



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

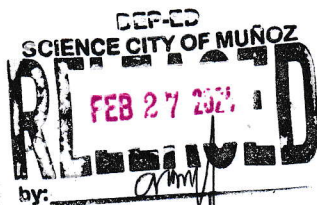
February 27, 2024

SCHOOLS DIVISION MEMORANDUM

No. 080, s. 2024

MONITORING OF THE IMPLEMENTATION OF HOMEROOM GUIDANCE (HG)

- To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisor on *Edukasyon sa Pagpapakatao*
Public Elementary and Secondary Schoolheads
All Others Concerned
- Pursuant to the Memorandum DM-OUCI-2021-346 titled, "Revised Implementation of Homeroom Guidance (HG) during Crisis Situation for S.Y. 2021-2022", this Office announces the conduct of division monitoring of public schools' implementation of HG on March 5-7, 2024.
 - Relative to this, all public elementary and secondary schools are requested to upload reports for digital back-ups via this link: <http://tiny.cc/homeroom-guidance>.
 - Attached to this memorandum are:
 - Enclosure 1: Homeroom Guidance Class Observation Tool.
 - Enclosure 2: Homeroom Guidance School Implementation Tool; and
 - Enclosure 3: Schedule of Monitoring
 - For questions and clarifications, please contact Ms. Erina Rose V. Ladignon, PDO I, through the email address erina.ladignon@deped.gov.ph.
 - Immediate and wide dissemination of this Memorandum is desired.



Johanna N. Gervacio
JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: as stated.
To be indicated in the Perpetual Index
Under the following subjects:

MONITORING AND EVALUATION
HOMEROOM GUIDANCE

PDO I/LFD/monitoring-homeroom-guidance
03/February 27, 2024



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Enclosure No. 1 to SDM No. 080, s.2024

HOMEROOM GUIDANCE CLASS OBSERVATION TOOL

_____ Grading, S.Y. 2023 – 2024

Name of Adviser: _____ Rating: _____
 Date/Time: _____ Grade Level/Section: _____

To the observer: Check the box to indicate your assessment guided by the scale below:

- 0 – No Chance to Observe
- 1 – Not Observed
- 2 – Observed but Insufficient
- 3 – Sufficiently Observed
- 4 – Sufficiently Observed and Commendable

The teacher...	4	3	2	1	0
1. Makes sure that the learning modality is conducive for learning and activities.					
2. Effectively organizes learning situations to meet the objectives of the class presentation.					
3. Uses instructional methods that encourage relevant learner participation in the learning process.					
4. Implements the module in accordance with the guidelines.					
5. Communicates clearly and effectively to the level of learners.					
6. Explains important ideas in a clear and practical way.					
7. Demonstrates command of the topic discussed.					
8. Responds appropriately to learner questions and comments.					
9. Provides time and direction for individual thought prior to group discussions (if applicable)					
10. Prepares/checks, distributes efficiently the materials for activities.					
11. Adequately prepares learners to undertake the specific activity.					
12. Provides learners adequate time to reflect on the activity utilizing a variety of process skills – (i.e., demonstrate, predict, analyze, conclude, synthesize, etc.)					
13. Attends to the learners' concerns in different modalities.					
14. Provides individual attention when appropriate (non-submission, non-compliance)					
15. Provides minimal yet sufficient information to successfully complete their task(s).					



Address: Brgy. Rizal, Science City of Muñoz, 3119

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16. Provides adequate feedback, reflections, encouragement on individual/group efforts and progress.					
17. Encourages learners to appropriately use tools, ideas, methods, or “ways of knowing” to accomplish the activity and/or solve the problem.					
18. Relates the lesson to learners’ daily life experiences.					
19. Encourages the learners to apply their realizations on the lesson (insights).					
20. Maintains safety procedures in facilitating learners’ tasks.					
Total Score (Sum of Scores from items 1 to 20)					

Computation:

$$\text{Rating} = \frac{\text{Total Score}}{(\text{No. of items with items 1 to 4}) \times 4} \times 100\%$$

Verbal Description

92% - 100%	Outstanding
69% - 91%	Above Average
46% - 68%	Average
24% - 45%	Below Average
23% and below	Needs Improvement

Commendations:

Recommendations:

Prepared by:

Advisers’ signature over printed name

Date



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Enclosure No. 2 to SDM No. 080, s.2024

HOMEROOM GUIDANCE SCHOOL IMPLEMENTATION TOOL

Name of School: _____ Division & Region: _____
 School Head: _____ Date of Reporting: _____

Total No. of Classes for SY 2023-2024	Total No. of Classes that Implemented Homeroom Guidance Programs

Directions: Check the box that corresponds to your answer in each item using the legend below.

LEGEND: Evident (E) – 95%-100% of the total number of classes complied
 Evident but Inadequate (EI) – 50%-94% of the total number of classes complied.
 Not Evident (NE) – less than 50% of the total number of classes complied.
 Not Applicable (NA) – the area is not applicable / it is not possible to comply.

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
I. Curriculum Implementation and Compliance					
1. HG MELCs (Most Essential Learning Competencies) is being followed properly.	Class schedule and learner's output/portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re: HG's impact on learners				
II. Delivery Process					
1. HG Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter.	Letter to parents prepared by Adviser regarding the competencies for the quarter.				
3. Class Advisers are being monitored as they implemented the HG	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers.				
III. Assessment of Learner's Development					
1. Learners are oriented on the learning objective and how their	Documentation of learner's orientation about the learning objectives and evaluation of their development.				



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development will be assessed.					
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	Documentation of conference with the learners about their development.				
3. Learners can keep track of their progress in the program.	Learner's Development Assessment with remarks of advisor and parent.				
IV. Supervision of Homeroom Guidance Implementation					
1. A clear Monitoring Plan (Guidance Counselor/ Designate and School Head) before the start of the program is evident.	Monitoring Plans of School Head and Guidance Counselor/Designate				
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel to encourage actions needed to improve the program delivery.	Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool (School Level)				
4. Monitoring results is utilized to improve program delivery.	Matrix of Monitoring Results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of Meeting and Post Conference documentation				
6. Capacity-building for HG is being conducted.	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
V. Administrative Concerns					
1. Orientation for learners and their parents is conducted by the school before the start of the School Year.	Orientation for learners and their parents is conducted by the school before the start of the School Year.				
2. An adequate budget is allotted for HG expenses.	Approved budget vs Financial Report of HG (e.g. materials, training expenses etc.)				



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3. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers of HG.	Inventory of supplies and materials vs reports of utilization.				
4. The learning modality is appropriate and conducive for the program's conduct.	Number of learners in each learning modality				
5. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
6. Correct reports are submitted.	Year-end report by the school				
7. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				

Prepared by:

Guidance Counselor/Designate

Date

Reviewed by:

Guidance Counselor/Designate

Date



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Enclosure No. 3 to SDM No. 080, s.2024

SCHEDULE OF MONITORING

Date	Group	Schools
February 27	Group 1	Bical ES Linglingay ES Mapangpang ES Rang-Ayan ES
	Group 2	Bagong Sikat ES Bantug ES Cabisculan ES DepEd CLSU (Lab.)
	Group 3	Catalanacan ES Gov. Eduardo L. Joson Memorial School Cas
February 29	Group 1	Curva ES Munoz North Central School Pandalla ES San Felipe ES Villa Isla ES
	Group 2	Calisitan ES Franza ES Licaong ES Rizal ES San Andres ES
	Group 3	Mangandingay ES Naglabrahan Primary School Matingkis Primary School Villa Cuizon ES Villa Nati ES Villa Santos ES
March 5	Group 1	Calabalabaan ES Maligaya ES Palusapis IS – Elementary Ricardo V. Adriano ES
	Group 2	Gabaldon IS Magtanggol IS Maragol IS MNHS Main – Junior High School
	Group 3	MNHS Annex MNHS Main – Senior High School Palusapis IS San Antonio IS