



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

June 9, 2025

REGIONAL MEMORANDUM

No. **638**, s. 2025

**SCHOOL VISITS AND MONITORING FOR THE OPENING
OF CLASSES FOR SCHOOL YEAR 2025-2026**

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

1. To ensure prompt response to the challenges of opening of classes for School Year 2025-2026, this Office will conduct visits and monitoring in various public and private schools in the region from June 16 to 20, 2025.
2. Members of the teams who will be deployed to Schools Divisions are specified in Enclosure 1. Each team will coordinate with a Schools Division representative to properly arrange their school visits and monitoring.
3. The monitoring teams shall purposively visit several schools ensuring they 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, Madrasah, etc.), and
 - any private school
4. School visits shall include interviews with School Heads, inspection of school grounds and classroom readiness, evaluation of class programs, **monitoring of the conduct of the National Inventory Day**, and other relevant activities.
5. The monitoring teams shall use the prescribed Monitoring Tool (Enclosure 2) and submit their inputs in real time, or as soon as internet access becomes available, via the following link: <https://tinyurl.com/mofopening>.

6. Given the limited number of available vehicles, the Team Leaders are advised to coordinate with concerned units and set the schedule of the members of the monitoring team. The Team Leader may also assign members to districts or city divisions to attend the flag raising ceremonies of select schools on the first day of classes.

7. 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.

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


EVELYN R. FETALVERO, CESO III
Regional Director *Smd.*

Enclosures: As stated

References: DepEd Order No. 12, s. 2025

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-MSM



Enclosure 1 to Regional Memorandum No. **638**, s. 2025**MONITORING TEAMS**

| Team | Members | Area Assignment |
|-------------|---|---|
| A | Cesar Verunque (Team Leader) Elena de Luna (Co-Leader) Ryan Tiu Marlou Camposano Reynaldo Nayre Glendale Lameseria Rowena Vacal | Biliran Leyte 2nd District Leyte 3rd District Leyte 4th District Ormoc City |
| B | Mercedes Sarmiento (Team Leader) Alejandra Lagumbay (Co-Leader) Jimmy Gula Joy Bihag Alfredo Cafe Sonny Tayum Nova Jorge Margie Balledo | Leyte 1st District Tacloban City Leyte 5th District Baybay City Southern Leyte Maasin City |
| C | Harvie Villamor (Team Leader) Gertrudes Mabutin (Co-Leader) Dandy Acuin Eden Dadap Geraldine Mangaliman Melvin Chito Solis Ernani Fernandez | N. Samar 1st District N. Samar 2nd District Samar 1st District Calbayog City |
| D | Rita Dimakiling (Team Leader) Rosemarie Guino (Co-Leader) Rachel Cuevas Amenia Aspa Gerardo Adtoon Rodel Rosales Maryjean Menil Dina Superable | Samar 2nd District Catbalogan City Eastern Samar Borongan City |

Enclosure 2 to Regional Memorandum PPRD-2025-_____

TOOL FOR MONITORING THE OPENING OF CLASSES
School Year 2025-2026

Division : _____ District : _____ School ID : _____

Name of School : _____

Sector : ☐ **Public** ☐ **Private** COC : ☐ **K** ☐ **Gr 1 – 6** ☐ **JHS** ☐ **SHS**

General Instructions: Please consider the specific instruction per category.

A. Enrolment

Instructions: Write the Enrolment Quick Count (EQC) and the previous school year's Official Enrolment (OE). Identify the percentage of the current enrolment versus the previous SY.

| | |
|---|--|
| Enrolment Quick Count (SY 2025-2026) | |
| Official Enrolment (SY 2024-2025) | |
| Percentage of Current enrolment versus previous enrolment | |

What are the plans of the school to achieve a 100% enrolment rate? (Please specify, narrate, or enumerate)

B. Activities Conducted for the Opening of Classes

Instructions: Check all activities conducted by the school for the opening of classes:

- ☐ Flag raising ceremony
- ☐ Welcome program
- ☐ Hanging of streamers/posters
- ☐ Orientation of teachers and school personnel
- ☐ Established a Public Assistance Command Center/Help Desk
- ☐ Orientation for parents/guardians
- ☐ Conduct of National Inventory Day (**June 09-13, 2025**)

Note: Deadline of NID online encoding June 20, 2025

Others, please specify : _____

C. School Personnel

Instructions: Write the number of Nationally and Locally Funded and Unfilled Plantilla actually working in the school by category.

| Funding Source | Personnel Category | No. of Personnel | Notes (e.g. borrowed/detailed from another school or office) |
|-------------------|--|------------------|--|
| Nationally Funded | Teaching Personnel | | |
| Nationally Funded | Teaching-related (Principal/Teacher-in-Charge) | | |
| Nationally Funded | Non-Teaching (Licensed Guidance Counselor, Student Advocate) | | |
| Locally Funded | Teaching Personnel (e.g., LGU-paid, SEF) | | |
| Locally Funded | Teaching-related | | |
| Locally Funded | Non-Teaching Personnel | | |

C.1. Training of Teachers

Please indicate if the school has conducted any of the following teacher trainings. Check all that apply and provide remarks or additional details where necessary.

| Training Conducted | Yes | No | Remarks |
|--|--------------------------|--------------------------|---------|
| K-3 Focused Early Literacy Training (FELT) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Higher-Order Thinking Skills – Project-Based Learning Program (HOTS-PLP) | <input type="checkbox"/> | <input type="checkbox"/> | |
| MATATAG Curriculum Orientation/Training | <input type="checkbox"/> | <input type="checkbox"/> | |
| High School – Beginning Reading | <input type="checkbox"/> | <input type="checkbox"/> | |
| Elementary – Early Language, Literacy, and Numeracy (ELLN) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Elementary – Science of Reading | <input type="checkbox"/> | <input type="checkbox"/> | |

D. School Infrastructure and Usable Furniture

Instructions: Indicate the current number of each room, facility, and furniture type available in the school.

| Facility/Room Type | Number |
|--|--------|
| 1. Number of Instructional Rooms (Include rooms ongoing construction) | |
| a) Number of Classrooms | |
| b) Number of Laboratories | |
| 2. Number of Non-Instructional Rooms | |
| a) Faculty Room | |
| b) Library / Learning Resource Center | |
| c) ICT Room | |

| Facility/Room Type | Number |
|---|--------|
| d) Guidance Office | |
| e) Clinic | |
| f) Ongoing Construction | |
| 3. Number of Functional Toilet Bowls | |
| 4. Number of Functional handwashing facilities | |
| 5. Number of inclusive buildings | |
| 6. Furniture Type | |
| a. Number of Kinder Modular Tables | |
| b. Number of Kinder Chairs | |
| c. Number of Armchairs | |
| d. Number of School Desks | |
| e. Number of Teacher Tables and Chairs | |
| f. Number of Other Classroom Tables | |
| g. Number of Other Classroom Chairs | |
| h. Number of DepEd New Design Tables | |
| i. Number of DepEd New Design Chairs | |
| j. Electric Fans | |

E. Learning Resources

Instructions: List the actual number of textbooks per subject and indicate the availability status (Yes/No/Partial) of tools and equipment.

E.1. Number of Textbooks Based on the Revised K to 12 Curriculum

| Grade Level | Subject | No. of Textbooks |
|----------------|--------------------|------------------|
| Grade 1 | Reading | |
| | Makabansa | |
| | GMRC | |
| | Language | |
| Grade 2 | English | |
| | Math | |
| | Filipino | |
| | Araling Panlipunan | |
| | GMRC | |
| | Mother Tongue | |
| Grade 3 | English | |
| | Math | |
| | Filipino | |
| | Araling Panlipunan | |
| | GMRC | |
| | Mother Tongue | |
| Grade 4 | Araling Panlipunan | |
| | GMRC | |
| | Filipino | |
| | Science | |
| | Music | |
| | Arts | |
| | English | |
| | Mathematics | |
| | PE and Health | |

| Grade Level | Subject | No. of Textbooks |
|---------------------------|--|------------------|
| Grade 7 | EPP (Edukasyong Pantahanan at Pangkabuhayan) | |
| | Araling Panlipunan | |
| | English | |
| | Math | |
| | Filipino | |
| | Science | |
| | Music | |
| | Arts | |
| | PE and Health | |
| | TLE (Technology and Livelihood Education) | |
| Senior High School | Values Education | |
| | Earth and Life Science | |
| | HOPE 1 & 2 (Health Optimizing Physical Education) | |
| | HOPE 3 & 4 | |
| | Personal Development (PerDev) | |
| | Physical Science | |
| | Statistics and Probability | |
| | Understanding Culture, Society and Politics | |
| | Media and Information Literacy | |
| | General Mathematics | |
| | Contemporary Philippine Arts from the Regions (CPAR) | |

E.2. Availability of Science, Math, and TVL Tools and Equipment

| Type of Equipment | Availability (Yes/No/Partial) |
|---|----------------------------------|
| Science Laboratory Equipment (e.g., beakers, microscopes) | |
| Math Tools (e.g., rulers, protractors, calculators) | |
| ICT Equipment (computers, projectors, printers) | |
| EIM Tools (Electrical Installation & Maintenance) | |
| Cookery/Bread & Pastry Tools | |
| SMAW Tools (Welding Equipment) | |
| Dressmaking/Tailoring Tools | |
| Carpentry/Masonry Tools | |
| Automotive Tools and Equipment | |
| Agriculture/Fishery Tools | |
| Other TVL Specializations (specify): | |

E. 3 Availability of Other Teaching Materials

| Materials | Yes | No | Remarks |
|-----------------|--------------------------|--------------------------|---------|
| Lesson Plans | <input type="checkbox"/> | <input type="checkbox"/> | |
| Teaching Guides | <input type="checkbox"/> | <input type="checkbox"/> | |

| Materials | Yes | No | Remarks |
|-----------------------------|--------------------------|--------------------------|---------|
| Self-Learning Modules | <input type="checkbox"/> | <input type="checkbox"/> | |
| Learning Activity Sheets | <input type="checkbox"/> | <input type="checkbox"/> | |
| Class Records | <input type="checkbox"/> | <input type="checkbox"/> | |
| Daily Attendance (SF2) | <input type="checkbox"/> | <input type="checkbox"/> | |
| ALS Modules (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | |

F. ICT Equipment

Instructions: Indicate the number of ICT devices and check the applicable internet connectivity status in the school.

| Item / Condition | Quantity | Status (Functional/Not Functional) | |
|--|--------------------------|------------------------------------|---------|
| Number of SMART TVs | | | |
| Number of Non-SMART TVs | | | |
| Number of E-learning Carts | | | |
| Number of E-learning Cart laptops | | | |
| Number of Laptops for Teachers | | | |
| Number of Laptops for Non-Teaching Personnel | | | |
| Number of Desktops (Admin or Learning Use) | | | |
| Number of Tablets for Learners | | | |
| Number of 2 in 1 device for learners (tablet and keyboard) | | | |
| Number of Laptops for Learners | | | |
| Internet Connectivity | Yes | No | Remarks |
| – With Internet Connectivity | <input type="checkbox"/> | <input type="checkbox"/> | |
| – School-wide Access | <input type="checkbox"/> | <input type="checkbox"/> | |
| – Used for Academic or Instructional Purposes | <input type="checkbox"/> | <input type="checkbox"/> | |
| – For Administrative Use Only | <input type="checkbox"/> | <input type="checkbox"/> | |
| – No Internet Access | <input type="checkbox"/> | <input type="checkbox"/> | |

G. Utilities

Instructions: Check or indicate the appropriate status for water supply, electricity, and availability of electric fans in the school.

| Category | Condition | Yes | No | Remarks |
|---------------------|-------------------------|--------------------------|--------------------------|---------|
| Water Supply | With water supply | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Without water supply | <input type="checkbox"/> | <input type="checkbox"/> | |
| Electricity | With electricity | <input type="checkbox"/> | <input type="checkbox"/> | |
| | No electricity | <input type="checkbox"/> | <input type="checkbox"/> | |
| Others | Electric Fans available | <input type="checkbox"/> | <input type="checkbox"/> | |

H. General Observation Checklist for Cleanliness, Orderliness, and Classroom Structuring)

H. 1. Maintenance of Clean Schools

Instructions: Please check if the following are observed:

| Criteria | Yes | No | Remarks |
|--|--------------------------|--------------------------|---------|
| School grounds, classrooms, and other facilities are clean and orderly | <input type="checkbox"/> | <input type="checkbox"/> | |
| No unnecessary artwork, decorations, tarpaulin, or posters | <input type="checkbox"/> | <input type="checkbox"/> | |
| No oversized signages with commercial ads, sponsorships, or endorsements | <input type="checkbox"/> | <input type="checkbox"/> | |
| No stockpile materials, unused items, or items for disposal | <input type="checkbox"/> | <input type="checkbox"/> | |
| No clutter or hazardous debris | <input type="checkbox"/> | <input type="checkbox"/> | |

H.2. Classroom Structuring

Instructions: Please check if the following are observed:

| Criteria | Yes | No | Remarks |
|---|--------------------------|--------------------------|---------|
| Classrooms are spacious and conducive to learning | <input type="checkbox"/> | <input type="checkbox"/> | |
| Classrooms are properly and sufficiently ventilated | <input type="checkbox"/> | <input type="checkbox"/> | |
| Chairs and desks are arranged properly | <input type="checkbox"/> | <input type="checkbox"/> | |
| Garbage bins are available inside the classroom | <input type="checkbox"/> | <input type="checkbox"/> | |
| Class and teachers' program are posted | <input type="checkbox"/> | <input type="checkbox"/> | |
| Literacy and numeracy stations are available (for K to 3) | <input type="checkbox"/> | <input type="checkbox"/> | |

I. Others

Please specify any other observations or issues and concerns:

Kindly indicate any agreements or next steps discussed.

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