

Republic of the Philippines

Department of Education

REGION III - CENTRAL LUZON SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

April 3, 2023

SCHOOLS DIVISION MEMORANDUM

No. 6,

s.2023

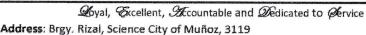
MONITORING OF THE UTILIZATION AND FUNCTIONALITY OF SCIENCE AND MATH EQUIPMENT (SME)

To: Assistant Schools Division Superintendent
Chief Education Supervisor-CID
Education Program Supervisors – Science and Math
Public Elementary and Secondary School Heads
All Others Concerned

- 1. Monitoring the utilization of Science and Math Equipment (SME) is essential to ensure that the equipment is being used effectively and efficiently. For this purpose, this Office announces the monitoring of the utilization and functionality of SME starting April 4, 2023, onwards.
- 2. The objectives of this activity are to:
 - a. ensure that all delivered SME in all schools are properly used, managed, and maintained;
 - b. integrate hands-on instruction in Science and Mathematics; and
 - c. facilitate the teaching and learning of Science and Mathematics using SME and tools.
- 3. Learning area supervisors in Science and Math shall monitor all public schools using the Monitoring Tool in Enclosure No. 1. Further, they are advised to consolidate and submit M & E Report and to provide relevant technical assistance to school heads in optimizing SME's availability and usage and in making well-informed decisions about the purchase, repair, or replacement of the equipment.
- 4. Wide dissemination of this Memorandum is hereby enjoined.



JOHANNA R.GERVACIO, PhD, CESO V Schools Division Superintendent



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Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to the Division Memorandum No. 16, s. 2023

MONITORING TOOL FOR CHECKING THE FUNCTIONALITY OF SCIENCE AND MATH EQUIPMENT

| | me of School: nool Head: | | | |
|--|---|--|--|--|
| State of the state | Indicators | Evident | Not Evident | Remarks |
| 1. | The school has allotted Science and Math laboratory/center. | | | |
| 2. | The S & M laboratory/center is well- maintained and equipped with necessary Science and Math Equipment (SME). | | A CONTRACTOR OF THE PROPERTY O | 2 |
| 3. | The school has an updated inventory of the SME. | The state of the s | | MERCHANICAL MANORIA MICHIEL BUTONA BINOPIA MENDINA MENTERIA MENTER |
| 4. | The school is keeping records of the SME and its utilization including date, time, and duration of use, name of user and the lesson/ experiment/ activity performed. | | | |
| | The school is using sign-in sheets to track who is using the equipment and when they are using it. | | 100000000000000000000000000000000000000 | |
| 6. | The school is using a tracking software to monitor the usage of the equipment, including the number of times it is used, the duration of each use, and the user's | | | |
| 7. | name. The school is implementing a reservation system to ensure that the equipment is available when needed and to avoid conflicts with other users. | | | |
| 8. | The school is keeping maintenance history of the equipment, including when it was last serviced, any repairs made, and any parts that were replaced. | | | |
| | The school has partnerships or collaborations with local Science and Math organizations or businesses, and they provide access to equipment and resources. | | | |
| 10 | The school is gathering feedback from users about the equipment's usability, accuracy, and effectiveness to identify any | The second secon | | |





issues that need to be addressed.



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| 11. The school has evidence | of Science and | A | VITUL | TARREST TO THE PERSON | And the second s |
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| Math experiments or p | rojects being and | | | | |
| out in the classroom of | loberate delig carried | The eventual of the second of | | | |
| where the students use | d cure | and a second | 49-76 | | |
| 12 The learners feel the | a sme. | A STATE OF THE STA | | | Ten V Marcales |
| 12. The learners feel that | | - 100 | | | |
| enough hands-on expe | rience with Science | T. A COLOR | 1000 | | approximate and the second sec |
| and Math equipment, a | | ļ | | are more appropriate and the second s | |
| is neiping them to learn | 1 hetter | and the second s | d-authority. | | Parameter and the second secon |
| 13. The teachers have prep | ared lessons | | | | |
| incorporating hands-or | T-yes | TT-timenan) | ě. | | |
| Science and Math class | iës. | 0.0007 | in the spanning of | | |
| 14. The teachers use SME | in their classes | SCHOOLS TOWNSON ASSESSED | | | |
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| Issues, Concerns and Chal | lenges on SME | | | | |
| Issues | Concerns | a constraint | - | Chal | lenges |
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| NELIE D. SACMAN, PhD | | TYTTATA | TTTN TT | | |
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| Date monitored: | | | EPS- | Math | |
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| Conforme: | | | | | |
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| School Head | | | | | |
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Loyal, Excellent, Accountable and Dedicated to Dervice

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