



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

January 11, 2021

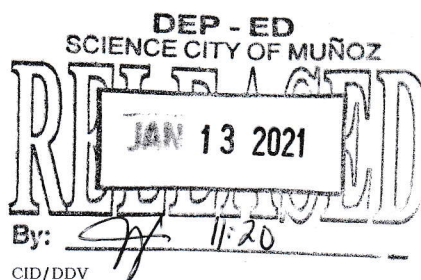
**DIVISION MEMORANDUM**

No. 17, s. 2021

**GUIDELINES ON THE WEEKLY MONITORING OF SCHOOL READINESS**

To: Public Elementary and Secondary School Principals/School Heads

1. To ensure the schools' readiness for the implementation and management of Learning Delivery Modalities (LDMs) under the Basic Education-Learning Continuity Plan (BE-LCP) of the Department, the Schools Division Office through the Curriculum Implementation Division shall adopt these guidelines for the monitoring and evaluation of the School Readiness Report:
  - 1.1 School Heads shall be using the template attached hereto in accomplishing their Weekly School Readiness Report;
  - 1.2 One Google Drive will be provided containing the folders of each school for the School Heads to upload the reports needed; and
  - 1.3 On time submission of reports shall be observed which shall be done every Wednesday in the afternoon for the Cluster Leader to consolidate reports on Thursday and for the presentation of reports every Friday.
  - 1.4 Incorporate all the activities in the Learners Activity Sheets (LAS) that are similar/related in other learning areas to limit the excessive number of activities, and the number of pages to be utilized without neglecting the Most Essential Learning Competencies (MELCs) to be achieved. (e.g. English and Science with the same activity/ies can be put together in the same LAS).
2. Prompt compliance/submission of required reports shall be considered in rating the Office Performance and Commitment Review Form (OPCRF) of the School Heads.
3. Enclosures to this Memorandum are: Enrolment Report, List of Quarter 2 SLMs Received including Insufficient Number of Copies, Issues and Concerns and Schools' Readiness Intervention Monitoring Tool.
4. Immediate dissemination of this Memorandum to all concerned is desired.



[Signature]  
**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent



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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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Enclosure No. 1 to Division Memorandum No. 17, s. 2021

**ENROLMENT REPORT**

Monitoring Date: \_\_\_\_\_

Cluster: \_\_\_\_\_

School: \_\_\_\_\_

School Head: \_\_\_\_\_

Choose only the appropriate table format/s according to the context of your school.

For Schools without Special Programs

Grade Level	Male	Female	Total
K			
G1			
G2			
G3			
G4			
G5			
G6			
<b>Total Enrolment</b>			

For Elementary/JHS with Special Programs

Grade Level	Program (Regular, SSES)	Male	Female	Total
K	Regular			
G1	Regular			
	SSES			
	Total			
G2	Regular			
	SSES			
	Total			
G3	Regular			
	SSES			
	Total			

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	Total			
G4	Regular			
	SSES			
	Total			
G5	Regular			
	SSES			
	Total			
G6	Regular			
	SSES			
	Total			
Total Enrolment				

**For Senior High School**

Grade Level	TRACK	STRAND/ Specialization (by Combi)	Male	Female	Total	Grade level Enrolment / Track	Grade Level Enrolment
G11	ACAD	STEM					
		ABM					
		HUMSS					
		GAS					
	TVL	HE C1 : _____					
		HE C2 : _____					
		IA: _____					
		ICT: _____					
G12	ACAD	STEM					
		ABM					
		HUMSS					
		GAS					
	TVL	HE C1 : _____					
		HE C2 : _____					
		IA: _____					
		ICT: _____					

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# Department of Education

REGION III - CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 3 to Division Memorandum No. \_\_\_\_, s. 2021

## ISSUES AND CONCERNS ENCOUNTERED

AREA OF CONCERN	ISSUES AND CONCERNS ENCOUNTERED	ACTIONS TAKEN	RESULTS (after the action/s taken)	RECOMMENDATION (to avoid recurrence of the issue)
Health and Safety Protocols				
Distribution and retrieval of LMs				
Condition of Learning Materials				
Completeness of Learning Materials				
Students problems on understanding and accomplishing activities in SLMs and LAS				
Parents' problem in facilitating the learning of their children				
Provision of Instructional Support AND FEEDBACKING TO PARENTS AND LEARNERS				
Monitoring and supervising the instructional activities of teachers				
Assessing students' learning				
Other concern				

**Monitored by:**

Chair, Cluster Leader

Member

Member

Member



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# Department of Education

REGION III - CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure No. 4 to Division Memorandum No. 17, s. 2021

## SCHOOLS' READINESS INTERVENTION MONITORING TOOL

School: \_\_\_\_\_ Grading Period: \_\_\_\_\_

School Head: \_\_\_\_\_ School Year: \_\_\_\_\_

Date Monitored: \_\_\_\_\_

Please provide the information/data needed to support the intervention given to learner/s who did not meet the expectation.

Name of Learner/s	Grade Level and Section	Learning Area	Learning Gap/Competency	Brief description of the Intervention Given	Timeline	Persons Responsible	Result	Remarks

**Note:** This monitoring tool must be supported by the Individual Learning Monitoring Plan given to the learner/s and other means of verification. Intervention/Remediation Program will prevent the learner from failing in any learning area at the end of the school year.

Prepared by: \_\_\_\_\_ Monitoring Supervisor: \_\_\_\_\_

Conforme: \_\_\_\_\_ Name of EPS \_\_\_\_\_

Teacher \_\_\_\_\_ School Head \_\_\_\_\_



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