



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

August 25, 2023

REGIONAL MEMORANDUM

ORD-2023- **884**

**CONDUCT OF SCHOOL VISITS AND MONITORING FOR THE
OPENING OF CLASSES FOR SCHOOL YEAR 2023-2024**

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Regional and Schools Division Office Chiefs
School Heads of Public and Private School
All Others Concerned

1. This Office shall conduct school visits and monitoring in various public and private schools in the region to ensure prompt response to the challenges of the opening of classes for School Year 2023-2024 from August 29 to September 8, 2023.
2. The members of the teams who shall be deployed to assigned Schools Divisions are specified in Enclosure 1. Each team shall coordinate with a Schools Division representative to properly arrange their school visits and monitoring.
3. The monitoring teams shall purposively select from the complete list of public and private schools in Region VIII found through the link bit.ly/region8schools to cover the following types of schools:
 - District Central,
 - Complete Elementary,
 - Pure or Mixed Multigrade,
 - Junior High,
 - Stand-Alone Senior High,
 - Complete Secondary,
 - Integrated,
 - Alternative Learning System Community Learning Center,
 - any school offering Inclusive Education programs (such as but not limited to SPED, IPEd, Madrassah, etc.), and
 - any private school
4. The monitoring teams shall use the Monitoring Tool (Enclosure 2) and submit their inputs real-time or whenever internet connection is available through the link: bit.ly/2023COMT8. The consolidated results shall be reported during the Regional Management Committee Meeting on September 15, 2023.



5. To observe DepEd's austerity measures and its policy of keeping school and classroom visits as simple and quick as possible, the following are strictly prohibited:

- Printing of tarpaulins and streamers announcing the visits;
- Preparation of programs and events to welcome the visitors;
- Giving of leis, gifts, or tokens to the monitoring teams or other officials and guests; and
- Lavish catering for the monitoring teams.

6. Immediate dissemination of and strict compliance with this memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

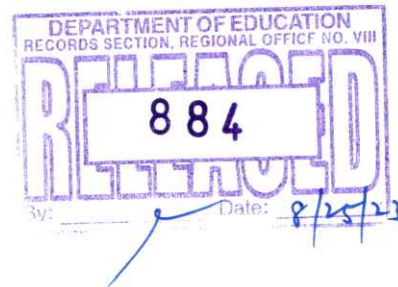
Enclosures: As stated

References: DepEd Orders Nos. 21 and 22, s. 2023
DepEd Memoranda No. 43 and 48, s. 2023

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

ENROLMENT OPENING OF CLASSES OPLAN BALIK ESKWELA

PPRD-MBG



Enclosure 1 to Regional Memorandum ORD-2023- **884****MONITORING TEAMS**

Team	Members	Division Assignment
1	Alejandra Lagumbay (<i>Team Leader</i>) Amenia Aspa Alfredo Cafe Gertrudes Mabutin Reynaldo Nayre Melvin Chito Solis	Ormoc City Baybay City Maasin City Southern Leyte (Total Schools: 676)
2	Harvie Villamor (<i>Team Leader</i>) Rosemarie Guino Mercedes Sarmiento Sarah Cabaluna Elizabeth Caboboy Marlou Camposano Ariem Cinco Rachel Cuevas Nova Jorge Rodel Rosales Ryan Tiu	Catbalogan City Samar Calbayog City Northern Samar (Total Schools: 1,643)
3	Rita Dimakiling (<i>Team Leader</i>) Alma Suyom Dandy Acuin Gerardo Adtoon Dean Ric Endriano Geraldine Mangaliman Dina Superable	Tacloban City Borongan City Eastern Samar (Total Schools: 644)
4	Cesar Verunque (<i>Team Leader</i>) Joy Bihag Floramay Bacus Jasmin Calzita Ernani Fernandez Jr. Jimmy Gula Jim Albert Lagado Teodorico Pelino Jr. Sonny Tayum Rowena Vacal	Leyte Biliran (Total Schools: 1,508)

Guidelines for the School Visits of the Monitoring Team:

1. Monitoring Teams may opt to target one Schools District to schools' visits.
2. A list of the schools per team per Division is available at bit.ly/region8schools.
3. Only one member of the monitoring team is allowed per School.
4. Each team member may visit at least two schools in a day.
5. School visits shall include an interview with the School Head, checking the school grounds, and checking at most three random classrooms.



Enclosure 2 to Regional Memorandum ORD-2023- 884

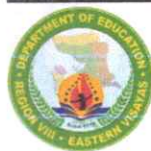
TOOL FOR MONITORING THE OPENING OF CLASSES
School Year 2023-2024

Division : _____ District : _____ School ID : _____

Name of School : _____

Sector : Public Private COC : K Gr 1 - 6 JHS SHS

Area of Concern	Indicator/Checklist
Percentage of Enrolment Quick Count (EQC) against Previous School Year's Official Enrolment (OE)	SY 2023-2024 EQC :
	SY 2022-2023 OE :
	% of current enrolment versus previous SY :
Catch up plan of the school to achieve 100% enrolment rate	<i>(specify/narrate/enumerate the catch-up plan here)</i>
Brigada Eskwela accomplishments <i>(Check all that apply)</i>	<input type="checkbox"/> Weeding <input type="checkbox"/> Minor repairs/renovation of buildings <input type="checkbox"/> Construction of facilities <input type="checkbox"/> Fencing <input type="checkbox"/> Repainting of walls and roofs <input type="checkbox"/> Cleaning of classrooms <input type="checkbox"/> Preparing teachers and students' kits <input type="checkbox"/> Repair of chairs <input type="checkbox"/> Cleaning of school grounds and amenities <input type="checkbox"/> Tree planting/gardening <input type="checkbox"/> Decluttering of classrooms <i>Others, please specify :</i>
Oplan Balik Eskwela accomplishments	<input type="checkbox"/> Orientated the teachers and school personnel <input type="checkbox"/> Established a Public Assistance Command Center <i>Others, please specify :</i>
Activities conducted for the opening of classes	<input type="checkbox"/> Flag raising ceremony <input type="checkbox"/> Welcome program <input type="checkbox"/> Hanging of streamers/posters <input type="checkbox"/> Orientation for parents/guardians <i>Others, please specify :</i>
Attendance of Teachers and School Personnel	Number of teachers: _____ Regular/permanent _____ LGU/SEF-paid/volunteer/COS _____ Leave of absences took (in total) by teachers since the opening of classes on August 29, 2023



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Email Address: region8@deped.gov.ph

Website: <https://region8.deped.gov.ph>

Area of Concern	Indicator/Checklist
	_____ Number of teachers needed (shortage), <i>please specify the Grade level or Subject area :</i>
Observance of complete school uniform	<input type="checkbox"/> School Administrators <input type="checkbox"/> Teachers <input type="checkbox"/> Non-teaching personnel
Adequate classrooms and seats	_____ Number of classes/sections _____ Number of instructional classrooms _____ Number of non-instructional rooms _____ Number of make-shift classrooms _____ Number of armchairs/desks, in total
Availability of water, sanitation, and hygiene facilities	<input type="checkbox"/> Functional handwashing facilities <input type="checkbox"/> Functional and labeled toilets <input type="checkbox"/> Menstrual hygiene support <i>Others, please specify :</i>
Maintenance of clean schools	School grounds, classrooms, and other school facilities are clean and free from: <input type="checkbox"/> Unnecessary artwork, decorations, tarpaulin, and posters <input type="checkbox"/> Oversized signages with commercial advertisements, words of sponsorships, and/or endorsements or announcements <input type="checkbox"/> Stockpile materials, unused items, or items for disposal <input type="checkbox"/> Clutter and hazardous debris
Classroom structuring	<input type="checkbox"/> Spacious <input type="checkbox"/> With proper and sufficient ventilation <input type="checkbox"/> Chairs and desks are in order <input type="checkbox"/> Garbage bins are available <input type="checkbox"/> Class and teachers' program are posted <input type="checkbox"/> Literacy and numeracy stations are available for Kto3 <i>Others, please specify :</i>
Training of teachers	<input type="checkbox"/> On K-3 FELT (Kinder to Grade 3 Teachers only) <input type="checkbox"/> On HOTS -PLP (Grades 9-10 Science, Math, and English Teachers only)
Availability of instructional materials	<input type="checkbox"/> Teaching Guides <input type="checkbox"/> Self-Learning Modules <input type="checkbox"/> Learning Activity Sheets <input type="checkbox"/> Textbooks <input type="checkbox"/> Sinugbahanong Bisaya and Waray Ebooks (Gr. 1-3) <input type="checkbox"/> Lesson Plan/Daily Lesson Logs <input type="checkbox"/> Class Record <input type="checkbox"/> Daily Attendance (SF2)



Area of Concern	Indicator/Checklist
Schedule of classes (SF7)	Time starts : ____ a.m. and Time Ends : ____ p.m. ____ Number of hours of actual teaching load of teachers ____ Number of minutes for recess ____ Number of minutes for remedial ____ Number of teachers underloaded ____ Number of teachers overloaded
Learning Modalities implemented for this School Year <i>(for Private Schools only)</i>	<input type="checkbox"/> Full (5 days) In-Person Classes <input type="checkbox"/> Blended Learning Delivery Modality (LDM) <input type="checkbox"/> 4 days in-person and 1 day distance LDM <input type="checkbox"/> 3 days in-person and 2 days distance LDM <input type="checkbox"/> 2 days in-person and 3 days distance LDM <input type="checkbox"/> 1 day in-person and 4 days distance LDM <input type="checkbox"/> Full Distance LDM <input type="checkbox"/> Modular Distance LDM <input type="checkbox"/> Online Distance LDM <input type="checkbox"/> Blended Distance LDM
Shifting of classes implemented	<input type="checkbox"/> Single shift <input type="checkbox"/> 2 Shifts daily <input type="checkbox"/> 3 Shifts daily <input type="checkbox"/> Weekly Set A and Set B <i>Others, please specify :</i>
Other significant observations or best practices	
Gaps and other issues and concerns identified	
Agreements	

Prepared by:

Signature over Printed Name of RO Monitor

Date of Visit : _____

Conforme:

Signature over Printed Name of School Head

Signature over Printed Name of SDO Monitor
