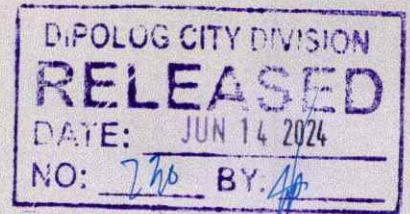




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
14 June 2024

DIVISION MEMORANDUM
No. 270, s. 2024

SUBMISSION OF SCHOOL NEEDS MONITORING TOOL

To: **Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
All Elementary and Secondary School Heads
All Others Concerned**

1. The Social Mobilization and Networking Section's primary role is to establish and nurture partnerships with internal and external stakeholders and mobilize resources to support the delivery of basic education.
2. The upcoming Stakeholders Forum and Brigada Eskwela Activity present a significant opportunity to communicate the schools' needs to various stakeholders through a well-prepared proposal.
3. With this, School Heads are required to submit the filled **School Needs Monitoring Tool** or complete the online form available at <https://bit.ly/SchoolNeedsTool> on or before **20 June 2024**.
4. Enclosed with this memorandum is the controlled monitoring tool and a QR code for your reference.
5. Immediate dissemination of this memorandum is desired.


MA. LIZA R. TABILON EdD., CESO V
Schools Division Superintendent

Encl.: School Needs Monitoring Tool | QR Code
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:
SGOD CID

JBC/20240614-DM-BPLP
SGOD-SMN/ June 14, 2024



Address: Purok Farmers, Olingan, Dipolog City
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SCHOOL NEEDS MONITORING TOOL

Social Mobilization and Networking – Building Partnership & Linkages Program

I. SCHOOL PROFILE

School Name: _____
 School Head: _____
 School ID: _____ School Year: _____
 Contact No.: _____
 School Partnerships Focal Person:
 Name: _____
 Position (Item): _____
 Contact No.: _____

Total No. of Personnel: _____
 Male: _____ Female: _____
 Teaching: _____ Non-Teaching: _____
 Utility Worker (specify): _____
 Watchman/ Security Guard: _____

With School Profile: Yes No

Total No. of Enrolled Learners: _____
 Male: _____ Female: _____
 Elem: _____ JHS: _____ SHS: _____

II. SUPPORT NEEDED

BASIC SCHOOL NEEDS

PARTICULARS	IN NEED (Y/N)	PROVIDE SPECIFIC DETAILS
Must-see School Gate		
Concrete pathway/ passable road going to school		
Covered Court (with cemented flooring)		
Stage for School Program		
Sufficient Classrooms		
Security Grills (Rooms)		
Armchairs		
Comfort Rooms		
Handwashing Area		
Water System		
Electricity		
School Perimeter Fence		
School and Office Supplies		
Computer Equipment/ Supplies		
Emergency Kit/ Supplies		
Paints		
School Teacher		

Form 05, SGOD-SMN-05, Rev. 0



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OTHER SCHOOL NEEDS (use a separate sheet if necessary)

PARTICULARS	QTY/ UNIT	PURPOSE	INDICATED IN SIP (Y/N)	REMARKS
<i>eg. Gardening Supplies</i>	<i>3 packs seeds</i>	<i>Gulayan sa Paaralan for Feeding Program of malnourished learners</i>	<i>Y</i>	<i>In partnership with City Agri</i>

With SIP: Yes No

With Project Proposal: Yes No

III. TRAINING NEEDS

<i>Skills Needed</i>	<i>Suggested Training</i>	<i>Attended Seminar related to partnership building</i>

Needed Skills: Communication and listening skills | Masterful relationship building and relationship management | Sharp problem-solving and decision-making skills | Excellent time and project management | Strategic thinking and innovation.

IV. BUILDING PARTNERSHIP AND LINKAGES ACTIVITIES CONDUCTED

<i>Activities</i>	<i>Date</i>	<i>Purpose</i>

V. SCHOOL STAKEHOLDERS

Minor Stakeholders	Major Stakeholders
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

VI. OTHERS

Organized PTA: Yes No Faculty Club: Yes No SGC: Yes No

Prepared by:

School Head

Date Submitted

Form 05, SGOD-SMN-05, Rev. 0



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