



Republic of the Philippines
Department of Education
CARAGA REGION



September 24, 2020

REGIONAL MEMORANDUM

No. 413, s. 2020

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

REGIONAL MONITORING ON THE OPENING OF CLASSES FOR SY 2020-2021

1. Per Republic Act No. 11480 otherwise known as An Act Amending Section 3 of RA 7797, 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 opening of Classes for SY 2020-2021 shall be moved to October 5, 2020.
2. Since the class opening is so crucial for the Department of Education, the field is hereby informed that Regional Personnel will be conducting a face-to-face and/or remote monitoring on October 5-9, 2020.
3. The aims of this activity are to:
 - a. gather real-time data as to the human and learning resources;
 - b. document facilitating and hindering factors in the opening of classes;
 - c. record best practices by each SDO in opening of classes in the new normal; and
 - d. provide technical assistance to SDOs needing support for a better implementation of SY 2020-2021.
4. Each SDO is enjoined to provide the real-time data on human resources (school heads, teachers, learners and stakeholders) and learning resources (modules and textbooks) by accessing the googlesheet @ <https://bit.ly/2G7iygU>. Remember to encode your data on the specific sheet of your division.
5. A Regional Field Technical Assistance Team (RFTAT) composed of different Chiefs and Supervisors shall be deployed to each SDO to facilitate the monitoring and to gather answers and data using Monitoring Tool Numbers 1 & 2 (Annexes A and B).
6. For a smooth process, it is recommended that SDOs shall organize an Oplan Balik Eskwela (OBE) Task Force. Schools Division Superintendents may have the discretion of the composition of the Task Force.
7. The OBE Task Force shall be responsible to meet with the RFTAT during the monitoring and to facilitate questions, complains and queries by putting-up a Virtual Help Desk whose link should be known to all concern.
8. For remote monitoring, the RFTAT leader shall coordinate with OBE Task Force for a means/platforms to use.



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9. For guidance and appropriate action.


FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director 

Encls.: Annexes A, B & C

Reference: NONE

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

FTA/apm
09/24/2020

Annex A: MONITORING TOOL NO. 02

**OBSERVATIONS, EXPERIENCES AND CONCERNS ON THE
CLASS OPENING SY 2020-2021**

October 5, 2020

Instructions: Please provide your honest answers to the following questions.

1. What were the preparations of the SDOs for the opening of classes SY 2020-2021?

2. What were the facilitating factors leading to the successful opening of classes?

3. What were the areas needing improvement?

4. What Concerns, Issues, Gaps, and Problems (CIGPs) that you would want to raise up to the Regional Level for action and intervention?

5. What recommendation/s can you offer to better improve the Oplan Balik Eskwela (OBE)?

Name and Signature of Monitor

Date

Name and Signature of Team Leader

Date

Annex B: MONITORING TOOL NO. 03:

IMPLEMENTATION OF THE LEARNING CONTINUITY PLAN

October 5, 2020

Division: _____ Date: _____

Directions: Please honestly answer the following indicators on the Learning Continuity Plan (CLP) based on your experience.

A. Safe Operations

Areas of Concern	Evident	Not Evident	Remarks
1. Monitored the maintenance, cleanliness, safety and security of all instructional classrooms, laboratories, toilets and school premises.			
2. Led in the construction of functional handwashing facility with regular supply of water and hand soap.			
3. Coordinated and facilitated the decontamination of the school and office utilized as COVID-19 Isolation facility)			
4. Posted campaign materials, infographics, and signage in conspicuous areas advocating compliance to guidelines issued by DepEd, LGU, DOH and IATF.			
5. Ensured that health protocols like proper wearing of face mask, shields physical distancing and handwashing are observed at all times.			
6. Required the use of thermal scanner in checking body temperature of the clients			
7. Ensured enough supplies of alcohol/ hand sanitizer in all schools and offices.			
8. Observed the health protocols in the distribution and retrieval of learning modules.			

B. Focus on Learning

Areas of Concern	Evident	Not Evident	Remarks
1. Monitored the conduct of dry run of the chosen LDM.			
2. Conducted enhancement of curriculum to be used as supplementary materials based on the MELC in determining and implementing learning delivery approaches.			
3. Conducted vigorous training activities to teachers in managing multi-modal learning delivery options and/or how to operate/ use this technology/applications as well as on how teachers will teach their learners on the use of the different online/offline platforms/learning modalities.			
4. Conducted division-led training to capacitate teachers to handle, Radio-based Instructions and TV-based Instructions.			
5. Monitored the development, quality assurance, printing, reproduction and distribution of modules across grade levels.			
6. Oversee the orientation of stakeholders on the distribution, utilization and retrieval of SLMs, and LMs			
7. Ensured that all enrolled learners received their printed modules.			
8. Tracked Teacher's Preparation of Weekly Home Learning Plan and planning for Individual Learner's Intervention and Monitoring.			
9. Checked and monitored the availability of the Class Programs and List of Learners per Regional Memorandum No. 395, s. 2020.			
10. Facilitated that home schooling is implemented for learners with compromise health conditions and with special needs.			

C. Hiniusang Pag-alagad Para sa EduKalidad

Areas of Concern	Evident	Not Evident	Remarks
1. Conducted Training-Workshop on Portfolio and Authentic Assessment			
2. Crafted relevant guidelines on Portfolio and Authentic Assessment			
3. Quality assured the developed guidelines on Portfolio and Authentic Assessment			
4. Quality Assured the SLM-based Radio Scripts for SOA			
5. Developed SLM-based Storyboard and Script for TVI			
6. Provided equal opportunities to all teachers and school heads for professional and personal development for continuous improvement.			
7. Monitored the conduct of parents/stakeholder's assembly/orientation on curriculum implementation, learning delivery, new normal of BE, their critical role on how to facilitate learning for their children at home using the adopted learning options/modalities ensuring that learning is happening at home.			
8. Provided technical support to private/non-DepEd schools in the enhancement of curriculum program, application of school permits, recognition, SO and other documents for indorsement to RO adopting different ICT platforms/communication options under the new normal in BE.			

D. Reaching the Most Marginalized

Areas of Concern	Evident	Not Evident	Remarks
1. Ensured that learners from the far-flung areas and those residing at Geographically Isolated Communities (GICs) are enrolled.			
2. Required schools to Set-up BLGU Drop-off/Pick-up Sites in			

coordination with the Barangay Officials			
3. Strengthened the organization and orientation of community learning facilitators to gain support on home-based learning			
4. Initiated wide reach of audience through radio and/or TV programs.			
5. Ensured that all learners are handled by competent teachers by hiring new teachers based on plantilla.			
6. Conducted advocacy on voluntary local "Bayanihan" activities to sustain supplies of essentials items, school supplies, reproduction of learning materials, and foods needed in schools.			
7. Conducted support activity on the issuance of EO 114 "Balik-Probinsya, Bagong-Pag-asa" Program to ascertain influx of new learner/enrolment and provide appropriate actions.			

E. Well-being and Protection

Areas of Concern	Evident	Not Evident	Remarks
1. Conducted Mental Health and Psychosocial Support Activities to School Personnel, Learners, and Other School Stakeholders			
2. Conducted Risk Assessment for school heads, teachers and staff.			
3. Ensured continuous and timely release of salaries and benefits of personnel.			
4. Provided internet expenses to Division, District and School personnel engaged in online learning, seminars and webinars.			
5. Established open communication or feedback mechanism between and among Division, District and School personnel, parents and other stakeholders.			

F. Education Financing

Areas of Concern	Evident	Not Evident	Remarks
1. Initiated the realignment of PPAs under 2020 SEF for the Additional Procurement of Reproduction Equipment			
2. Required on-time liquidation of MOOE Cash Advances.			
3. Mobilized procurement/rentals of risograph, photocopiers, printers to all schools and CLCs-ALS for the reproduction of learning materials, activity sheets, modules, etc.			
4. Mobilized procurement of ICT equipment, infrastructure/ connection of internet connectivity to schools.			
5. Purchased essential materials for the reproduction of SLMs and LAS			
6. Strengthened the partnership with stakeholders for continued support.			
7. Identified and established a pool of potential donors and sponsors.			
8. Kept updated record of donated items and list of donors through Social Mobilization Unit.			

Name and Signature of Monitor

Date

Name and Signature of Team Leader

Date

FTAD/apm
09/24/2020

Annex C: Monitoring Teams and Terms of Reference

REGIONAL MONITORING TEAM FOR THE OPENING OF CLASSES October 5, 2020

Overall Monitor: Dir. Francis Ceasar B. Bringas, CESO V
Regional Director

Division	Lead Monitor	Co-leader	Members
Agusan del Norte	Mr. Bernabe Linog	Dr. Gladys S. Asis	Ms. Juliet P. Erazo Mr. Roy S. Rele Rowena Calumpang Dr. Violeta C. Nunez
Agusan del Sur			
Bayugan City	Ms. Carolina M. Niepes	Dr. Edmund Mendoza	Ms. Ma. Consuelo Jamera Marlyne M. Villareal Dr. Elan Elpidang
Bislig City			
Butuan City	Dr. Gilbert L. Gayrama	Dr. Elizabeth Bautista	Dr. Celsa M. Cataluna Ms. Maripaz F. Magno Dr. Elena N. Capangpangan
Cabadbaran City			
Dinagat Islands	Dr. Flordelisa R. Dalin	Ms. Elizabeth M. Ysulan	Dr. Caroline Guerta Mr. Bernard C. Abellana Dr. Jesus Nono
Siargao			
Surigao City	Ms. Marilyn F. Antiquina	Dr. Marygold C. Silao	Dr. Adrilene Mae J. Castanos Jonathan F. Garzon
Surigao del Norte			
Surigao del Sur	Dr. Isidro M. Biol, Jr.	Dr. Alejandro P. Macadatar	Ms. Josephine Chonie Obsenarez Dr. Virginia A. Sena Rhea Yparaguirre
Tandag City			

TERMS OF REFERENCE

1. The Overall Monitor shall be the Regional Director who shall be assisted by the Chiefs and Supervisors of the different Functional Divisions.
2. Each Team shall be led by one Chief of the Functional Division with Assistant Team Leader and members.
3. Each team shall be assigned to at least two (2) Schools Division Offices.
4. On instances where onsite monitoring is possible, proper observance of health protocol shall strictly be observed. Coordination with the LGU shall be secured before the actual visit.
5. Monitoring shall cover the period of October 5 -9, 2020
6. An Emergency Remote Monitoring Process shall be undertaken in case COVID19 Pandemic hinders the face-to-face encounter. This process shall observe the following:

6. An Emergency Remote Monitoring Process shall be undertaken in case COVID19 Pandemic hinders the face-to-face encounter. This process shall observe the following:
 - a. Monitoring Team shall coordinate and communicate with SDO counterparts using messenger, phone calls/text, email and other platforms of the conduct of the monitoring.
 - b. Shall agree on a manner/method of gathering data and information via virtual meeting.
 - c. Real-time data shall be required from the SDOs (Division Planning Officer, etc) who shall encode, upload the required data in Monitoring Tool No. 01 in the google sheet. Link will be shared later.
 - d. Interview with Division personnel/OBE Task Force using online platforms may be conducted and documented.

Lead Monitor (Chief of Functional Division) shall:

1. Lead the team in the conduct of the monitoring during the opening of classes on October 5, 2020
2. Communicate (online/offline) with the SDS, ASDS, Chiefs, few EPSs and PSDSs and few school heads. Use Monitoring Tools No. 02 and 03 for this purpose.

Assistant Co-Leader

1. Assist the Sub-Team Leader in the monitoring of the opening of classes.
2. Consolidate the answers of Monitoring Tool Nos. 02 & No. 03 and submit to FTAD for treatment, analysis and for possible crafting of policy guidelines and recommendations.

Members

1. Support the team carry out the goal and comply required reports after the activity