



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

October 2, 2020

DIVISION MEMORANDUM  
NO. 295, s. 2020

To: OIC, Assistant Schools Division Superintendents  
Chief, Curriculum and Implementation Division  
Chief, School Governance and Operations Division  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

**MONITORING OF THE OPENING OF CLASSES IN THE NEW NORMAL  
SCHOOL YEAR 2020 - 2021**

1. This is reference to the opening of classes for School Year 2020 – 2021, the selected Schools Division Office personnel will conduct monitoring starting October 5 – 9, 2020.

2. The following are the Monitoring Team in-charge per cluster:




North	-	Diana P. Topacio Jesselle Mark P. Reyes
East	-	Ronalyn P. Salazar May Anne Joy P. Romanes
South	-	Reniel Patrick S. Tejidor Kristine G. dela Rosa
West	-	Marlene P. Panganiban Rey Ann M. Avilla

Engr. Joel Mina will accompany ASDS Randy D. Punzalan during the monitoring proper.

3. Accomplished monitoring tool shall be submitted to the School Management Monitoring and Evaluation Section until October 12, 2020.

4. Should there be any concerns, you may contact Ms. Diana P. Topacio, Chief - SGOD thru email address [depedcavite.sgod@deped.gov.ph](mailto:depedcavite.sgod@deped.gov.ph) or tel. no. 0999-229-0956.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)



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5. Expenses relative to the conduct of this monitoring shall be charged to Division MOOE / local fund subject to usual accounting and auditing procedure.
6. Immediate dissemination of this Memorandum is highly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

KGdR/DM No. 295 s. 2020  
100220-147/10/02/2020



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**MONITORING TOOL FOR THE OPENING OF CLASSES IN THE NEW NORMAL  
 (SY 2020 – 2021)**

A. Name of School : \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 Municipality: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_

B. School Readiness

1. Enrolment

Grade Level	Online Distance Learning	Modular Distance Learning
Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Grade 7		
Grade 8		
Grade 9		
Grade 10		
Grade 11		
Grade 12		
Total		

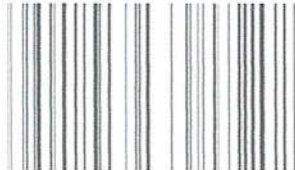
2. No. of classes organized

Grade Level	Online Distance Learning	Modular Distance Learning
Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Grade 7		
Grade 8		
Grade 9		
Grade 10		
Grade 11		
Grade 12		
Total		



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3. Status of Self Learning Module (SLM) distribution  
*(indicate the total number and percentage of distribution)*

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4. Partnership Established  
*(indicate the number of MOA/partnership established and identify the type of partnership)*

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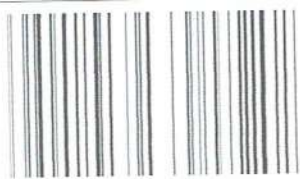


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**C. Learning Continuity Plan Implementation**

	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>
<b><i>During the distribution of learning package</i></b>			
1. Presence of User's Manual (including the schedule of distribution per grade level and section, room assignment, terms of reference of assigned personnel, etc.)			
2. Presence of display map for the designated releasing area			
3. The designated releasing area is accessible			
4. Parents' orientation regarding the pick-up sites was conducted			
5. With identified pick-up sites			
6. With identified Learning Resource Liaison			
7. Presence of Community-based Team assignment for distribution			
8. Presence of School-based Team assignment for distribution			
9. The identified pick-up sites have designated kiosk area drop-off box			
10. Presence of volunteers/designated school personnel to receive materials and release to the learners/guardians			
11. With designated area for distribution per grade level for key stage 1 – 4			
12. With Inventory of Received Modules			
<b><i>During the actual implementation based on the following modalities:</i></b>			
<b><i>Modular</i></b>			
<b><i>Teachers</i></b>			
1. Orientation of teachers was conducted			





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2. Prepared and submitted routinely activities, Weekly Plan and Accomplishment ( <i>In the weekly plan and accomplishment, the specified timeline for the submission of activities are clearly stated</i> )			
3. Harvested all learners output			
4. Checked output and provide feedback to whatever means possible			
5. Assessed learners output and prepared remediation plan, if needed			
<b>Learners</b>			
1. Submitted accomplished activity sheets/other output			
2. Contacted teacher thru text message, call or other means available for concerns and clarifications			
<b>Parents/Guardians</b>			
1. Returned accomplished activity sheets/modules to drop-off points as per specified schedule			
2. Contacted teacher thru text message, call or other means available for concerns and clarification			
<b>Online Teacher</b>			
1. Prepared virtual classroom for real-time interactive instructions and discussions			
2. Uploaded audiovisual materials to identified learning platforms			
3. Harvested all learners output			
4. Checked and assessed learners output and prepared remediation plan, if needed			
<b>Learners</b>			
1. Submitted accomplished output			
<b>Parents</b>			
1. Contacted teacher thru text message, call or other means available for concerns and clarification			
<b>During the retrieval of learning package</b>			
1. Presence of designated drop-off sites in school and barangay			
2. With school-based team assigned for retrieval and acceptance of accomplished modules			





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3. With community-based team assigned for retrieval and acceptance of accomplished modules			
4. Presence of retrieval schedule			

**General observation:**

1. What are the best practices of schools in terms of the preparation and the opening of the classes?

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2. What needs to be improved? \_\_\_\_\_

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Monitories by:

Conforme:

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

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

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

