



Republic of the Philippines
Department of Education
CARAGA REGION

Released:
August 28, 2023

August 27, 2023

REGIONAL MEMORANDUM
NO. 0793, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

MONITORING OF THE 2023 **“OPLAN BALIK ESKWELA”**

1. In adherence to DepEd Order No. 022, s. 2023 also known as “Implementing Guidelines on the School Calendar and Activities for SY 2023-2024”, and pursuant to RA No. 11480 otherwise known as An Act to Lengthen the School Calendar from Two Hundred (200) Days to Not More Than Two Hundred Twenty (220) Class Days, the SY 2023-2024 shall formally open on Tuesday, August 29, 2023 and end on Friday, June 14, 2024, inclusive of the End-of School Year (EOSY) Rites.
2. In this regard, this Office through the Regional Field Technical Assistance Teams shall conduct a monitoring and evaluation on August 28-31, 2023 to select schools from all Schools Division Offices.
3. The activity aims to:
 - a. gather relevant quantitative and qualitative information from the visited schools which are helpful in providing evidence-based decisions;
 - b. document notable and best practices in the opening of classes which can be shared to other SDOs/schools; and
 - c. ensure that all legal orders from the Department of Education relative to opening and holding of classes are observed, followed and implemented.
4. To ensure successful conduct of this activity, the Division OBE Focal Person shall coordinate with the assigned RFTAT (Enclosure 1) for necessary arrangements such as but not limited to schools to be visited, transportation, and the like.
5. To cover more schools, the RFTAT members may be assigned individually who shall be accompanied by Division Personnel. It is now the responsibility of the SDO to select the schools to be visited considering the geographic location, distance and manner of transportation; thus, the number of schools to be visited shall range from 3-5.



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6. It is also advised that all involved in this activity should familiarize and disseminate the tool (Enclosure 2). Encoding of data shall be done by both division regional monitors to the link provided for the purpose.

7. A short virtual orientation on the encoding of data in the OBE M&E Dashboard shall be done on August 28, 2023 at 3:00 o'clock in the after via MS Teams. Link shall be disseminated prior to the meeting. This shall be attended by the RO RFTAT and Division OBE Focal Persons

8. Accommodation, transportation expenses and per diem of the monitoring team shall be charged to the Regional MOOE CY 2023 subject to the usual accounting and auditing procedures.

9. For widest dissemination and compliance.


MARIA INES C. ASUNCIONS
Director III
Officer In-charge
Office of the Regional Director

Encl/s.: Enclosure 1 & 2

Reference/s: DO 022, s. 2023

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

OPLAN BALIK ESKWELA

OPENING OF CLASSES

M&E

FTAD/apm
08/27/2023



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MEMBERS OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMS

RFTATs	Assignment	Designation	Assigned SDOs
Dr. Flordelisa R. Dalin	Team Leader	Chief-HRDD	Agusan del Norte
Elizabeth M. Ysulan	Asst. Team Leader	EPS	
Dr. Virginia Seña	Member	EPS	
Dr. Alejandro P. Macadatar	Team Leader	EPS	Agusan del Sur
Dr. Gladys Asis	Member	EPS	
Atty. Jessa M. Miolata	Member	Attorney III	
Marilyn F. Antiquina	Team Leader	Chief-QAD	Bayugan City
Dr. Adrilene Mae J. Castaños	Asst. Team Leader	PDO IV	
Roy S. Rele	Member	SEPS	
Maripaz F. Magno	Team Leader	EPS	Bislig City
Mary Christine A. Odtojan	Member	AO V	
Dr. Celsa M. Cataluña	Team Leader	EPS	Butuan City
Josephine Chonie M. Obseñares	Member	EPS	
Dr. Isidro M. Biol, Jr.	Team Leader	Chief-CLMD	Cabadbaran City
Marlyne M. Villareal	Asst. Team Leader	EPS	
Megnon P. Beldad	Member	PDO II	
Ma. Consuelo C. Jamera	Team Leader	EPS	Dinagat Islands
Maria Ruth Edradan	Member	EPS	
Dr. Anna Lisa A. Lerio	Member	Dentist III	
Atty. Jose B. Guibone	Team Leader	Attorney IV	Siargao
Elaine N. Navarro	Member	SAO	
Fe M. Baring	Member	TCE II	
Dr. Edmund D. Mendoza	Team Leader	EPS	Surigao City
Dr. Caroline L. Guerta	Asst. Team Leader	EPS	
Bernard C. Abellana	Member	EPS	
Kevin Hope Z. Salvaña	Team Leader	EPS	Surigao del Norte
Dr. Marigold C. Silao	Asst. Team Leader	EPS	
Marcelino M. Ahon	Member	ITO I	
Dr. Elan M. Elpidang	Team Leader	EPS	Surigao del Sur
Sheryl R. Puyo	Member	AO V	
Jonathan F. Garzon	Team Leader	EPS	Tandag City
Dr. Elena N. Capangpangan	Asst. Team Leader	EPS	



Dr. Elmer Augustus F. Conde	Member	EPS II	
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TERMS OF REFERENCE

Designation	Roles and Functions
Team Leader	1. Coordinate with Schools Division Superintendent through the Division OBE Focal Person 2. Lead in the discussion and come up with agreement of the schools to be visited. 3. Lead in the encoding of data captured in the monitoring tool to the Online Dashboard for real time monitoring of top management. 4. Report to the top management
Assistant Team Leader	1. Take over the team leadership in the absence of the Team Leader 2. Encode the data captured in the monitoring tool to the Online Dashboard for real time monitoring of top management
Member/s	1. Monitor the assigned schools. 2. Encode the data captured in the monitoring tool to the Online Dashboard for real time monitoring of top management



OPLAN BALIK ESKWELA 2023 MONITORING TOOL

Instructions: Completely fill-out the tool.

I. SCHOOL PROFILE

Division: _____
 Date of the Visit: _____
 School Visited: _____
 District (If applicable) _____
 School Head: _____
 Contact Number: _____
 District Supervisor: _____
 Contact Number: _____

II. HUMAN RESOURCES

Human Resources	Male	Female	Total
1. Total Teaching Personnel in the school			
<i>Number of Teaching Personnel Present</i>			
<i>Percentage of attendance</i>			
2. Total Non-Teaching Personnel in the school			
<i>Number of Non-Teaching Personnel Present</i>			
<i>Percentage of attendance</i>			

III. ACTUAL ENROLMENT & ATTENDANCE

	Enrolment			Attendance (Actually Present)			Percentage (Actually present over enrolment)		
Grade	M	F	T	M	F	T	M	F	T
K									
1									
2									
3									
4									
5									
6									
Total									
7									
8									
9									
10									
Total									
11									
12									
Total									



Grand Total									
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IV. ADHERENCE TO LEGAL ORDERS

Indicators	Evident	Not Evident	Remarks
1. Availability of OBE Task Force with hotline numbers			
2. Availability of OBE Information and Advocacy materials			
3. No Collection Policy			
4. Transparency Board			
5. Child Protection/Anti-bullying Act			
6. Citizen's Charter			
7. Distribution of Books Before August 29, 2023			
8. Availability of Class Programs			
9. Enrolment List per Class/Section			
10. Compliance to DepEd Order 21, s. 2023			
11. Non-requirement of wearing of school uniform			

A. SCHOOL SITE AND CLASSROOM PREPAREDNESS

Indicators	Evident	Not Evident	Remarks
1. The school site/ground is clean and free from obstructions.			
2. The school facilities are clean and free from postings, unnecessary artworks, and decorations.			
3. The school has no oversized signages and tarpaulins containing commercial advertisements (ex. <i>banners or posters with product ads</i>), words of sponsorship, endorsements or announcements.			
4. Classroom buildings, ceilings, doors and roofs are repaired and repainted.			
5. Classroom windows/jalousies are cleaned and completed.			
6. Classroom chairs and tables are safe, repaired and repainted.			
7. Classrooms have no hanging objects (<i>hanging cabinets, glass cabinets, etc.</i>) and others which risks classroom safety.			
8. Classrooms have curtains that do not obstruct the natural lights and air (<i>curtains must be valance as recommended</i>).			
9. Classrooms have no stock piled materials or unused IMs or papers.			
10. List of students are posted outside the classroom.			



11. Trash bins are present in the school ground and in the classrooms			
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B. TEACHER'S ESSENTIALS AND CONDUCT OF CLASSES

Indicators	Evident	Not Evident	Remarks
1. Class program and Teacher's Program are approved by the division office and posted in the classroom entrance door.			
2. Attendance of learners are checked (<i>show filled up attendance sheet</i>)			
3. Lesson plans of the teachers for the week are checked.			
4. Teaching Guides, MELCs, Class records, student's profile, and other essentials are present.			
5. Learners are seated comfortably.			
6. Learners are into 1:1 student-chair ratio.			

C. SCHOOL HEAD'S SUPERVISORY ESSENTIALS

Indicators	Evident	Not Evident	Remarks
1. Direction setting was conducted a week before the opening of classes (<i>show minutes of the meeting</i>).			
2. Flag ceremony and short orientation was conducted (<i>show pictures</i>).			
3. Approved Class Program and Teacher's Program are compiled in the office			
4. Attendance of learners are tracked (<i>show documents of tracking and head counting</i>)			
5. Lesson plans of the teachers for the week are checked (<i>show accomplished tracking and monitoring sheet</i>)			
6. Supervisory plan is approved by the district supervisor.			
7. Quick Count Enrolment in the Learner Information System (LIS) is encoded (<i>based on results of the head count</i>)			
8. Meeting on adjustments and action planning to address issues and gaps (<i>after the first day of opening the classes</i>)			

Monitored by:

Conformed:

Name/Signature of Monitor

Name/Signature of School Head



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