



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



QAD-RM-2024-517

26 July 2024

Regional Memorandum
No. 517 s. 2024

**MONITORING OF THE OPENING OF CLASSES
FOR SY 2024-2025**

To: **Schools Division Superintendents**
Regional Functional Division Chiefs
All concerned personnel

1. Pursuant to DepEd Order No. 09, s. 2024 or the Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025, this Office through the Curriculum and Learning Management Division (CLMD) and Quality Assurance Division (QAD), announces the conduct of Monitoring of the Opening of Classes for SY 2024-2025 in the identified Schools Division Offices (SDOs) on **July 29-31, 2024**.
2. The purpose of this monitoring as indicated in DO 09, s. 2024 Section V-Item 9, states that *“Schools Division offices (SDOs) and Regional Office (RO) shall provide technical assistance through Monitoring and Evaluation (M&E), ensuring that public schools strictly comply with the provisions in this Order. Private schools and non-DepEd schools offering basic education are strongly encouraged to comply with its provisions”*.
3. The monitoring personnel/officials from SDOs and Regional Office are expected to comply with RA 6713 or the Code of Conduct and Ethical Standards of Public Officials and Employees specifically Section 7d, which states that *“Public Officials and employees shall not solicit or accept directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their Office.”*
4. Please refer to the attached Monitoring Tool and School Watching Mapping checklist and the list of regional monitoring personnel/officials. This shall serve as the travel authority for all monitoring teams listed herein.
5. Travel and other related expenses of the regional office personnel/officials relative to the conduct of this activity shall be charged against regional funds subject to the usual accounting and auditing rules and regulations.

6. The previous issuance on the monitoring of the opening of classes for SY 2024-2025 per Regional Memorandum No. 451, s. 2024 is hereby superseded. For clarifications, you may get in touch with Viernalyn M. Nama, CLMD Chief at (02) 8682-2114 loc. 420 and Luz E. Osmeña, QAD Chief at (02) 88682-2114 loc. 450.
7. Immediate and widest dissemination of this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director 

05/ROQ1

MONITORING OF THE OPENING OF CLASSES FOR SY 2024-2025
List of Regional Monitoring Personnel/Officials
July 29-31, 2024

Monitoring Team	SDOs	Monitoring Personnel/Officials
1	Rizal (Cainta & Montalban)	(RD)Atty. Alberto T. Escobarte Eduarda M. Zapanta Elena L. Lopez Dianne Catherine T. Antonio Engr. Jamaica Rose G. Rolloque
2	Rizal (San Mateo & Montalban)	(ARD) Loida N. Nidea Viernalyn M. Nama Ariel M. Azuelo Eugenio S. Adrao Engr. Edilberto Damiles, Jr.
3	Batangas Province	Eliño S. Garcia Emelia M. Aytona Buenalyn M. Manuel Randie B. Atienza Glenda E. Dela Torre Rey M. Valenzuela
4	Antipolo City	Luz E. Osmeña Loida G. Tomelden Ma. Lourdes O. Manimtim Hazel Angeline E. Tesoro Lorenzo Ruiz C. Costo
5	Dasmariñas City Cavite City	Ann Geralyn T. Pelias Babeth C. Cruz Maria Susana B. Oliveros Virgilio O. Guevarra Jr. Jocelyn L. Martin Michael P. Glorial
6	Cavite Naic & Tanza	Marites L. Gloria Margaret P. Musa Laarni A. Evaristo Anjo H. Raqueno Jona M. Malonzo Lovesito O. Ernie
7	Quezon-Gen. Nakar Mauban & Nearby Schools Lucena	Michael Girard Alba Andrea Maybel E. Abrencillo Mark Anthony R. Malonzo Jeffrie F. Ditablan Donna L. Lago Eugene Ray F. Santos Melvin D. Punzalan
8	Laguna	Jisela N. Ulpina Nadina G. Gatón Emelia P. Crescini Bryan A. Pobe Jonalyn B. Patallitan James Mattwill Abalos



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

**MONITORING TOOL ON THE OPENING OF CLASSES
 SY. 2024-2025**

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 (For Private Schools Only)			
School Head		Contact Number	
		Email Address	

II. PROGRAM ENROLMENT INFORMATION

PROGRAM	TOTAL ENROLMENT (REGULAR)			ALS			SPED			ALIVE			IPED			OSHP			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/Arm Chairs	
	Actual	Needs	Actual	Needs	Actual	Needs
Kindergarten						
Elementary						
JHS (Regular)						
Senior High School						

(For Public Schools only)



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



Certificate No. PHP QMS
 22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Findings/Observations: _____

III. School Readiness (Including Safety and Facilities)

School Physical Facilities	Evident	Not Evident	Current Status	Remarks
<ul style="list-style-type: none">Curriculum ** (DO 10, s. 2024 Policy Guidelines on the Implementation of MATATAG Curriculum)				
<ul style="list-style-type: none">School Safety and Readiness** (School Watching Checklist)				
<ul style="list-style-type: none">Teachers and School Heads Capacity Building **				
<ul style="list-style-type: none">Learning Resources ** (SLMs, Lesson Exemplar, Learning Script, Textbook, Activity Sheets)				
<ul style="list-style-type: none">Sufficient Number of Instructional Rooms **				
<ul style="list-style-type: none">Available Laboratory rooms (Science Laboratory Room and Computer Laboratory room, etc.) **				
<ul style="list-style-type: none">Sufficient Learning Materials/Modules *				
<ul style="list-style-type: none">Sufficient and Functional Ancillary Facilities (Library, Canteen, DRRM Room, Guidance Room, Clinic, etc) **				



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

• Learner Rights and Protection Help Desk **				
• First Aid and Safety Kit **				

* - Public Schools only

** - Both Public and Private Schools

Findings/Observations: _____



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

IV. COMPLIANCE WITH DEPED POLICIES (BASIC ACTIVITIES)

Conduct of the Activity	Means of Verification (MOV)*Presented
<ul style="list-style-type: none"> • Early Registration of Learners SY 2024-2025 <i>(D.O. 3 S. 2018, D.O. 27, s. 2019, Incl. Unnumbered Memorandum for the Guidelines in the Conduct of Early Registration for SY 2024-2025)</i> 	
<ul style="list-style-type: none"> • Compliance with DepEd Order 21, s. 2023 (Brigada Eskwela/Brigada Eskwela Plus) Date/s: _____ 	
<ul style="list-style-type: none"> • General Assembly/Orientation of Stakeholders (DM 48 s. 2023, Do 21 s. 2023, DM 22 s. 2023) Date/s: _____ 	
<ul style="list-style-type: none"> ● Safety and well-being of learners <i>(DO 23, s. 2015-Student led school watching and hazard Mapping)</i> 	
<ul style="list-style-type: none"> • Shifting of Classes (Public Schools) <i>Put a check (/)</i> Single shift () 2 shifts () 3 shifts () Reason if not single shift: _____ Learning Delivery Modality _____ 	
<ul style="list-style-type: none"> • Revised or Deviation to School Calendar SY 2023-2024 (RA 11480, DO 22 s. 2023) (Private Schools) 	
<ul style="list-style-type: none"> ● Private Schools Absorptive Capacity <i>(Classroom:Pupil ratio, Teacher:Pupil Ratio)</i> Learning Delivery Modality _____ 	
<ul style="list-style-type: none"> • Late registrants accommodated in a specific place/ OBE Help Desk 	
<ul style="list-style-type: none"> • Age requirement for Kindergarten <i>(DO 20, s. 2018) **</i> 	
<ul style="list-style-type: none"> • Workload of teachers (DM 29, s. 2008, DO 16, s. 2009, RM 550 s. 2018, DO 2, s. 2024, and DO 10, s. 2024) Total No. of minutes/week _____ Position _____ <i>(reflected in the class program & Teachers Program)</i> 	
<ul style="list-style-type: none"> • Zero Collection Policy (DO #31, s. 2012) 	



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



Certificate No. PHP QMS
 22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

Conduct of the Activity	Means of Verification (MOV)*Presented
<ul style="list-style-type: none"> Safety measures prepared / implemented by the schools ** 	
<ul style="list-style-type: none"> School Canteen Food and Beverages (DO 13, s. 2017) 	
<ul style="list-style-type: none"> No Uniform Policy (DO 45, s. 2008 and DO 46, s. 2008) 	
<ul style="list-style-type: none"> Encoding of Learners in the Learner Information System for SY 2023-2024 ** <i>(DO 3, s. 2018, DO 27, s. 2019 Incl. Unnumbered Memorandum for the Guidelines in the BEIS SY 2023-2024 Data Collection)</i> Date Accomplished: _____ Tagged as Move In (Transferred In), Moved Out (Transferred Out) With affidavit of undertakings for transferees with incomplete credentials (F-138 & 137) 	
<ul style="list-style-type: none"> Submission of Basic Education Information System (BEIS) Profile for SY 2023-2024 ** <i>(D.O. 27, s. 2019 Incl. Unnumbered Memorandum for the Guidelines in the BEIS SY 2023-2024 Data Collection)</i> Date Accomplished: _____ 	
<ul style="list-style-type: none"> Submission of National School Building Inventory (NSBI) for SY 2023-2024 <i>(Incl. Unnumbered Memorandum for the Guidelines in the Conduct of NSBI for SY 2023-2024)</i> Date Accomplished: _____ 	
<ul style="list-style-type: none"> Updating of end of School Year 2023-2024 in the LIS ** <i>(D.O. 27, s. 2019, Incl. Unnumbered Memorandum for the Guidelines in the LIS EOSY 2023-2024 Updating)</i> Date Accomplished: _____ 	

*Please enumerate MOV's per activity: (a) Minutes of the Meeting b) Attendance) Report, d) Pictures, e) Links f) etc.

** for both public and private schools

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

Stakeholders	Issues / Concerns	Interventions / Solutions Made	Technical Assistance Needed from SDO/RO



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

1. Learners			
2. Parents			
3. Teachers			
4. School Head			
5. Other Stakeholders: _____			

Findings/Observations:

BEST or Commendable Practices Noted:

Monitoring Official:

(signature over printed name and designation)

Date

Conforme:

School Head :

(signature over printed name and designation)

Date



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

Enclosure No. 1 to Regional Memorandum No. 379 s, 2024

SCHOOL WATCHING CHECKLIST (Reference: Annex A of DO 23, s. 2015)					
School Name:		Date Conducted:			
School ID:		Date Submitted:			
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Broken window <input type="checkbox"/> Slippery pathway <input type="checkbox"/> Blocked corridor <input type="checkbox"/> Heavy objects mounted on top of cabinets/shelves <input type="checkbox"/> Flooded area <input type="checkbox"/> Busted plugs/light bulbs/electrical facilities <input type="checkbox"/> Exposed electrical wires <input type="checkbox"/> Protruding nails in chairs and tables <input type="checkbox"/> Broken door knobs <input type="checkbox"/> Warning sign: Slippery pathways/corridors <input type="checkbox"/> Plants mounted on the building railings <input type="checkbox"/> Flooding <input type="checkbox"/> Exposed chemicals and liquids <input type="checkbox"/> Lack/absence of storage for equipment <input type="checkbox"/> Unlabeled chemicals <input type="checkbox"/> Dripping ceiling <input type="checkbox"/> Open pit <input type="checkbox"/> Stagnant water <input type="checkbox"/> Unpruned trees/bushes/shrubs <input type="checkbox"/> Open/Clogged canals <input type="checkbox"/> No ramps for elevated school buildings or other facilities <input type="checkbox"/> Swing-in doors </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Broken/dilapidated ceiling <input type="checkbox"/> Open/incomplete perimeter fence <input type="checkbox"/> Presence of stray animals inside the school campus <input type="checkbox"/> Presence of electrical post/transformer near or within the school perimeter <input type="checkbox"/> No system of release to parents during emergencies <input type="checkbox"/> No posted emergency hotlines around the school <input type="checkbox"/> Garbage Area (Segregation of Biodegradable and Non-Biodegradable) <input type="checkbox"/> Detached or peeled off GI sheet <input type="checkbox"/> Broken toilet bowl and/or sinks <input type="checkbox"/> Broken chairs/desks/tables <input type="checkbox"/> Blocked/no emergency exits <input type="checkbox"/> Unmounted cabinets/shelves <input type="checkbox"/> Medical kits in every classrooms <input type="checkbox"/> Bells/alarms <input type="checkbox"/> Condemnable building (i.e. very old structure, collapsing building and/or prominent cracks on classroom walls) <input type="checkbox"/> Others (List as many as possible) </td> </tr> </table>				<input type="checkbox"/> Broken window <input type="checkbox"/> Slippery pathway <input type="checkbox"/> Blocked corridor <input type="checkbox"/> Heavy objects mounted on top of cabinets/shelves <input type="checkbox"/> Flooded area <input type="checkbox"/> Busted plugs/light bulbs/electrical facilities <input type="checkbox"/> Exposed electrical wires <input type="checkbox"/> Protruding nails in chairs and tables <input type="checkbox"/> Broken door knobs <input type="checkbox"/> Warning sign: Slippery pathways/corridors <input type="checkbox"/> Plants mounted on the building railings <input type="checkbox"/> Flooding <input type="checkbox"/> Exposed chemicals and liquids <input type="checkbox"/> Lack/absence of storage for equipment <input type="checkbox"/> Unlabeled chemicals <input type="checkbox"/> Dripping ceiling <input type="checkbox"/> Open pit <input type="checkbox"/> Stagnant water <input type="checkbox"/> Unpruned trees/bushes/shrubs <input type="checkbox"/> Open/Clogged canals <input type="checkbox"/> No ramps for elevated school buildings or other facilities <input type="checkbox"/> Swing-in doors	<input type="checkbox"/> Broken/dilapidated ceiling <input type="checkbox"/> Open/incomplete perimeter fence <input type="checkbox"/> Presence of stray animals inside the school campus <input type="checkbox"/> Presence of electrical post/transformer near or within the school perimeter <input type="checkbox"/> No system of release to parents during emergencies <input type="checkbox"/> No posted emergency hotlines around the school <input type="checkbox"/> Garbage Area (Segregation of Biodegradable and Non-Biodegradable) <input type="checkbox"/> Detached or peeled off GI sheet <input type="checkbox"/> Broken toilet bowl and/or sinks <input type="checkbox"/> Broken chairs/desks/tables <input type="checkbox"/> Blocked/no emergency exits <input type="checkbox"/> Unmounted cabinets/shelves <input type="checkbox"/> Medical kits in every classrooms <input type="checkbox"/> Bells/alarms <input type="checkbox"/> Condemnable building (i.e. very old structure, collapsing building and/or prominent cracks on classroom walls) <input type="checkbox"/> Others (List as many as possible)
<input type="checkbox"/> Broken window <input type="checkbox"/> Slippery pathway <input type="checkbox"/> Blocked corridor <input type="checkbox"/> Heavy objects mounted on top of cabinets/shelves <input type="checkbox"/> Flooded area <input type="checkbox"/> Busted plugs/light bulbs/electrical facilities <input type="checkbox"/> Exposed electrical wires <input type="checkbox"/> Protruding nails in chairs and tables <input type="checkbox"/> Broken door knobs <input type="checkbox"/> Warning sign: Slippery pathways/corridors <input type="checkbox"/> Plants mounted on the building railings <input type="checkbox"/> Flooding <input type="checkbox"/> Exposed chemicals and liquids <input type="checkbox"/> Lack/absence of storage for equipment <input type="checkbox"/> Unlabeled chemicals <input type="checkbox"/> Dripping ceiling <input type="checkbox"/> Open pit <input type="checkbox"/> Stagnant water <input type="checkbox"/> Unpruned trees/bushes/shrubs <input type="checkbox"/> Open/Clogged canals <input type="checkbox"/> No ramps for elevated school buildings or other facilities <input type="checkbox"/> Swing-in doors	<input type="checkbox"/> Broken/dilapidated ceiling <input type="checkbox"/> Open/incomplete perimeter fence <input type="checkbox"/> Presence of stray animals inside the school campus <input type="checkbox"/> Presence of electrical post/transformer near or within the school perimeter <input type="checkbox"/> No system of release to parents during emergencies <input type="checkbox"/> No posted emergency hotlines around the school <input type="checkbox"/> Garbage Area (Segregation of Biodegradable and Non-Biodegradable) <input type="checkbox"/> Detached or peeled off GI sheet <input type="checkbox"/> Broken toilet bowl and/or sinks <input type="checkbox"/> Broken chairs/desks/tables <input type="checkbox"/> Blocked/no emergency exits <input type="checkbox"/> Unmounted cabinets/shelves <input type="checkbox"/> Medical kits in every classrooms <input type="checkbox"/> Bells/alarms <input type="checkbox"/> Condemnable building (i.e. very old structure, collapsing building and/or prominent cracks on classroom walls) <input type="checkbox"/> Others (List as many as possible)				
Proposed Actions to be Taken:					
<hr/> <hr/> <hr/>					

03/ROE6



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone No.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph



Certificate No. PHP QMS
 22 93 0085

Prepared by:	School Watching Team
Noted:	School Head