personal Care and Grooming;		
➤ Language Arts Corner;		
➤ Sensory-Perceptual and Numeracy Skills Corner;		
➤ Motor and Creative Development Corner;		
➤ Work Area/Activity Area		
➤ Dramatic Play/ Free Play Area		
23. Total no. of schools having the Outdoor playing area with:		
➤ a minimum space of 360 square meters;		
➤ presence of the following equipment's such as, but not limited to (balance beam, swing, seesaw, monkey bars, sand and water play equipment, simple obstacles, and slides are recommended (refer Appendix 4-D.O. 47 s. 2016)		
➤ balance of sunny and shaded, clean,		
➤ safe and well- maintained or indoor Play Area that develop learner's physical and motor skills.		
24. Total no. of schools having the House and Garden Care Area with gardening tools (shovel, spade, pails, sprinkles, cleaning tools etc.)		
25. Total no. of schools having Classrooms that are visible and inviting (e.g. print-rich displays and work created by learners and families and displayed within the eye level of the learners).		
26. Total no. of schools having the an appropriate type of letter used and its size (Century Gothic-)		

27. Total no. of schools having a clear rules and norms regarding safety and expected behavior are visually displayed throughout the school.		
28. Total no. of schools that provide safety rules, signs and route map visible to the learners.		
29. Total no. of schools having the classrooms and grounds that are clean and well maintained.		
30. Total no. of schools having a clear communication procedures, positive responses or interventions on topics such as school violence, bullying or teasing, and harassment (sexual or verbal).		
31. Total no. of schools that have attend required trainings, conferences on Kindergarten engagements.		
32. Total no. of schools having the constant communication with the District Head for updates; and,		
e) Staff Management		
5. Total no. of schools having Teachers who obtained Bachelor degree or its equivalents with at least 18 units:		
➤ Early Childhood Education (ECE)		
➤ Preschool Education		
➤ Family Life and Child Development;		
<i>Or specialized/ major/ diploma of:</i>		
➤ Preschool		
➤ Early Childhood Education		
➤ Teaching Early Grades		
➤ Special Education (SPED)		
6. Total no. of schools who have Teachers who are proficient in the Mother Tongue of the learners/ languages widely-used in the community		
7. Total no. of schools having Teachers who attended the Kindergarten Teacher Induction Program organized by the school/ or District Supervisor		
8. Total no. of schools having teachers who attended teacher-training programs/ seminars/ conferences relevant in teaching kindergarten such as, but not limited to:		
➤ Developmentally appropriate practices		

➤ Early intervention		
➤ Child growth and development		
➤ Early Language Literacy and		
➤ Numeracy (ELLN)		
➤ Mother Tongue Proficiency		
➤ Best Practices in MTB-MLE implementation		
f) Records Management		
2. Total no. of schools having the Compilation of Learner's Information (Birth Certificate from PSA or Affidavit of Identity in absence of such document), ECD, Progress Report		

For Elementary and Junior High School Programs

Description of Requirements	Number & Percentage of Compliant Schools	Name of Non-Compliant Schools
I) ESTABLISHMENT OF THE SCHOOL		
6. Total no. of schools having an Ownership of the Private School : 60 % of the capital shall be owned by Filipino citizens (D.O. 88, s. 2010, Art. XIV, Sec. 4)		
7. Total no. of schools having SEC Registered name is the same as what is used in all school documents and the name of the school as posted in the conspicuous places		
8. Total no. of schools having the address of the school that is the same as what is stipulated in the SEC Registration		
9. Total no. of schools having the program offerings identified in the SEC Registration is the same program offerings as implemented		
10. Total no. of schools having the name of the school that uses the word " Foreign" or "International"? based on DepEd Order 88, s. 2010, Article IV, Section 46.		

J) SCHOOL OPERATION		
72. Total no. of schools having School Implementation Plan/ Annual Implementation Plan/Strategic Plan		
73. Total no. of schools having a prepared a School Calendar of activities every school year.		
74. Total no. of schools that conducted School Monitoring, Evaluation and Adjustment (SMEA) Activity		
75. Total no. of schools having functional and recognized organizations:		
➤ Pupil/Student Body Organization recognized by the School Head		
➤ Club Organizations recognized by the School Head		
➤ Parents' Teachers' Organization recognized by the School Head		
➤ Alumni Organization recognized by the School Head		
➤ Other organizations recognized by the School Head		
76. Total no. of schools having its own operational students' handbook		
77. Total no. of schools having a site development plan		
78. Total no. of schools having a policy on recruitment, selection and appointment of its school personnel, subject to the salary and qualification standards and other regulatory issued by the Secretary		
79. Total no. of schools having its own grievance machinery		
80. Total no. of schools having that are accredited by an Accrediting Body		
K) FACILITIES		
81. Total no. of schools having a site is owned by the school		
82. Total no. of schools that is free from noise, unpleasant odors and dust		
83. Total no. of schools where the site is sufficient far from cockpits, dancing halls, bowling alleys,		

movie houses, markets, garbage dumps, funeral parlors, cemeteries, heavy traffic highways, jails, railroad yards and manufacturing and industrial establishments		
84. Total no. of schools having sufficient school buildings equitable to the number of enrollees		
85. Total no. of schools having all classrooms that are concrete and following the standards of classroom buildings prescribed by the Department of Education (7 x 9 sq. m.)		
86. Total no. of schools having laboratory rooms with adequate and prescribed tools and equipment for elementary and/or junior high school such as;		
➤ Science laboratory		
➤ Home Economics		
➤ Industrial Arts		
➤ Computer laboratory		
- Number of functional Computer		
- Computer : student ratio		
87. Total no. of schools having Internet Connectivity		
88. Total no. of schools having Library with reference/reading and supplemental materials adequate to the number of learners		
89. Total no. of schools having E- Library with complete computer set and internet connectivity		
90. Total no. of schools having minimum areas for sports and cultural development		
91. Total no. of schools having a safety devices and safe evacuation plan in case of emergency		
92. Total no. of schools having a sufficient toilet facilities following the standard of 1:50 learners		
93. Total no. of schools having an adequate and properly lighted and ventilated classrooms		
94. Total no. of schools having an administration Building		
95. Total no. of schools having a faculty room		
96. Total no. of schools having a SPG/SSG Office		

97. Total no. of schools having a PTA Office		
98. Total no. of schools having an Alumni Office		
99. Total no. of schools having a Clinic with sufficient medical tools, medicines and medical equipment		
100. Total no. of schools that contains sufficient space, furniture and fixtures for the general needs of the administrator, staff, faculty and students		
101. Total no. of schools having an existing two-storey building, that follows the standard of two staircases (entrance and exit) with emergency exit area (2 meters staircase size)		
102. Total no. of schools having an other existing facilities (not mentioned above) Other Facilities:		
L) CURRICULUM MANAGEMENT		
103. Total no. of schools following the <i>Subject Offerings : Elementary level</i>		
➤ Mother-Tongue – for Grades 1-3 (50 mins per day)		
➤ Filipino- for Grade 1 (30 mins/day)		
➤ Filipino – for Grades 2-6 (50 mins /day)		
➤ English –for Grade 1- 2 nd Sem (30 mins/day)		
➤ English – for Grade2-6 (50 mins/day)		
➤ Science – for Grades 3-6 (Mins mins/day)		
➤ Mathematics – for Grades 1-6 (50 mins/day)		

➤ Araling Panlipunan – for Grades 1-6 (40 mins/day)		
➤ EPP/TLE – for Grades 4-6 (50 mins /day)		
➤ MAPEH – for Grades 1-6 (40 mins/day)		
➤ EsP – for Grades 1-6 (30 mins/day)		
➤ With add on/enrichment subjects: With approval by the Regional Director:		
RM/OM Number:		
Date of the Approval:		
104. Total no. of schools following the <i>Subject Offerings : Junior High School Level</i>		
➤ Filipino – 4 hrs / week		
➤ English – 4 hrs./week		
➤ Science – 4 hrs/week		
➤ Mathematics – 4 hrs/week		
➤ Araling Panlipunan – 3 hrs/week		
➤ EPP/TLE – 4 hrs. per week		
➤ EsP – 2 hrs/week		
➤ No. of Schools With add on/enrichment subjects and With approval by the Regional Director		
105. Total no. of schools following the required <i>Teaching Load:</i> The maximum daily time for classroom teaching		
➤ Grades 1-2 is 320 minutes of actual teaching per day		
➤ Grades 3 -5 360 minutes of actual teaching per day		
➤ Grades 5-6 - 380 minutes of actual teaching per day		
➤ An additional overtime pay of at least 26% of the regular pay is given in excess of 360 minutes of actual teaching per day.		
➤ For JHS: Maximum of 6 Loads /day/Teacher		

M) Learning/Teaching Resources		
106. Total no. of schools having the Philippine Elementary Learning Competencies (PELC)		
107. Total no. of schools having the Philippine Secondary Schools Learning Competencies (PSSLC)		
108. Total no. of schools having the National Teacher's Curriculum Guide (NTCG)		
109. Total no. of schools having the Learning Modules.		
110. Total no. of schools having the Websites		
111. Total no. of schools having the Learner's Materials (Readiness Activity Sheets and Teacher-made Activity Sheets)		
112. Total no. of schools having the Reference Books		
113. Total no. of schools having the Multimedia and computer-aided materials such as songs, rhymes, movies in CD/DVD, interactive educational games.)		
114. Total no. of schools having the Indigenous instructional materials or locally produced or parent-made toys and play equipment.		
115. Total no. of schools having the Other Learning/Teaching Resources available		
N) Assessment and Rating of Learning Outcomes		
116. Total no. of schools having the Prepared table of specifications as basis in crafting the summative test		
117. Total no. of schools having the Compilation of Formative and Summative Assessment		
118. Total no. of schools that utilized collaborative formative assessment (peer assessment) learners to support each other's learning		
119. Total no. of schools that conducted summative test after unit work and/ or at the end of the entire quarter		
120. Total no. of schools having the contextualized learning activities based on learner's learning experiences		
121. Total no. of schools having the Learner's portfolio across learning areas per quarter.		
122. Total no. of schools having the Checklist of Competencies on presence and absence of the learners learning		

123.Total no. of schools having the Teacher test item analysis		
124.Total no. of schools whose Teachers inform the learners about the objectives of the lesson		
125.Total no. of schools whose Teachers provide immediate feedback to students about their learning progress		
126.Total no. of schools whose Teachers conduct remediation classes immediately for those learners who failed in the quarter		
127.Total no. of schools whose Teachers that conducted remedial class issue the CERTIFICATE OF RECOMPUTED FINAL GRADE which is noted by the school principal		
128. Total no. of schools which the CRFG is/are submitted to the division office and after it has been signed it shall be attached to both Form 137 and School Form Number 5		
129.Total no. of schools that followed the guidelines in grading system as stipulated in DepEd Order 15, s. 2015		
130.Total no. of schools having some revisions in the guidelines in grading system as stipulated in DepEd Order 15, s. 2015 and approved by the Regional Director		
131.Total no. of schools having a non-numerical rating scale is used to report on learner's behavior demonstrating the Core Values.		
O) Culminating Resources Activities/Performances		
132. Total no. of schools that applied the guidelines that at the end of the every quarter, schools put up exhibits of student products across subjects as culminating activity.		
133. Total no. of schools that applied the guidelines on students do an exhibition of their performance in different subjects as evidence of their learning or attainment of performance standards		
134. Total no. of schools applied the guidelines on the parents received the report card and confer with teachers as they will actually be witnessing what students are learning in school.		
135. Total no. of schools that applied the guidelines on preparing minutes of Parents-Teacher conference during distribution of Progress Report with parent's signature.		

P) SCHOOL PERSONNEL		
136. Total no. of schools that followed the qualification standards for PRINCIPAL as follows :		
➤ Filipino citizen		
➤ The principal in elementary and secondary levels shall hold a master's degree and should have at least five years of relevant teaching or administrative experience		
➤ Have adequate teaching experience, managerial competence and technical expertise in school management or have background of demonstrated service and competence in previous field of endeavor		
➤ Of good moral character		
➤ Responsible of executing and implementing the policies and general plans laid down by the governing board		
➤ The school head has attended trainings and seminars related to the assigned tasks for the past 2 years		
- School Management		
- Instructional Supervision		
- Financial Management		
- ICT		
- Partnerships		
- Other/s		
137. Total no. of schools that followed the qualification standards for REGISTRAR:		
➤ Holds a bachelor's degree		
➤ Have at least three years of training or experience in servicing and maintenance of student academic records and related work		
➤ Preserve and maintain the integrity and		
➤ confidentiality of its students/pupils records.		

<ul style="list-style-type: none"> ➤ Issue students'/pupils records in accordance with law and regulations contained in the Manual 		
<ul style="list-style-type: none"> ➤ The school head has attended trainings and seminars related to the assigned tasks for the past 2 years 		
<p>138. Total no. of schools that followed the qualification standards for SECURITY PERSONNEL</p> <ul style="list-style-type: none"> ➤ The school has its own hired security guard/s 		
<ul style="list-style-type: none"> ➤ Has attended orientation on safety and security for the past 2 years 		
<p>139. Total no. of schools that followed the standards for TEACHING PERSONNEL:</p> <ul style="list-style-type: none"> ➤ The school has part-time personnel (How many?) 		
<ul style="list-style-type: none"> ➤ The school has full time teaching personnel (How many?) ➤ For Elementary level: <ul style="list-style-type: none"> - Graduated BEED 		
<ul style="list-style-type: none"> ➤ For Secondary Level: <ul style="list-style-type: none"> - For academic subject: a bachelor's degree in education, - or equivalent - or a bachelor of arts with such additional number of professional education subjects - For vocational subjects,- a graduate of any bachelor's degree with knowledge of vocational courses to be taught. 		
<ul style="list-style-type: none"> ➤ The personnel hired has notarized contract agreement with the school 		
<ul style="list-style-type: none"> ➤ All teachers have attended trainings and seminars related to the assigned tasks for the past 2 years <ul style="list-style-type: none"> - Curriculum designing/Development - Curriculum Contextualization - Instructional Strategy - Classroom Management - Classroom assessment - ICT - Partnership - Bridging Programs 		

<p>140. Total no. of schools following the SALARY AND COMPENSATION for personnel :</p> <ul style="list-style-type: none"> ➤ Timely releasing the salary of its personnel on time as agreed upon by the school administration 		
<ul style="list-style-type: none"> ➤ Timely payment of the salaries shall be effected at least once every two weeks or twice a month at intervals of not exceeding sixteen days 		
<ul style="list-style-type: none"> ➤ No salary deduction shall be effected on his/her salary except such equivalent amounts for his own benefit or advantage as authorized by law 		
<p>141.Total no. of schools having the RETIREMENT AND OTHER BENEFITS Plan</p> <ul style="list-style-type: none"> ➤ Retirement Benefits 		
<ul style="list-style-type: none"> ➤ Study leave 		
<ul style="list-style-type: none"> ➤ Other benefits : 		
<p>II. Records Management</p>		
<p>2. Total no. of schools having the Compilation of Learner's Information (Birth Certificate from PSA or Affidavit of Identity in absence of such document), Progress Report</p>		

Other findings/observation:

SCHOOLS DIVISION MONITORING TEAM

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Signature Over Printed Name
Position/Designation

Noted by:

Schools Division Superintendent