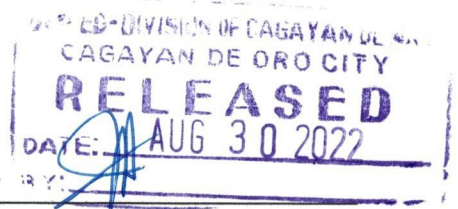




Republic of the Philippines  
Department of Education  
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

August 30, 2022

Division Memorandum  
No. 344 s. 2022

### SCHOOL MONITORING

**TO:** OIC Chief, Curriculum and Implementation Division  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
This Division

1. To assess and provide technical assistance in the delivery of basic education services, the field is hereby informed of the monitoring schedule on August 31 and September 1, 2022.
2. The following personnel are assigned to visit in the assigned districts/schools:

Monitoring Personnel	District /Schools
1. PSDS Paraida D. Orangot 2. EPS Sylvio Carciller 3. EPS Mark John T. Gabule	East II Elementary and Secondary Schools
4. PSDS Milagros P. Recamadas 5. EPS Sylvio C. Carciller	East I Elementary and Secondary Schools
6. PSDS Anita M. Gochuco 7. EPS Helen R. Lucman	West I Elementary and Secondary Schools
8. PSDS Marife A. Ramos 9. EPS Jerly H. Eluna	West II Elementary and Secondary Schools
10. PSDS Jinky M. Arnejo 11. EPS Romeo B. Aclo	North I Elementary and Secondary Schools
12. EPS Jean S. Macasero 13. EPS Romeo B. Aclo	North II Elementary and Secondary Schools
14. PSDS Cynthia V. Yanez 15. EPS Mark John T. Gabule	South West I Elementary and Secondary Schools

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16. PSDS Margie G. Andrade 17. EPS Juan A. Mingo	South Elementary and Secondary Schools
18. PSDS Shirley A. Merida 19. EPS Ray O. Maghuyop	City Central School and Corrales Elementary School
20. EPS Juan A. Mingo 21. EPS Ray O. Maghuyop	South West II Elementary and Secondary Schools

3. Attached is the Monitoring Checklist that will be used during the conduct of the school visit.
4. This Office promotes Equal Opportunity Principle (EOP). Thus, inclusive, and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. Immediate and wide dissemination of this memorandum is desired.

  
**CHERRY MAE LIMBACO-REYES, PhD., CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:  
CID/School Monitoring  
cid/jsm



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SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

**Monitoring Checklist**

School: \_\_\_\_\_ School Head: \_\_\_\_\_ Monitoring Date: \_\_\_\_\_

<b>Focus Area</b>	<b>Significant Findings/Observations</b>	<b>TA Provided</b>
Learners Information System (LIS)		
Load Distribution of Teachers		
Class program/schedule (SH Office)		
1 <sup>st</sup> Quarter Learning Modules/Answer sheets (check as to completeness by learning area and sufficiency of copies)		
Concerns on documents of transferees.		
Birth Certificate (Kinder/G1)		
Availability of the following: - Simplified DLL - Practice Sheets(writing) - Class program posted		
Classroom free from unnecessary furniture such as cabinets.		
Accessible and usable comfort rooms.		
Clean and orderly classroom (including cleanliness of electric fans, chairs, tables and other furniture inside the classroom)		
Readiness of Canteen Operations		
Others:	Enrolment: Grade Level/Section Male : Female: Total:	

Name of Teacher: \_\_\_\_\_

\_\_\_\_\_  
Monitoring Supervisor

**JEAN S. MACASERO, PhD**  
OIC Chief, CID