



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

September 14, 2021

**DIVISION MEMORANDUM**

No. 367, s. 2021

**STEP BY STEP PROCEDURE ON THE CONDUCT OF FACE TO FACE  
 OPLAN BALIK ESKWELA SCHOOL MONITORING**

To: Chief ES (SGOD & CID)  
 All Cluster Leaders and DFTAT Members  
 SGOD and CID Personnel  
 All School Heads of Public and Private Elementary and Secondary Schools

1. The Division of Science City of Munoz issues this guideline on the conduct of Face to Face monitoring and validation of schools for the implementation of Oplan Balik Eskwela 2021.

<i>Preparatory Activities</i>	<i>During Monitoring/ Evaluation</i>	<i>Post Monitoring</i>
Coordination meeting for Oplan Balik Eskwela and the Regional Memorandum No. 396, s. 2021 entitled OBE Regional Task Force School Opening Monitoring	At the school's designated receiving area, the School Head must assure that the health and safety protocol will be observed following the suggested the activities: 1. At the school gymnasium, microphones and speakers, and tables and chairs must be prepared 2. Register via QR code/ log book for visitors 3. Arrange chairs or spacing of 1-2m apart 4. Do not remove face masks or face shields during the course of monitoring. 5. Introduction of the OBE Monitoring Team	The school shall disseminate the recommendations given by the validating team to the school's stakeholders.

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



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	<p>6. Brief Overview of the Monitoring Process and objectives of the activity</p>	
<p>Identification of Parking area for visitors;          Receiving area;          Dining area;          Preparation of sound system;</p> <p>Preparation of QR code for health declaration, token, merienda/ lunch;          certificate of appearance for the visitors</p>	<p>In the process of monitoring,</p> <p>a. The monitoring/ validating team shall convene with the School Head for discussion.</p> <p>b. Needed documents will be provided by the School Head, with the assistance of teachers if necessary, in a prepared table where the monitors/ validators could freely examine the documents and records requested.</p> <p>c. Recommendations, and next steps for the provision of TA, if necessary, to the concerned schools will be given as per agreement.</p>	<p>An action plan to address and implement the recommendations shall be prepared.</p>
<p>Preparation of OBE Front Desk/ E-help Desk;          Creation of School's Public Assistance Team</p>	<p>Serving of lunch/ merienda to the visitors;</p> <p>A. There should be an open space prepared for the serving of foods and snacks.</p> <p>B. Foods and snacks should be prepared in an open area. Snacks and lunch will be</p>	<p>Documentation to the E-portal of SBM</p>



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	prepared per pack.	
Needed documents: SBM docs; School Readiness reports; Downloaded Deped Orders as reference to OBE	Schools shall put signage at the conspicuous places that will guide the visitors of the route or plan in terms of their validation	Token for the visitors must be prepared separately, labeled for the visitors and put on a table for the visitors to pick up.
Posting of Signages/ Contact Information;  Posting of Division Memorandum for the conduct of Regional validation and as Travel Authority	The school head or support staff may phone call the concerned teachers during the validation in case they need to be interviewed.	Certificate of Appearance of the Visitors must be prepared in advance and placed near the tokens.

7. For clarification, you may contact the Division SBM Coordinator through [lamberto.corpuz@deped.gov.ph](mailto:lamberto.corpuz@deped.gov.ph) or at cellphone number 0935 631 0043.

**DANTE G. PARUNGAO, CESO VI**  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

LPCSEps  
 smme 9/14/2021



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