



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

18 August 2023

**DIVISION MEMORANDUM**

No. 222, s. 2023

**SCHEDULED MONITORING OF THE SGOD TEAM IN THE OPENING OF  
CLASSES FOR SY 2023-2024**

To: Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Section/Unit Heads  
Elementary and Secondary School Heads  
This Schools Division

1. In consonance to the Division Memorandum No. 007, s. 2023 titled, *Guardianship of the School Governance and operations Division for CY 2023*, the office will conduct a province-wide **School Monitoring** on **August 29-30, 2023**, and will be reiterated as follows:

Name Personnel	School
Arnulfo Anselm C. Hortiz	BNSHS, SNSF, Sav ES, Chav ES
Oliver R. Cariaso	Basco Central School
Ayrine C. Geronimo	DES, Valugan IS, Tukon ES, Chanarian ES
Miah Daphnie B. Buenafe	Mahatao & Ivana Schools
Kym Clyde H. Moro	Uyugan Schools
Dencio G. Eriful	Sabtang CS, Nak ES, Sum ES
Fred V. Gimenez	INAHS, Itbayat CS, Mayan ES
Jonas Carlo F. Trillana	Yawran BS, Raele Integrated
Kathleen E. Castillo	Basco CS, Sabtang Ess
Jack James I. Delos Santos	Diptan ES, Tukon ES, Chan ES, Valugan IS
Grentt Dale A. Calosa	Mahatao ES, Sabtang ESS
Karen P. Baldomar	Ivana Schools
Jocelyn A. Cobico	Uyugan Schools
Jean De Sagon	Itbayat Schools
Mae Angela E. Pacapac	Senior High Schools, Sabtang ESS




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2. Enclosed is the monitoring tool to be accomplished during the conduct of the activity.
3. Expenses relative to this activity shall be charged against local funds subject to usual accounting and auditing rules and regulations.
4. For the information and guidance of all concerned.

**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

For the Schools Division Superintendent:

  
**GEORGANN G. CARIASO**  
Assistant Schools Division Superintendent

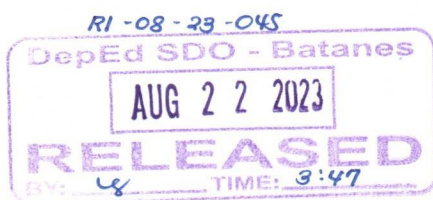
Encl: As stated

References: Division Memorandum No. 007, s. 2023

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

CLASSES  
MONITORING AND EVALUATION  
SCHOOLS

SGOD/myn/kchm



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SCHOOLS DIVISION OF BATANES

**SY 2023-2024 MONITORING TOOL FOR OPENING OF CLASSES**

School Monitored: \_\_\_\_\_ School ID: \_\_\_\_\_  
Name of School Head: \_\_\_\_\_  
Date: \_\_\_\_\_

	<b>EVIDENT</b>	<b>NOT EVIDENT</b>	<b>REMARKS</b>
Classrooms and walls, and other school facilities are clean and free from unnecessary artwork, decorations, tarpaulin, and posters.			
Classrooms are free of oversized signages.			
Classrooms have no commercial advertisement.			
Classrooms are devoid of stockpile materials and clear of other unused items or items for disposal.			
Classrooms have proper ventilation and lighting and enough space for 45-50 pupils.			
Desks and other furniture are sized to the age of the pupils. In the case of shared desks, each pupil has enough space to do seatwork.			
Classrooms' layout and furniture allow pupils to interact and do group work.			
School has safe facilities in place to address hazard threats (e.g. fire exits, fire extinguishers, appropriate electrical wirings).			
School has adequate emergency/first aid kits that are readily available.			
Classroom provides conduciveness to teaching and learning.			
Signboard is posted, showing the following identification in the entrance of the room. (Grade and section occupying the room, Name of teacher handling class)			
Framed copy of the class program is displayed on the door to the classroom at adult eye-level.			



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Hand Washing Facility			
Drinking facilities			
Electrical outlets/sockets or other electrical systems safe and out of reach of students/pupils			
Provision of space of late enrollees.			
Signages are present to direct teachers, parents, learners to the designated to the designated room assignment.			
Class advisers conduct orientation with the learners and parents.			
Presence of Basic Education Enrolment Form (BEEF)			

Other issues/concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Observations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Monitored by:

\_\_\_\_\_  
Signature Over Printed Name



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### CRUCIAL RESOURCES MONITORING TOOL

Teachers	Classroom	Chairs	WatSan	Organized Classes
T1	K	Armchair	Toilet Bowl	K
Male	G1	Desk	Male	G1
Female	G2	Kinder	Female	G2
T2	G3		Shared	G3
Male	G4			G4
Female	G5			G5
T3	G6			G6
Male	NG			NG
Female	G7			G7
MT1	G8			G8
Male	G9			G9
Female	G10			G10
MT2	G11			G11
Male	G12			G12
Female	ALS			ALS
SPET				
Male				
Female				
ALS				
Male				
Female				
SST				
Male				
Female				

Monitored by:

Signature Over Printed Name



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