



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

**UNIFIED MONITORING & EVALUATION TOOL FOR
LEARNING CONTINUITY OPERATIONS OF SCHOOLS
School Year 2020-2021**

Name of School: _____ School ID: _____

Name of School Head: _____

Mode: Virtual Face-Face

Date of Monitoring to be observed/complied: _____

Instruction: Please check appropriate column corresponding to the status of the observed indicators. Write under Remarks the gaps issues and concerns why indicators are not complied or standards are not met.

I. INDICATORS

A. School Governance and Operations	Means of Verification (MOVs)/ Documented Information	*STATUS			Remarks
		Evident	Partially Evident	Not Evident	
A.1. Educational Facilities					
1.1 Updated Assessment of School Buildings	Assessment tool				
1.2. Updated Inventory and usage of rooms	NSBI Forms				
1.3. Updated School Site Development Plan	School Site Development Plan				
1.4. Presence of Breastfeeding Area and Ramp	Physical Existence of Ramp and Breastfeeding Area				
1.5. Presence of School Clinic	School Clinic				
A.2. School Health and Nutrition Section					
Implemented the six Flagship Program of <i>Oplan Kalusugan sa DepEd</i> (OKD) Program	Post Activity Report/ Terminal Report				
2.1 Conducted School Based Feeding Program					





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		Evident	Partially Evident	Not Evident	
2.2. Institutionalized the implementation of WINS	Post Activity Report / Online report				
2.3. Managed School Canteen selling nutritious food under Green Category (DO 13, s. 2017)	Business Permit, Food Handler's Permit, Health Certificate, Ocular Inspection Report				
2.4. Conducted Capacity Building on Adolescent Reproductive Health for Learners, School Heads, and Teachers	Post Activity Report				
2.5. Integrated National Drug Education Program in all Learning Areas where appropriate and relevant	List of Learning areas integrating NDEP				
2.6. Provided Basic Medical/Dental/Nursing Services to all Personnel	Treatment Form				
2.7. Conducted Mental Health and Psychosocial Support to all Personnel and Learners	Post Activity Reports/ Accomplishment Reports				
2.8. Implemented Health Standards and COVID-19 Mitigation in the Workplace (RM 263, s. 2020 and DO 14, s. 2020)	Triage, Signages, Alcohol, FootMat, Health Declaration Form/LogBook				
2.9. Conducted Health and Wellness Activities for Learners and School Personnel	Documented report on <i>Hataw</i> , Zumba, etc. Accomplishment Report				
A.3. Human Resource Development Section					
3.1. Conducted INSET based on the three-year HRMD Plan	Accomplishment Reports/Post Activity Reports				
3.2. Complied with Equal Opportunity Principle (EOP) along with provision of Trainings and Scholarships	List of Scholarship Grants List of participants in training/ profile				





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		Evident	Partially Evident	Not Evident	
3.3. Presence of School Individual Professional Development Plan (IPDP)	Summarized Individual Professional Development Plan (IPDP) of Male and Female Non-Teaching and Teaching Personnel				
3.4. Implemented GAD responsive programs	Post Activity Reports				
3.5. Institutionalized Rewards and Recognition programs	Post Activity Reports/ School Report				
3.6. Offered Scholarship Program/Grant for School Employees	MOA/MOU/List of Grantees				
A.4. Social Mobilization and Networking Section					
A.4.1. Partnership					
4.1.1 Implemented <i>Brigada Eskwela</i> and <i>Oplan Balik Eskwela</i>	Accomplished OBE Tool, Accomplished <i>Brigada Eskwela</i> Forms, Pictures				
4.1.2. Implemented Adopt a School Program	MOA/MOU/DOD/DOA/Acknowledgment Receipts/List of Donations				
4.1.3. Conducted Trainings for Parents/ Household partners on Modality Distance Learning	Implementation Reports indicating number of Parents Household partners Trained				
4.1.4. Updated School Initiative Partnership Database System	List of Partners				
4.1.5. Established <i>Aksyon Agad</i> Center (AAC)	Established Social Media Pages (School DepEd <i>Tayo</i>), Call and Text Hotline, FAQs, AAC TWG, Installed CCAp, Official e-mail address of school				





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A. School Governance and Operations	Means of Verification (MOVs) / Documented Information	*STATUS			Remarks
		Evident	Partially Evident	Not Evident	
A.4.2. Disaster Risk Reduction and Management					
4.2.1. Crafted Contingency Plans for Typhoon, Fire, and Earthquake	Contingency Plans				
4.2.2. Registered RADAR (Rapid Assessment Damage Report) Online App	RADAR Online App, RADAR report Hard copy				
4.2.3. Conducted School Watching and Hazard Mapping	Hazard Map				
4.2.4. Conducted Psychological First Aid (PFA)	Post Activity Reports				
A.5. Planning and Research Section					
5.1. Complied with Required Educational Planning Reports	School Forms 4,5, 6, 7 Academic Performance, ICC / Mother Tongue Report, Daily Enrolment Report, School Age, School Report Card, Annual Report				
5.2. Complied to Data Management Systems	LIS, EBEIS, PMIS, NSBI				
5.3. Conducted School Research and Development Initiatives aligned with Basic Education Research Agenda (BERA)	Research Manuscripts, BERF				
5.4. Initiated research-based school policy and interventions	School Policy				





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A.6. School Management, Monitoring, and Evaluation Section					
6.1. Conducted Updating of SBM	Accomplished Self-Assessment Tool				
6.2. Conducted quarterly SMEA	SMEA Report				
6.3. Adjusted AIP along with LCOP	Adjusted AIP				
6.4. Implemented PAPs based on adjusted AIP and LCOP	Implementation Report				
6.5. Complied with the guidelines in application of permit for additional SHS offering	Permit				
A.7. Youth Formation					
7.1. Conducted School Sports Development Program like School Intramurals, Sports Clinics, etc.	Post Activity Reports				
7.2. Managed and Implemented Co-curricular Programs like SPG/SSG, YES-O, School Anti-Drug Abuse Campaign / <i>Barkada Kontra Droga</i> , LINK Club, Red Cross, Scouting, <i>Gulayan sa Paaralan/Tahanan</i> , etc.	Post Activity Reports, Documentations				
7.3. Offered Scholarship Program/Grant for Students	MOA/MOU/List of Grantees				





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B. Office of the Schools Division Superintendent	Means of Verification (MOVs) / Documented Information	*STATUS			Remarks
		Evident	Partially Evident	Not Evident	
B.1. Administrative Section					
1.1. Updated Monthly Report of Service specifically on Attendance and Leave of Absence	Form 7, Monitoring Report on Tardiness and Absences				
1.2. Recommended Teachers for Reclassification	List of qualified Teachers				
1.3. Updated report on unfilled positions	Report on unfilled positions				
1.4. Observed guidelines Alternative Work Arrangement (AWA) during Health Emergencies (DO 11, s. 2020, CSC MC 10, s. 2020)	Approved AWA				
1.5. Updated report of physical count of PPEs	PPE Report				
1.6. Updated Inventory and Inspection report of unserviceable property /Waste Material Reports	Report on Physical Count of Property Plan and Equipment, Inventory and Inspection Report of Unserviceable Property Forms				
B.2. Budget and Accounting					
2.1. Aligned WFP, PPMP, and APP vis a vis adjusted AIP (DO 15 and 18, s. 2020)	WFP, PPMP, APP				
2.2. Submitted liquidation reports on or before the 5 th day of the ensuing month	Liquidation Reports, Cash in Bank Register				
2.3. Installed and posted transparency board	Transparency Board				





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B. Office of the Schools Division Superintendent	Means of Verification (MOVs) / Documented Information	*STATUS			Remarks
		Evident	Partially Evident	Not Evident	
B.3. Legal Services					
3.1. Registered LSIS 3.0	Printed LSIS Records				
3.2 Conducted Training on Implementation of Child Protection Polices for Committee Members	Post Training Reports				
3.3 Conducted policy formulation meetings relative to CPP	Minutes of Meetings, Attendance				
3.4. Updated intake sheet (DO 40, s. 2012)	Intake Sheets				
3.5. Utilized available CPP tools and materials	Manual				
3.6. Submitted documents relative to School Site Ownership	Communication, Copy of the Document				
3.7. Re-organized School Grievance Committee	List of School Grievance Committee Members				
3.8. Participated to trainings on grievance procedure	Certificate of Participation				
B.4. Information Communication and Technology					
4.1. Utilized DepEd Computerization Program (DCP) packages	Utilization Logbook				
4.2. Activated School Employees Accounts like Office 365, WorkPlace, DepEd Commons and accounts.	List of activated employee accounts				





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C. Curriculum Implementation Division	Means of Verification (MOVs) / Documented Information	*STATUS			Remarks
		Evident	Partially Evident	Not Evident	
C.1. Curriculum Instructional Supervision					
1.1. Utilized Quality Assured Learning Resources from DepEd Portal, Commons, and DepEd Pines One-stop-shop	List of utilized learning materials				
1.2. Conducted orientation/training to teachers on the MELC and the different learning modalities	Post training reports				
1.3. Delivered Modules <ul style="list-style-type: none"> • Kindergarten – M 1 to 10 • Grades 1 to 12 – M 1 to 8 • ALS – M 1 to 6 	List of modules delivered (week number/module number as to date)				
1.4. Retrieved Kindergarten Checklists and Answer sheets for Grades 1 to 12 and ALS	List of answer sheets and checklists retrieved				
1.5. Utilized Blended Learning Modality	Printed materials, Online Synchronous and Asynchronous, Digital (Offline), TV Based Instruction, Radio Based Instruction				
1.6. Crafted instructional supervisory plan	Instructional supervisory plan				
1.7. Prepared Assessment Plan	Assessment Plan, Checklist of Teachers with Assessment Plan				
1.8. Prepared a functional Virtual Class Program	Virtual Class Program				
1.9. Conducted formative and summative assessment	Post Assessment Report, Class Records				
1.10. Conducted at least four written outputs and four performance tasks in a quarter in all learning areas	Class Records				
1.11. Conducted monitoring of assessment	Monitoring Report				





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C.2. Curriculum Implementation Management					
2.1. IPEd					
2.1.1. Contextualized learning materials in all subject areas were appropriate and relevant	List of contextualized learning materials				
2.1.2. Institutionalized IPEd Programs, Projects, and Activities in Schools	List of PAPs implemented				
2.2. Tagumpay Ko, Ibabahagi Ko (ALS)					
2.2.1. Identified potential learners in assigned barangays	ALS Form 1				
2.2.2. Enrolled OSCAYs in ALS program	ALS Form 2				
2.2.3. Identified learning needs of learners	Individual Learning Agreement (ILA), RPL Form 1, 2, 3, 4				
2.2.4. Determined the entry and exit level of learners	Functional Literacy Test (FLT)				
2.2.5. Assisted learners in preparing the portfolio of learners to qualify for the A & E Registration	ALS Form 4				
2.2.6. Prepared supplementary learning materials	List of Learning Activity Sheet				





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2.3. MADRASAH (“Barakah”)					
2.3.1. Enrolled Muslim learners and organized classes with 15 or more	List of Learners and Organized Class				
2.3.2. Increased number of available learning materials	List of Learning Materials				
2.4. Lingaping Lahat (SPED)					
2.4.1. Conducted enrolment for SPED Learners	Enrolment Form, LESF				
2.4.2. Conducted SLAC Session on the Accommodation and Modification of activities for SPED Learners	Post Activity Report				
2.4.3. Developed Learning resources for the SPED learners	List of developed Materials				
2.5. Early Language Literacy and Numeracy “Mag-aaral Mo, Pabasahin Mo”					
2.5.1. Crafted SLAC Plan on ELLN Digital Modules 3 and 4	SLAC Plan				
2.5.2. Conducted the School-level orientation on ELLN Digital for K to 3 teachers	Post Activity Report				
2.5.3. Submitted Plan Do Study Act (PDSA report)	PDSA report				
2.5.4. Conducted Group Screening Test	Result of Group Screening Test				
2.5.5. Conducted interventions to non-readers	List of interventions provided to non-readers				





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2.6. My School, My Home (Homeroom Guidance)					
2.6.1. Oriented teachers on Homeroom Guidance Policy and Guidelines	SLAC Report				
2.6.2. Reproduced Homeroom Guidance Modules	List of Modules Reproduced				
2.6.3. Included Homeroom Guidance in the Class Program	Class Program				
2.7. Tahakin, Tuklasin, at Pagyamanin (Career Guidance Program)					
2.7.1. Conducted orientation on Career Guidance Program	Post Activity Reports				
2.7.2. Utilized Modules for Senior High School Career Program	List of modules utilized				
2.7.3. Forged Linkages / Partnership in support to the CGP	List of Linkages/Partners				
2.8. Project DOVE					
Implemented School Banner Project based on DOVE Objectives	School Project Banner				





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II. Priority Improvement Areas

No.	Priority Areas of Concerns	Technical Assistance Needed
1.		
2.		
3.		
4.		
5.		

III. Other Notable Observations

Conforme:

Name and Signature of School Head





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Monitored by:

_____ <i>Name and Signature</i>	_____ <i>Name and Signature</i>	_____ <i>Name and Signature</i>
_____ <i>Name and Signature</i>	_____ <i>Name and Signature</i>	_____ <i>Name and Signature</i>
_____ <i>Name and Signature</i>	_____ <i>Name and Signature</i>	_____ <i>Name and Signature</i>

***Legend:**

Status	Description
Evident	Indicators are complied based on standards set
Partially Evident	Indicators are complied and partially met the standards set
Not Evident	Indicators are not complied at all

