



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

May 27, 2025

**REGIONAL MEMORANDUM**

No. **591** s.2025

**SCHOOL MONITORING AND PROVISION OF TECHNICAL ASSISTANCE  
TO THE IMPLEMENTERS OF DEPED SUMMER PROGRAMS**

To: Schools Division Superintendents  
Division Literacy Coordinators  
Division Numeracy Coordinators  
School Heads  
All Others Concerned

1. In line with the implementation of the DepEd Summer Programs, this Office, through the Curriculum and Learning Management Division (CLMD), shall conduct School Monitoring and the Provision of Technical Assistance (TA) to school implementers of the Literacy Remediation Program (LRP), Summer Academic Remedial Program (SARP), and the Regional Remediation Program (RRP) from **May 27 to June 6, 2025**.

2. The monitoring team shall oversee the implementation of the DepEd Summer Programs by reviewing the following components:

- a) Approved Class Schedule for the Summer Program
- b) Updated List of Students per Grade Level
- c) List of Assigned Teachers and Corresponding Subjects
- d) Submitted Parents' Permits
- e) Instructional Materials and/or Learning Resources Used
- f) Identified Least Mastered Competencies per Learner (for SARP implementers)
- g) Daily Attendance Records of Students

3. Expenses incurred relative to the conduct of this activity shall be charged as follows: 2025 Basic Education Curriculum (BEC) Funds for the Regional Office (RO) Monitors; Local Funds or Division MOOE for the Division Office (DO) Monitors; and Local Funds or School MOOE for the school implementers. These shall be subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.



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Regional Director



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Enclosure: DepEd Summer Program Monitoring Checklist

References: DO #10, s.2025; DM #35, s. 2025

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

DepEd Summer Program

Monitoring

Technical Assistance

CLMD-GBL

Enclosure A. **DepEd Summer Program Monitoring Checklist**

Division: \_\_\_\_\_

School: \_\_\_\_\_

DepEd Summer Program Monitored: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Please complete the table below by carefully reviewing and verifying the presence of each required component for the summer classes.

For each item:

- Check the “Present (✓) / Not Present (X)” column to indicate whether the component is available or not.
- Provide “Remarks / Action Needed” to clarify any issues, observations, or next steps (e.g., missing documents, pending approvals, follow-up actions).

#	Component	Description	Present (✓) / Not Present (X)	Remarks / Action Needed
1	Class Schedule	Approved summer class schedule per grade level		
2	List of Students per Grade Level	Complete list of enrolled learners by grade		
3	List of Teachers and Subjects Taught	Assigned teachers with corresponding subjects		
4	Parents' Permit	Submitted consent forms from parents/guardians		
5	Instructional Materials / Learning Resources Used	Available and distributed learning materials		

#	Component	Description	Present (✓) / Not Present (X)	Remarks / Action Needed
6	Least Mastered Competencies (LMCs) per Learner	Identified LMCs for each learner (SARP implementers)		
7	Students' Daily Attendance	Regular and updated attendance records		

**Monitored By:**

\_\_\_\_\_  
*Education Program Supervisor*

**Conforme:**

\_\_\_\_\_  
*School Head*