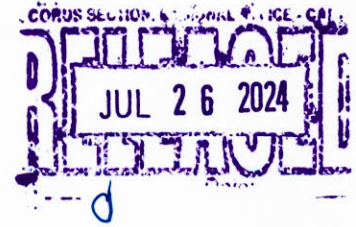




Republic of the Philippines
Department of Education
CARAGA REGION



July 23, 2024

REGIONAL MEMORANDUM

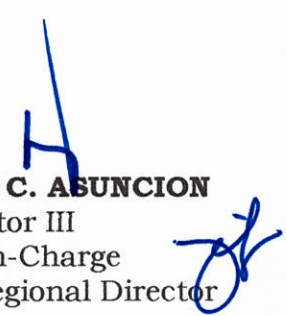
No. 0728, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS CID AND SGOD
SEPSs AND EPS II, SMME
SCHOOL HEADS
This Region

MONITORING AND EVALUATION FOR OPLAN BALIK ESKWELA (OBE)
SY 2024-2025

1. The School Year 2024-2025 shall formally start on Monday, July 29, 2024. This requires the conduct of Oplan Balik Eskwela (OBE) as an annual initiative that engages agencies, organizations, and other stakeholders in preparing for the opening of the School Year. It is a crucial part of DepEd's commitment to ensuring that all learners, whether from public or private schools, are properly enrolled and that any issues and concerns at the start of the School Year are promptly addressed.
2. The Regional Field Technical Assistance Team (RFTAT) together with the Division Field Technical Assistance Team (DFTAT) shall conduct a monitoring and evaluation activity on **July 29-31, 2024**, to select public schools to determine their preparation for the opening of classes in the following key areas of health and safety protocols, nutritional safety, student welfare and support services, educational materials and resources, school physical environment, and class programming and organization.
3. The Regional Field Technical Assistance Team (RFTAT) are grouped into cluster per SDO which consist of RFTAT Team Leader/Members to be assisted by the Division Field Technical Assistance Team (DFTAT).
4. The following activities are to be observed in the conduct of the Oplan Balik Eskwela Monitoring and Evaluation for SY: 2024-2025, to wit:
 - a. Six (6) public schools are to be monitored by the RO and SDO monitor.

- b. The public schools to be monitored are on the national highway or 1-3 km away from it with an accessed road.
 - c. The RFTAT and DFTAT shall conduct exit conferences with the SDS (Schools Division Superintendent) about the results of the monitoring and evaluation to select public schools.
 - d. The RFTAT shall convene on August 1, 2024, to discuss its findings and observations.
 - e. The Quality Assurance Division shall consolidate the issues/concerns observed in the Oplan Balik Eskwela and issue Regional Memorandum.
 - f. The Chief SGOD and SEPS/EPS II, SMME shall discuss and present their Action Plan based on the memorandum issued by the Regional Office.
 - g. The consolidated SDO Action Plan on the Oplan Balik Eskwela shall be reported to the Regional Management Committee.
5. The travel expenses, per diem, and other incidental expenses of the RFTAT shall be charged against local funds subject to existing COA (Commission on Audit) and accounting rules and regulations.
 6. The Regional Field Technical Assistance Team (RFTAT), M & E Planned Activities, SDO Action Plan, M & E Plan and OBE Monitoring Tool are found in Enclosure No. 1.
 7. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


MARIA INES C. ABUNCION
 Director III
 Officer-in-Charge
 Office of the Regional Director

Encl/s.: As stated
 Reference/s: DepEd Order No. 099, s. 2024
 To be indicated in the Perpetual Index under the following subjects:
 EVALUATION MONITORING OPLAN BALIK ESKWELA

QAD/edm
 07/23/2024

Regional Field Technical Assistance Team (RFTAT)

SDOs	Team Leader	Assistant Team Leader	Member
Agusan del Norte	Flordelisa R. Dalin	Elizabeth M. Ysulan	Sheryl R. Puyo
Agusan del Sur	Alejandro P. Macadatar	Gladys S. Asis	Atty Jessa M Miolata Tiche Lynn G. Caparoso
Bayugan City	Violeta C. Nunez	Adrilene J. Castanos	Roy S. Rele
Bislig City	Bernabe L. Linog	Maripaz F. Magno	Sherwin P. Viajar
Butuan City	Joel B. Rosales	Celsa M. Cataluna	Meriam C. dela Rita Abe Naireza Ibano
Cabadbaran City	Marlyne M. Villareal	Pedro A. Tecson	Megnon P. Beldad
Dinagat Islands	Jumer C. Carlon	Rhea J. Yparraguirre	Maria Ruth R. Edradan Dandee Jonathan F. Monton
Siargao	Nelia Lomocso	Atty Jose B. Guibone	Fe M. Baring Elaine Navarro
Surigao City	Edmund D. Mendoza	Bernard C. Abellana	Anna Lisa A. Lerio Junnah B. Tiu
Surigao del Norte	Kevin Hope Z. Salvaña	Marygold C. Silao	Marcelino M. Ahon Zenylou F. Buyan
Surigao del Sur	Ma. Consuelo C. Jamera	Josephine Chonie C. Obseñares	Elan M. Elpidang Willy C. Dumpit
Tandag City	Jonathan F. Garzon	Elena N. Capangpangan	Elmer Augustus F. Conde

Note: RFTAT grouping is based on RM NO. 0150, s. 2024

TERMS OF REFERENCE

Team Leader	- Led in the monitoring and evaluation for Oplan Balik Eskwela. - Led in the exit conference on the M & E Results. - Present the OBE Report based on the identified findings/observations. - Coordinate with SDO counterparts for the public schools to be monitored.
Assistant Team Leader and Member/s	- Assist in the monitoring and evaluation for Oplan Balik Eskwela. - Assist in the consolidation of the OBE Report.

MONITORING AND EVALUATION PLANNED ACTIVITIES

Planned Activity/ies	Date	Responsible Person or FD
Issue RM for Oplan Balik Eskwela	-	QAD
Conduct RO M & E Team Orientation for Oplan Balik Eskwela	July 25 – 26, 2024	RFTAT AND DFTAT
Conduct OBE Monitoring	July 29-30, 2024	RFTAT and DFTAT
Submit Consolidated OBE Monitoring Report on the findings/observations	July 31, 2024	QAD, and RFTAT
Conduct de-briefing activity with the RFTAT	August 1, 2024	QAD and RFTAT
Issue RM on the consolidated issues/concerns in the OBE	August 5-6, 2024	QAD
Present Action Plan of the 12 SDOs	August 16, 2024	QAD, RFTAT, and 12 SDOs
Consolidate the Action Plan of the 12 SDOs for reporting in the REXECOM.	-	QAD and REXECOM

Nutritional Safety			
1. Adhere to DepEd Order No. 8, s. 2007, Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools			
1.a Nutrient rich foods such as root crops, noodles, rice, and corn products in native preparation, fruits and vegetables in season, and fortified food products labeled rich in protein, energy, vitamins, and minerals shall be sold in the school canteen.			
1.b Sale of carbonated drinks, sugar-based synthetic or artificially flavored juices, junk foods and any food product that may be detrimental to the learner's health and that do not bear the Sangkap Pinoy Seal are prohibited.			
2. Vendors shall not be allowed to bring in food items inside the school canteen/premises.			
3. Monitoring of school canteen operations to ensure hygiene standards.			
Student Welfare and Support Services			
1. Availability of counseling and psychological services.			
2. Access to mental health counseling and support services.			
3. Availability of medical facilities or first aid kits for health emergencies.			
4. Monitoring of student and staff well-being and providing necessary support.			
Educational Materials and Resources			
1. Students have access to textbooks and learning modules.			
2. Teachers provided the necessary teaching aids and resource materials.			
3. Availability of functional computers, tablets, and other ICT (Information and Communication Technology) equipment for student use.			
4. Availability and reliability of internet connectivity in schools.			
5. Accessibility and functionality of printing and reproduction facilities for educational materials.			
6. Adequacy of classroom equipment (e.g., projectors, whiteboards, TVs, etc.) to support teaching.			
School Physical Environment			
<i>For item 1-10. The school has available . . .</i>			
1. Instructional Classrooms			
2. Laboratories			
2.1 Computer Laboratory			
2.2 Science Laboratory			
2.3 Workshop Rooms			
3. Library			
4. School Health Clinic			
5. Guard House			
6. Toilet			
7. Water System			
8. Playground Facilities			
9. Administrative Facilities			
10. Flagpole			
11. Classroom is well-ventilated			
12. Adequate classroom lighting for reading and other classroom related activities			

13. The teacher's table, chair, and cabinet should be at the rear of the room.			
14. The seating arrangement should be flexible to accommodate various classroom activities			
Class Programming and Organization			
1. Adhere to DO 19, s. 2008, Implementation of No Collection Policy in all Public Elementary and Secondary Schools 1.a No collection of any type should be undertaken during the enrolment period and first month of classes.			
2. Adhere to ideal class size to keep the teaching-learning process more manageable: 2.a Kindergarten – 25 learners per class, max. of 30			
2.b Grade 1 to Grade 3 – 30 learners per class, max. of 35			
2.c. Grade 4 to Grade 10 – 40 learners per class, max. of 45			
2.d Grade 11 to Grade 12 – 40 learners per class			
3. Availability of enrollment records and classroom assignments.			
4. Presence of lesson plans, daily logs, attendance records and observations by school administrators.			
5. A signboard at the entrance displaying the grade/year and section, along with the teacher's name.			
6. Adhere to DO No. 5, s. 2024, a public-school teacher shall render, eight (8) hours of work per day, of which six (6) hours shall be devoted to actual classroom teaching, and two (2) hours shall be allocated for teacher ancillary tasks which may be spent within or outside school premises.			
7. A framed class program should be posted on the classroom door at adult eye level.			

Part II. identified issues/concerns and its action taken on the identified areas for the opening of classes, as follows:

Areas	Issues/Concerns	Action Taken
Health and Safety Protocols		
Nutritional Safety		
Student Welfare and Support Services		
Educational Materials and Resources		

Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (082) 225-1151

Telefax No: (085) 342-5969

Email: caraga@deped.gov.ph



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Effectivity	02.01.23	Page	5 of 6

School Physical Environment		
Class Programming and Organization		

IV. Over-all Readiness of the School

Is the school ready for the opening of classes in SY: 2024- 2025?

If, YES _____ NO _____, if no state the reason _____

Monitored by:

Name and Signature of the RFTAT

Concurred by:

Name and Signature of the School Head



Division: _____
 Activity: _____

Prepared by: _____ Noted by: _____ Approved by: _____

DepEd
MATATAG

 **BACONG PALUMAS**



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@depd.gov.ph
Website: <https://caraga.deped.gov.ph/>

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Effectivity	02.01.23	Page	1 of 1

MONITORING AND EVALUATION PLAN IN THE OPLAN BALIK ESKWELA SY 2024-2025

Objective Statement	Indicators	Description of Indicators	Planned Activities	Data Collection Method/Data Source	Responsible Person/Office in Data Collection	Audience and Use(s) of Data Information	Data Analysis Process/Data Analysis to be used	Responsible for Data Analysis	Communication/Reporting Strategy
Objective 1: Ensure the readiness of schools for the opening of classes.									
Percentage of public schools monitored for Oplan Balik Eskwela (OBE)	Refers to the number of public schools being monitored for their safe opening of classes		Issue RM for Oplan Balik Eskwela	Memorandum	QAD	RO and SDOs; inform the SDOs to ensure safe opening of classes	N/A	N/A	Issuance of Memorandum
			Conduct RO M & E Team Orientation for Oplan Balik Eskwela	M & E Tool for opening of classes	QAD, FTAD, and RFTAT	RFTAT; orient the RFTAT on the M & E mechanism and tool to be used	N/A	N/A	Virtual Platform with RO M & E Team
			Conduct Orientation with SDO Monitoring Team	M & E Tool for opening of classes	QAD AND FTAD	RO and SDOs; orient the SDO Monitoring Team on the M & E mechanism and tool to be used	N/A	N/A	Virtual Platform with QAD, FTAD, and CLMD
			Submit OBE Monitoring Report on the findings/observations	OBE Monitoring Report	QAD, FTAD, and RFTAT	RFTAT; determine the identified findings/observations in the safe opening of classes	Descriptive Statistics using Frequency and Percentage	QAD	Upload OBE Monitoring Report in the Google Sheet.
			Conduct de-briefing activity with the RFTAT and DFTAT	OBE Monitoring Report	QAD, FTAD, and RFTAT	RFTAT; discuss the prevailing findings/observations in the safe opening of classes	Qualitative Analysis Descriptive Statistics using Frequency and Percentage	QAD, FTAD, and RFTAT	Virtual Platform with the RFTAT
			Issue RM on the consolidated OBE Report	Memorandum	QAD	RO and SDOs; disseminate the M & E Results	Qualitative Analysis	N/A	Issuance of Memorandum
			Present Action Plan of the 12 SDOs	Action Plan	QAD, FTAD, and RFTAT and 12 SDOs	RO M & E Team and SDOs; discuss the plan of action	Qualitative Analysis	12 SDOs	Virtual presentation of the Action Plan
			Consolidate the Action Plan of the 12 SDOs for reporting in the REXECOM.	Action Plan	QAD	QAD and REXECOM; present the consolidated plan of action of the 12 SDOs	Qualitative Analysis	QAD	Report the consolidated Action Plan in the REXECOM and FTAD for possible TA.

DIVISION ACTION PLAN

Division: _____

Activity: Monitoring and Evaluation of the Oplan Balik Eskwela

Issues/Concerns	Plan of Action		
	Activity/ies	Person/Unit Responsible	Target Date
A. Learning Modality			Expected Results
B. Class Programming and Organization			
C. Teaching Loads			
D. Safety Protocols			
E. School Physical Environment			
F. Physical Facilities			
G. Others			

Note: Consolidated Issues and Concerns of the schools using qualitative thematic analysis which needs attention from the SDOs.

Prepared by: _____

Noted by: _____

Approved by: _____

SEPS, SMME

Chief, SGOD

Schools Division Superintendent

Chief, CID

CONSOLIDATED OPLAN BALIK ESKWELA (OBE) REPORT (To be accomplished by the RO Monitors)

Division: _____
Date: _____

Name of School: _____		
Issues and Concerns		Interventions
A. Learning Modality		
B. Class Programming and Organization		
C. Teaching Loads		
D. Safety Protocols		
E. School Physical Environment		
F. Physical Facilities		
G. Others		

Prepared by: _____

Noted by: _____

Member

Team Leader