



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



July 25, 2024

DIVISION MEMORANDUM

NO. 284, S. 2024

TO: Assistant Schools Division Superintendent
Chief of CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elem. & Sec. School Principals/HTs
Select SDO Personnel
All Others Concerned
This Division

1. Pursuant to Republic Act (RA) No. 7797, otherwise known as **An Act to Lengthen the School Calendar from Two Hundred to Not More Than Two Hundred Twenty (220) Class Days**, as amended by RA 11480, the school year 2024-2025 shall formally open on **Monday, July 29, 2024** and end on **Tuesday, April 15, 2025** inclusive of the End-of-School-Year (EOSY) Rites.
2. Attached is the list of personnel who are tasked to monitor the smooth opening of classes on Tuesday, July 29, 2024.
3. Please use the attached template as the monitoring tool.
4. All reports shall be submitted to the PSDSs who will prepare the consolidated copy.
5. For inquiries please contact **SEPS LUISIANO S. MURRO, JR., SMME @ 0912 965 9018** or **EPS II NEIL NONATO F. SEBASTIAN @ 0948 485 4433**
6. For compliance.


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

Reference: DepEd Order No. 29, s. 2024
Enclosure: Monitoring Tool

To be indicated in the perpetual Index under the ff subjects;

SGOD SMME CID Schools



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City



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**SDO MONITORING OF SCHOOL ACTIVITIES AND OPENING OF CLASSES TOOL
FOR SY 2024-2025**

School:	School ID:
Type of School: / / Public / / Private	District:
Name of Principal:	Contact No.:

I. Classes or Sections, Learners, and Teachers by Grade Level (Enrolment Quick Count)
A. Elementary

Grade Level	No. of Classes/Section	No. of Learners Per Class						Percentage of Attendance (Present/Officially Enrolled)	No. of Teachers Assigned	Straight-Teaching		Remarks
		Officially Enrolled			Officially Present					Y	N	
		Male	Female	Total	Male	Female	Total					
K												
1												
2												
3												
4												
5												
6												

Note 1: Include the actual head count against the number of officially enrolled learners



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School:	School ID:
Type of School: / / Public / / Private	District:
Name of Principal:	Contact No.:

Classes or Sections, Learners, and Teachers by Grade Level (Enrolment Quick Count)
B. Junior High School

Grade Level	No. of Classes/ Section	No. of Learners Per Class						Percentage of Attendance (Present/Officially Enrolled)	No. of Teachers Assigned	Straight-Teaching		Remarks
		Officially Enrolled			Officially Present					Y	N	
		Male	Female	Total	Male	Female	Total					
7												
8												
9												
10												

Note 1: Include the actual head count against the number of officially enrolled learners



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I. **Classes /Sections, Learners, and Teachers by Grade Level (Enrolment Quick Count)**
 C. **Senior High School**

Grade Level	No. of Classes/Section per Track/Strand	No. of Learners Per Class						Percentage of Attendance (Present/ Officially Enrolled)	No. of Teachers Assigned	Teachers Assigned by Specialization?		Remarks
		Officially Enrolled			Officially Present					Y	N	
		Male	Female	Total	Male	Female	Total					
11	STEM:											
	ABM:											
	GAS:											
	TVL:											
	ARTS and Design:											
	HUMSS:											
12	STEM:											
	ABM:											
	GAS:											
	TVL:											
	ARTS and Design:											
	HUMSS:											
Total												

Note 1: Include the actual head count against the number of officially enrolled learners



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II. Master Program and Daily Lesson Log /Weekly Learning Plan

Master and Class Program	Yes	No	Remarks
1. Is there a Master Program for all Grade Levels and Classes indicating the Delivery Mode until October 31, 2022?			
2. Is there a Class Program per class or section for all grade levels indicating the Delivery Mode?			
3. Is the Master Program prepared by School Head/Teacher, reviewed by PSDS, and approved by CID Chief			
4. Does the class program indicate the time allotment for the required subjects per grade level?			
5. Does the class program indicate the name of the teacher assigned per subject for the class and grade level?			
6. Is the maximum number of teaching loads (number of minutes/hours per day) observed for T1-T3 as required in DM No. 291, s. 2008?			
7. Is the maximum number of teaching loads (number of minutes/hours per day) observed for Master Teachers as required in DM No. 291, s. 2008?			
8. Is the number of teacher-designation (as a class adviser, coordinator/chairperson, focal person, etc.) when collectively taken, considered as equivalent to 1 load per DM No. 291, s. 2008?			
9. Is there an official designation order with TOR for teacher's assignment as coordinator/chairperson/focal person etc.?			
10. Is there an equitable assignment of teaching loads per teacher based on their position title, competencies, qualifications, and experiences?			
11. Is the teacher assigned the teaching loads in the level (elementary, JHS, SHS) or track/strand/subject as indicated in the CSC-approved appointment?			
Daily Lesson Log/WLP	Yes	No	Remarks
1. Is there a complete DLL/WLP per grade level and subject?			
2. Does the DLL/WLP indicate the Most Essential Learning Competencies?			
3. Does the DLL/WLP indicate the daily objectives, topics, classroom activities, and/or home-based activities whichever is appropriate?			
4. Does the DLL/WLP indicate the primary and supplemental learning resources to include the title, page number, and other details of the learning resources for the classroom or home-based activities?			
5. Was the DLL/WLP checked/reviewed by MT/HT or School Head?			



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III. School Governance & Operation Monitoring

KEY AREAS	Yes	No	Remarks
I. FACILITIES			
1. Hand Washing Facilities with water and soap			
II. VISITORS/CLIENTS			
2. Visitor's Logbook:			
i. Name			
ii. Address			
iii. Contact Number			
III. DESIGNATED OPLAN BALIK ESKWELA-PUBLIC ASSISTANCE DESK			
IV. SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT			
3. Student Lead School Watching and Hazard Mapping			
4. School Safety and Preparedness			
5. Emergency Hotline Numbers (Posted in every classroom and Conspicuous space)			
6. Emergency Evacuation Route Plan (Posted in every classroom)			

V. Pictorial

Monitored by:

Name and Signature

Designation:

Date:



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**SCHOOL ASSIGNMENT OF SDO PERSONNEL FOR THE
MONITORING OF THE OPENING OF CLASSES
FOR SY 2024-20235**

No.	NORTH DISTRICT A	
1	DPDS	PSDS JOVENCIA SAMANTE
2	SPED	
3	DCNHS	ATTY. TERENCE EYRE B. BELANGOY
NORTH DISTRICT B		
4	BIASONG ES	EPS ANGELA REILA JOSOL
5	BARRA ES	PDO I CEILBERT E. DONDOYANO, JR.
6	SICAYAB ES	EPS CHERELYN R. ALLEN
7	SICAYAB NHS	PSDS VILMA VELASCO
EAST DISTRICT A		
8	ESTAKA CS	EPS EDGARDO CABALIDA
9	ZNNHS (MAIN)	PSDS ADRIAN G. REFUGIO
EAST DISTRICT B		
10	DICAYAS ES	CHRIS REY VIII A. HERRERA, NURSE II
11	ST. JOHN ES	EPS II JESSICA BEHILDA
12	MINAOG ES	EPS SERAFINO E. ESTEBAT JR.
13	STO. NIÑO ES	EPS II NEIL NONATO F. SEBASTIAN
14	UDIS	CIELIDEL V. TIMOSA, NURSE II
15	GULAYON IS	PSDS OLALIO DELOS SANTOS
16	LINABO ES	DR. CLEES PAUL Z. TABILIRAN
17	LUGDUNGAN ES	EPS II ROSE MARIE RUBIA
EAST DISTRICT C		
18	ZNNHS (TURNO)	PSDS ROSSALYN Z. MONTEALTO
19	TURNO ES	GEILOU O. YABRES, NURSE II
WEST DISTRICT A		
20	MECS	PSDS PETRUSH MACUTE
21	MIPUTAK NHS	PDO I ANDREW HOMIL G. ELUMBARING
22	STA. ISABEL ES	PO III ANTONETTE NAZARETH
23	MAGSAYSAY ES	EPS II MARIE C. REFUGIO
24	STA. FILOMENA IS	EPS CHERRY MAE ELTANAL
25	TUBOD IS	JULIE ANN MYLA P. RICAFORT, NURSE II
WEST DISTRICT B		
26	GALAS NHS	PSDS BERNIE LARANJO
27	GALAS ES	EPS MONINA ANTIQUINA
SOUTH DISTRICT A		
28	OLINGAN ES	AO IV LOVE RICAFORT



Address: Purok Farmers, Olingan, Dipolog City
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FB Page: <https://www.facebook.com/deneddipologcity>




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29	OLINGAN SOUTH ES	SEPS LUISIANO S. MURRO JR.
30	LAOY OLINGAN ES	PDO II LEO ALEJO MARTINNO
31	STA. CRUZ ES	SEPS RAMBELLE C. FLORES
32	AQUMATSHS	JAN RINA N. BITANCOR -UY, NURSE II
SOUTH DISTRICT B		
33	PUNTA NHS	SHIELA S. QUIMPO, NURSE II
34	PUNTA CS	EPS DEXTER A. ELUMBA
35	SINAMAN IS	EPS RONILLO S. YARAG
36	SAN ALFONSO ES	EPS MELANIE BANTILAN
37	SAN JOSE ES	EPS JESSIE SAMANIEGO
SOUTH DISTRICT C		
38	COGON NHS	PSDS MARIA LISA VALDEHUEZA
39	COGON ES	JO ANN M. BORBON, NURSE II
40	DIWAN ES	SEPS CRISPO V. GAHISAN
41	PAMANSALAN ES	EPS II JESEL B. CHIU
42	PAMANSALAN ETHS	PDO II ALAN D. CHIU
43	VIRGINIA ES	EPS EDGAR C. DINGAL
44	KEPIYANAN ES	
45	GUINSANGAAN ES	EMMANUEL F. BACALTOS, NURSE II
46	LINAY ES	ENGR. CHRISTHOPER ACE B. BAEL
47	CAYASAN ES	DR. JAYRIC BALAGBAGAN
48	SANGKOL ES	PSDS GENEVIEVE MIRANDA

Prepared by:


AMELINDA D. MONTERO, DM
CID Chief


NUR N. HUSSIEN, DM
SGOD Chief

Recommending Approval:

ROSALIO B. CONTURNO, JR., PhD
Asst. Schools Division Superintendent

Approved:


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

