



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

January 10, 2024

DIVISION MEMORANDUM
No. **020-2024**

**GENDER - RESPONSIVE HARMONIZED MONITORING AND EVALUATION FOR
SCHOOLS AND LEARNING CENTERS**

To: Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. Pursuant to DO 29 s. 2022 (Adoption of the Basic Education Monitoring and Evaluation Framework), the schools and learning centers shall conduct progress monitoring and evaluation in the implementation of Projects, Programs, and Activities.
2. The objectives of this monitoring and evaluation are the following:
 - a. ensure that schools' plans, policies, systems and processes are geared towards the achievement of organizational and learning outcomes;
 - b. set the performance measures of the school/office where all operating units are expected to contribute; and
 - c. guide schools and learning centers in the preparation of their M and E plans.
3. Attached are the monitoring tools for your perusal.
4. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO VI

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

PROGRESS MONITORING TOOL

Direction: This progress monitoring tool shall be used in any project/program being implemented in the school/office. Progress monitoring shall be done quarterly or as the need arises.

School: _____

Reporting Period: _____

Project Title: _____

Category: _____

Proponent/s: _____

Years of Implementation: _____

School Head: _____

Objectives	Status (Little or no implementation, Partial or inconsistent implementation, Complete and consistent Implementation)	Tasks/Activities (based on the identified activities in the project)	Target	Actual Accomplishments	Progress Completion Indicators: 1.Done as planned (according to the Methodology) 2.Contains basic information, actual accomplishment 3.Authenticity (pictorials of data) 100%-If three indicators are present 75%-If two indicators are present 50%-If one indicator is present 25%-If no indicator is present	Deliverables
1.						
2.						
3.						

Questions:

1. Was the intervention carried out? Yes _____ No _____
2. Which worked well? What facilitated this?
3. Which did not work? Why?
4. What are the activities to be adjusted/changed ?

Monitored by: _____

*attach documentation during the monitoring

(Immediate Supervisor)



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

GENDER-RESPONSIVE MONITORING & ASSESSMENT TOOL FOR SCHOOLS
School Year 2023-2024

Name of School: _____ School ID: _____

Name of School Head: _____

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			Quick Intervention	Remarks
		Evident	Partially Evident	Not Evident		
A.1. Educational Facilities						
1.1 Ensured a gender-responsive physical and social learning environment.	School Education Facilities Assessment tool					
1.2. Updated Inventory and usage of GRBE compliant rooms	>Gender-Responsive NSBI Forms >photos					
1.3. Updated School Site Development Plan	Copy of School Site Development Plan					
1.4. Presence of Breastfeeding Area and Ramp for Male and Female Clients and Employees	Physical Existence of Ramp and Breastfeeding Area					
1.5. Presence of School Clinic with Resting Place for Menstruating Girls	School Clinic with Resting Place for Menstruating Girls >photos					
A.2. School Health and Nutrition Section						
Implemented programs, projects, and services of school health, youth development, and sports development aligned with GRBE.	Post Activity Report					
2.1 Conducted School Based Feeding Program						



Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

"DepEd SDO Baguio City:
*We Serve,
 We Care.*"



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

A. School Governance and Operations	Means of Verification (MOVs) / Documented Information	*STATUS				Remarks
		Evident	Partially Evident	Not Evident	Quick Intervention	
2.2. Provided women, girl-child and adolescent-friendly facilities that meet standards and menstrual Hygiene Management	Post Activity Report					
2.3. Managed School Canteen selling nutritious food under Green Category (DO 13, s. 2017) (if applicable)	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 Male and Female 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	Signages, Alcohol, Health Declaration Form/LogBook					
2.9. Conducted Health and Wellness Activities for Male and Female Learners and School Personnel	Documented Hataw, Zumba, etc. Accomplishment Report					



Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

"DepEd SDO Baguio City:
*We Serve,
 We Care.*"
 



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

A. School Governance and Operations	Means of Verification (MOVs) / Documented Information	*STATUS			Quick Intervention	Remarks
		Evident	Partially Evident	Not Evident		
A.3. Human Resource Development Section						
3.1 Ensured that the implementation of the Results-Based Performance Management System (RPMS) is gender-responsive.	Post-Activity Reports					
3.2 Presence of School Individual Professional Development Plan (IPDP)	Summarized Individual Professional Development Plan (IPDP) of Male and Female Non-Teaching and Teaching Personnel					
3.3. Implemented GAD responsive programs	Post Activity Reports with GAD attributions					
3.4. Ensured that institutional rewards and recognition system are gender-responsive.	Post Activity Reports/ School Report					
3.5. Ensured equal opportunities in scholarships and trainings.	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/DO D/ DOA/Acknowledgment Receipts/List of Donations					





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

A. School Governance and Operations	Means of Verification (MOVs) / Documented Information	*STATUS				Remarks
		Evident	Partially Evident	Not Evident	Quick Intervention	
4.1.3. Strengthened cooperation and partnership with updated agencies, organizations, and individual for purposes of education and GAD support services	Updated DepEd Partnership Database System (Monthly)					
4.1.5. Established a media network and mechanism for effective public relations especially on information dissemination and advocacy campaigns on GAD.	Established Aksyon Agad Centers in Schools, Social Media Pages (School DepEd Tayo), Call and Text Hotline, FAQs, AAC TWG, Installed CCApp, Official e-mail address of school					
A.4.2. Disaster Risk Reduction and Management						
4.2.1. Updated Contingency Plans for Typhoon, Fire, and Earthquake	Contingency Plans					
4.2.2. Registered RADAR (Rapid Assessment Damage Report) Online App	RADAR Online App					
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. Gathered and analyze sex-disaggregated data and gender information for informed decision-making.	School Form 4, School Form 7, Academic Performance, ICC / Mother Tongue Report, Daily Enrolment Report, School Age, School Report Card, Annual Report,					





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

	School Form 5 and 6					
5.2. Complied to Data Management Systems	LIS, EBEIS, PMIS, NSBI					
5.3. Monitor the implementation of the Basic Education Research Agenda specifically its GAD component.	Research Manuscripts, BERF					
5.4. Ensured that policies and studies being reviewed by the service are aligned with this policy.	School Policy					
5.5. Complied with the guidelines in application of permit for additional SHS offering (if applicable)	New/Additional SHS Tracks					
5.6. Adjusted AIP along with LCOP	Adjusted AIP					
A.6. School Management, Monitoring, and Evaluation Section						
6.1. Ensured Gender-Responsive School Based Management	Accomplished Self-Assessment Tool					
6.2. Conducted quarterly SMEA	Quarterly SMEA Reports					
6.3. SBM Best /Emerging Practice	Quarterly Progress Monitoring Report					
6.4. Presence of SGC	List of Officers					
A.7. Youth / Learner Formation						
7.1. Ensured gender-responsive implementation of sports programs and activities.	Post Activity Reports					
7.2. Activated and mobilized youth organizations in all public and private schools to ensure: a. Non-discrimination of learners in youth membership b. Equal treatment and opportunities to males and females academic honors, leadership in school or class organizations, journalistic	Post Activity Reports, Documentations					



Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

“DepEd SDO Baguio City:





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

endeavors, and the like. c. Representation of the youth in recognized activities of the DepEd.						
7.3. Offered Scholarship Program/Grant for Students	MOA/MOU/List of Grantees					
7.4. Conducted Youth/Learner Formation program, projects, and activities anchored to the DepEd Core Values (Maka-Diyos, Makatao, Makakalikasan, at Makabansa)	Post Activity Reports, Documentations					
7.5. Presence of Supreme Elementary/Secondary Learner Government Adviser and set of Officers	Designation of SELG/SSLG Adviser, List of SELG/SSLG Officers					
B. Office of the Schools Division Superintendent	Means of Verification (MOV) / Documented Information	*STATUS			Quick Intervention	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. Updated report of physical count of PPEs	PPE Report					
1.5. 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					



Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
 Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

“DepEd SDO Baguio City:

*We Serve,
We Care.*



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

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					
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					
B. Office of the Schools Division Superintendent	Means of Verification (MOVs) / Documented Information	*STATUS				Remarks
B.3. Legal Services		Evident	Partially Evident	Not Evident	Quick Intervention	
3.4. Submitted documents relative to School Site Ownership	Copy of School Site Ownership					
3.5. Re-organized School Grievance Committee	List of School Grievance Committee Members					
3.6. Participated to trainings on grievance procedure	Certificate of Participation					





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

B.4. Information Communication and Technology						
4.1. Utilized DepEd Computerization Program (DCP) packages	Utilization Logbook					
4.2. Conducted continuous capacity-building activities to upgrade personnel on ICT knowledge and skills on development of sex-disaggregated database and other GAD information.	Post-Activity Report					
C. Curriculum Implementation Division	Means of Verification (MOVs) / Documented Information	*STATUS			Quick Intervention	Remarks
		Evident	Partially Evident	Not Evident		
C.1. Curriculum Instructional Supervision and Management						
Ensured the effective and efficient implementation of basic education curriculum Programs/Projects/Activities (PPAs), Inclusive Education (SNEd, Madrasah, ALS, IPEd) and Special Curricular Programs (SCPs)-Science, SPJ, SPFL, SPA, SPS (gender-responsive and contextualized) through regular instructional supervision and monitoring	Number of monitored schools (public and private) and learning centers implementing the BEC, PPAs, Inclusive Education, SCPs (based on MELCs, DLL/DLP, interview/feedback/observation) Plans and reports Number of implemented approved Instructional Supervisory Plans and submitted Instructional Supervisory Reports with analysis M & E/other reports with results/analysis					





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

C.2. Assessment of Learning						
Ensured effective implementation of the management of learning assessment (gender-responsive and contextualized) in schools and learning centers for better learning outcomes	Reports and analyses on quarterly assessment and other assessments (Phil IRI, FLAT, CRLA, Rapid Mathematics Assessment etc.)					
C.3. Learning Resources Management and Development						
3.1. Led in the development and Quality Assurance of contextualized and gender-responsive learning resources by learning areas for schools and learning centers	Number of developed quality assured, contextualized and gender-responsive learning resources (SDO One-Stop-Shop/portal, SDO LMS)					
3.2. Monitored and evaluated the utilization of LRs (books, SLMs, LAS, equipment etc.) and others (laboratories etc.)	Number of utilized LRs Use of laboratories etc.					
C.4. Technical Assistance on Curriculum Implementation						
Provided TA to School heads on curriculum, PPAs, Inclusive Education, SCPs implementation	Number of School heads provided with TA based on needs					
Others *Project DOVE						
Designed and crafted School Banner Project based on DOVE objectives	School Project Banner					





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

II. Priority Areas of Concerns

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

III. Other Notable Observations

Conforme:

Name and Signature of School Head



Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

"DepEd SDO Baguio City:
*We Serve,
We Care.*"



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

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

acs/sgod-smme22



Address: 82 Military Cut-off Road, Baguio City
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: baguio.city@deped.gov.ph
Website: www.depedpines.com | Facebook Page: facebook.com/DepEdTayoBaguioCity

"DepEd SDO Baguio City:
*We Serve,
We Care.*"