

- Validation of the implementation of approved literacy interventions;
- Review of financial and program documentation;
- Classroom observations, where applicable;
- Interviews with school heads, teachers, and other stakeholders;
- Validation of learners' participation and literacy-related activities; and
- Provision of on-site technical assistance.

4. Recipient schools shall prepare and make available the following documents during the monitoring:

- Approved School Implementation Plan;
- Program Support Fund (PSF) utilization documents;
- Procurement and liquidation records, as applicable;
- Progress and accomplishment reports;
- Attendance sheets and activity documentation;
- Learners' assessment data and literacy performance reports; and
- Other supporting documents relevant to the implementation of the BBI.

5. Schools Division Offices shall facilitate the coordination and implementation of the monitoring activities by ensuring the availability of concerned school personnel and providing the necessary administrative and technical support to the Regional Monitoring Team.

6. Travel and other incidental expenses of the Regional Monitoring Team shall be charged against available regional funds, subject to the usual accounting and auditing rules and regulations. Expenses incurred by the Schools Division Offices and recipient schools shall be charged against local funds, subject to the availability of funds and existing government accounting and auditing rules.

7. Immediate dissemination and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ, JD, EdD, CESO III
Regional Director

Enclosures: None

Reference: As stated

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

BAYANG BUMABASA LITERACY MONITORING PROGRAM SUPPORT

CLMD- JRC

