Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan

May 28, 2019

DIVISION MEMORANDUM
No. 163, s. 2019

MONITORING DURING THE FIRST DAY OF SCHOOL AND IN THE FOLLOWING DAYS

To: **Chief Education Supervisors**
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors
School Heads of Public and Private Elementary, Secondary and Integrated Schools

1. This is to inform the field that the Chief Education Supervisors, Education Program Supervisors, Senior/Education Program Specialists and Public Schools District Supervisors will be in full force when monitoring the first day of school on June 3, 2019 and the days that follow.

2. Enclosed for your guidance are the following forms to be accomplished:

   Form 1: List of Things to be Checked During the First Day of Classes;
   Form 2: Checklist of Activities to be discussed during the Orientation of Parents and Stakeholders for S.Y. 2019-2020;

3. Schools should accomplish the forms in two (2) copies and submit to the Public Schools District Supervisor (PSDS) on or before June 15, 2019. The PSDS will submit to the Office of the School Governance and Operations Division (SGOD), attn.: Rita M. Rey, Senior Education Program Specialist, the second copy on or before June 29, 2019.

4. Refer to DepED Order No. 007, s. 2019, dated April 22, 2019 re: School Calendar for School Year 2019-2020.

5. The following Division Personnel will monitor on June 1, 2019 - General Assembly and 1st Parent-Teacher Conference and on June 3, 2019 – Beginning of classes, to wit:

District	Personnel Assigned
1. Altavas	EPS Mary Cherry Lynn M. Dalipe, Ed. D.
2. Balete	EPSt Hajji S. Tropa
3. Banga	EPS Johann C. Cawaling
4. Batan	EPS Marivic I. Tolentino
5. Buruanga	EPSt Roland F. Democrito

District	Personnel Assigned
6. Ibajay East	EPSt Apple Gay M. Oquendo
7. Ibajay West	SEPS Mar Bien Gregory G. Parel, UAP
8. Kalibo I 9. Kalibo II	EPS Ruby Agnes B. Estrada
10. Lezo	EPSt June R. Patricio
11. Libacao	EPS Ariel Z. Zubiaga
12. Madalag	EPS Kyzil D. Lipar, PhD
13. Makato	EPS Edselyn T. Biray, PhD
14. Malay	EPSt Maria Theresa L. Lao
15. Malinao	EPS Ma. Corazon R. Panaligan
16. Nabas	EPS Rebecca R. Ibarreta
17. New Washington	EPS Marth S. Tropa
18. Numancia	SEPS Rita M. Rey
19. Tangalan	SEPS Edna R. Ayon

6. Immediate dissemination of and strict compliance with this Memorandum are enjoined.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

JOSE NIRO R. NILLASCA
Education Program Supervisor
Officer-In-Charge
Office of the Asst. Schools Division Superintendent

Enclosures : As stated
Allotment : 1-4-5-6 – (D.O. 14 – 03)
To be indicated in the Perpetual Index
under the following subjects:

PUPILS **STUDENTS** **SCHOOL**

RMR/jrp

Enclosure No. 1 to Division Memorandum No. 163, s. 2019

LIST OF THINGS TO BE CHECKED DURING THE FIRST DAY OF CLASSES
June 3, 2019

_____
Name of District

_____
Name of School

_____
Name of School Head

	Fully Implemented	Partly Implemented	Not Implemented
1. First Flag Ceremony for SY 2019-2020	[ ]	[ ]	[ ]
2. Lesson Plans/Learning Plans of Teachers	[ ]	[ ]	[ ]
3. School Head and Teachers in their uniform	[ ]	[ ]	[ ]
4. Cleanliness of Classrooms and Surroundings	[ ]	[ ]	[ ]
5. Pupils/Students Headcount	[ ]	[ ]	[ ]
6. List of Pupils on the Door of the Classroom	[ ]	[ ]	[ ]
7. Class Program on the Door of the Classroom	[ ]	[ ]	[ ]
8. Campaign for More Enrollees for Schools with Less Enrollees/Redirection of Enrollees back to Their Places of Residence for Overcrowded Schools	[ ]	[ ]	[ ]
9. Books have been distributed before June 3, 2019	[ ]	[ ]	[ ]
10. Orientation has been made before June 3, 2019	[ ]	[ ]	[ ]
11. Regular classes going on in all grade levels	[ ]	[ ]	[ ]
12. No fees/contributions were collected	[ ]	[ ]	[ ]

CHECKED BY:

_____
Name of Education Program Supervisor/
Public Schools District Supervisor

_____
Signature

Conforme:

_____
School Head

Enclosure No. 2 to Division Memorandum No. 163, s. 2018

CHECKLIST OF ACTIVITIES TO BE DISCUSSED DURING THE ORIENTATION OF PARENTS AND STAKEHOLDERS FOR SY 2019-2019

_____
Date of Orientation

_____
Name of School

_____
Name of School Head

	Fully Implemented	Partly Implemented	Not Implemented
1. Curriculum	[ ]	[ ]	[ ]
a. Description of each learning area	[ ]	[ ]	[ ]
b. Medium of instruction	[ ]	[ ]	[ ]
c. Time allotment	[ ]	[ ]	[ ]
d. Class program	[ ]	[ ]	[ ]
e. Learning resources	[ ]	[ ]	[ ]
f. Assessment and rating of learning outcomes	[ ]	[ ]	[ ]
i.1. Formative	[ ]	[ ]	[ ]
i.2. Summative (Written work, performance task, quarterly assessment)	[ ]	[ ]	[ ]
g. Culminating activities/performances	[ ]	[ ]	[ ]
2. Operations	[ ]	[ ]	[ ]
a. Monitoring and evaluation (NAT, NCAE, ELLNA, BEEA)	[ ]	[ ]	[ ]
b. Central Office, Regional Office, Division Office, School, and Community Calendar of Activities/Number of School Days (Focus on contact time)	[ ]	[ ]	[ ]
c. School manual of operations	[ ]	[ ]	[ ]
d. Immersion/s (For Senior High School)	[ ]	[ ]	[ ]
e. Co-curricular and extra-curricular activities	[ ]	[ ]	[ ]
f. School facilities	[ ]	[ ]	[ ]
g. Contributions	[ ]	[ ]	[ ]

h. Child Protection and Anti-Bullying Policies	[ ]	[ ]	[ ]
i. School Improvement Plan/Annual Implementation Plan	[ ]	[ ]	[ ]

CHECKED BY:

_____

Name of Education Program Supervisor/
Public Schools District Supervisor/

_____

Signature

Conforme:

_____

School Head