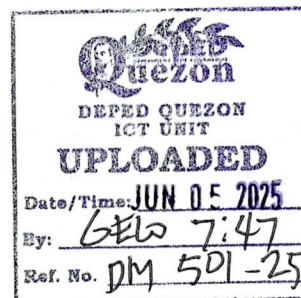




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



04 June 2025

**DIVISION MEMORANDUM**  
DM No. 501, s. 2025

**DIVISION ONSITE MONITORING OF THE OPENING OF CLASSES  
FOR SCHOOL YEAR 2025-2026**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisor and Specialists  
Public Schools District Supervisors  
Project Development Officers  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to **DepEd Order No. 12, s. 2025**, titled Multi-Year Implementing Guidelines on the School Calendar and Activities for School Year 2025-2026, this Office will conduct the **Division Onsite Monitoring of the Opening of Classes** on **June 16-18, 2025**. The monitoring shall cover both public and private elementary and secondary schools.
2. This activity primarily aims to monitor schools' compliance with the existing guidelines and to provide technical assistance, as necessary, in addressing issues and concerns related to the opening of classes.
3. In the conduct of monitoring, classes shall not be disrupted, in adherence to DepEd Order No. 9, s. 2005 (Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith).
4. To ensure the safety and well-being of all concerned personnel, minimum health and safety protocols shall be strictly observed throughout the conduct of the activity.
5. Please refer to the Enclosure for the **Monitoring Tool** to be used during the school visits.

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6. **A separate Memorandum shall be issued** containing the list of Division Monitoring Officials assigned for the Opening of Classes, including the itinerary of school visits.
7. Travel and other incidental expenses of the Division Monitoring personnel shall be charged against the Division MOOE, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum is desired.

  
**ROMMEL CABAUTISTA, CESO V**  
Schools Division Superintendent 

smemgd6/4/2025

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Enclosure to DM No. 50, s.2025

**MONITORING TOOL FOR THE OPENING OF CLASSES**  
**SY. 2025-2026**

*[Reference: Regional Monitoring Tool for the Opening of Classes]*

**I. BASIC INFORMATION**

School Name		Division	
Address		School ID	
Sector (Public/Private /SUC/LUCs)		Curricular Offering/Classification (K/E/JHS/SHS)	
Government Permit or Recognition Nos. <i>(For Private Schools Only)</i>			
School Head		Contact Number	
District		Email Address	

**II. PROGRAM ENROLMENT INFORMATION**

PROGRAM	TOTAL ENROLMENT (REGULAR)			ALS			SPED			ALIVE			IPED			OSH P			RFS		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
KINDER																					
ELEM																					
JHS																					
SHS																					

Level	Number of Classrooms		Number of Teachers		Number of Desk/Armchairs	
	Actual	Needs	Actual	Needs	Actual	Needs
Kindergarten						
Elementary						
JHS (Regular)						

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Senior High School						
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**Findings/Observations:**

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**III. SCHOOL READINESS (Including Safety and Facilities)**

Indicators	Evident	Not Evident	Current Status	Remarks
<input type="checkbox"/> <u>Curriculum</u> (The school ensures that the prescribed curriculum is fully implemented, contextualized, and aligned with the learners' needs, including adjustments for learning recovery and differentiated instruction.)				
<input type="checkbox"/> <u>School Safety and Readiness</u> (The school is physically and operationally prepared to conduct classes, ensuring a clean, secure, disaster-resilient, and health-compliant environment for learners and staff.)				
<input type="checkbox"/> <u>Teachers and School Heads Capacity Building</u> (Teachers and school leaders have undergone relevant training and professional development programs to deliver quality education and manage school operations effectively).				
<input type="checkbox"/> <u>Learning Resources</u> (Appropriate and sufficient learning materials such as textbooks, digital tools, and instructional guides are available and accessible to all learners.)				
<input type="checkbox"/> <u>Filling Up of Teaching and Non-teaching Items</u>				

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(All teaching and non-teaching positions are adequately filled in accordance with the school's staffing requirements to ensure smooth and effective operations.)				
<input type="checkbox"/> <u>Release of Funds for Teachers and Other Programs</u> (Required funds and financial support for teachers and school programs have been released and utilized based on approved allocations and guidelines.)				
<input type="checkbox"/> <u>Monitoring and Evaluation</u> (A system is in place to continuously monitor and assess the implementation of school programs, learner performance, and overall readiness to ensure timely interventions.)				
<input type="checkbox"/> <u>Sufficient Number of Instructional Rooms</u> (The school has enough classrooms to accommodate all enrolled learners without overcrowding, following the required class size standards.)				
<input type="checkbox"/> <u>Complete Functional Laboratories</u> (Science, ICT, and other subject-specific laboratories are fully equipped and operational to support practical and experiential learning.)				
<input type="checkbox"/> <u>Sufficient Learning Materials/Modules</u> (Adequate and quality-assured learning modules and printed materials are provided to support both in-class and distance learning.)				
<input type="checkbox"/> <u>Sufficient and Functional Ancillary Facilities (Library, Canteen, DRRM Room, Guidance Room, Clinic, etc)</u> (All essential support facilities are available, functional, and accessible, contributing to a safe, healthy, and conducive learning environment.)				
<input type="checkbox"/> <u>Learner Rights and Protection Help Desk</u> (A designated help desk is operational to address concerns related to child protection, bullying, and learner welfare, ensuring the upholding of children's rights.)				
<input type="checkbox"/> <u>First Aid and Safety Kit</u>				

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(First aid kits and emergency supplies are complete, accessible, and regularly maintained to respond to health and safety emergencies.)				
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**General Findings/Observations:**

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**IV. COMPLIANCE WITH BASIC DEPED ACTIVITIES AND POLICIES**

Activities/Policies	Means of Verification (MOV)
<ul style="list-style-type: none"><li>Early Registration of Learners SY 2025-2026 (DO 012, s. 2025 - Multi-Year Implementing Guidelines on the School Calendar and Activities)</li><li>Date/s:</li></ul>	
<ul style="list-style-type: none"><li>Conduct of Brigada Eskwela for SY 2025-2026 as per DM No. 042, s. 2025</li><li>Date/s:</li></ul>	
<ul style="list-style-type: none"><li>Launching of 2025 National Oplan Balik Eskwela (OBE) as per DepEd Memorandum No. 045, s. 2025</li><li>Date/s:</li></ul>	
<ul style="list-style-type: none"><li>Establishment of OBE-PACC and OBE Help Desk as per DepEd Memorandum No. 045, s. 2025</li></ul>	
<ul style="list-style-type: none"><li>Conduct of General Assembly or Orientation of Stakeholders</li><li>Date/s:</li></ul>	
<ul style="list-style-type: none"><li>Conduct of Regular Classes (Public Schools)</li></ul>	
<ul style="list-style-type: none"><li>Compliance with the Age Requirement for Kindergarten as per DO 20, s. 2018</li></ul>	

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Activities/Policies	Means of Verification (MOV)
<ul style="list-style-type: none"><li>Compliance with Teachers' Workload as per DepEd Order No. 005, s. 2024, DM No. 053, s. 2024, and DO 2, s. 2024)</li></ul>	
<ul style="list-style-type: none"><li>Compliance with Zero Collection Policy as per DepEd Order 019, s. 2008</li></ul>	
<ul style="list-style-type: none"><li>Existence of Safety measures prepared/implemented by the schools /Availability of School Safety Plan</li></ul>	
<ul style="list-style-type: none"><li>Compliance with Healthy Food and Beverage Choices in Schools as per DepEd Order 13, s. 2017</li></ul>	
<ul style="list-style-type: none"><li>Compliance with No Uniform Policy as per DepEd Order (DO) No. 45, s. 2010 and DO 46, s. 2008</li></ul>	
<ul style="list-style-type: none"><li>Adherence to Learners' Rights and Protection/Child Protection Committee as per DepEd Order 40, s. 2012</li></ul>	
<ul style="list-style-type: none"><li>Adherence to the Standard Class Program as per Existing Guidelines</li></ul>	
<ul style="list-style-type: none"><li>Encoding of Learners in the Learner Information System for SY 2025-2026 (Quick Count)</li><li>Date Accomplished:</li></ul>	
<ul style="list-style-type: none"><li>Submission of Data for the National Inventory Day (For Public Schools Only)</li></ul>	
<ul style="list-style-type: none"><li>Submission of National School Building Inventory (NSBI) for SY 2025-2026</li><li>Date Accomplished:</li></ul>	
<ul style="list-style-type: none"><li>Finalization of End of School Year 2024-2025 in the LIS</li><li>Date Accomplished:</li></ul>	

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**V. OTHER ISSUES AND CONCERNS ENCOUNTERED BY THE STAKEHOLDERS  
DURING THE OPENING OF CLASSES**

Stakeholders	Issues/Concerns	Actions Taken/To Be Taken	Technical Assistance Needed from SDO
1. Learners			
2. Parents			
3. Teachers			
4. School Head			
5. Other Stakeholders: _____			

**General Findings/Observations:**

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**BEST or Commendable Practices Noted:**

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**Monitoring Official:**

\_\_\_\_\_  
(Signature over printed name and designation)

\_\_\_\_\_  
Date

**Conforme:**

**School Head:**

\_\_\_\_\_  
(Signature over printed name and designation)

\_\_\_\_\_  
Date

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