



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

13 June 2025

**DIVISION MEMORANDUM**

No. 318, s. 2025

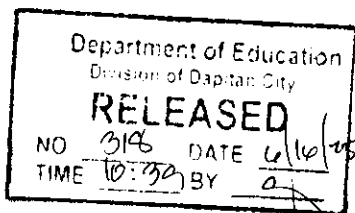
**UTILIZATION OF THE OPENING OF CLASSES MONITORING & EVALUATION TOOL**

To: Chief Education Supervisors, CID and SGOD  
OSDS, CID, and SGOD Officials and Personnel  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In line with the conduct of monitoring & evaluation on the opening of classes for SY 2025-2026, the Schools Division of Dapitan City through the School Governance and Operations Division-SMME Section, the Division Field Technical Assistance Team (DFTAT) will conduct monitoring and evaluation with the use of the Opening of Classes Monitoring and Evaluation Tool on June 16-20, 2025.
2. The activity aims to conduct monitoring, evaluation and provide technical assistance if necessary and at the same time utilize the Opening of Classes Monitoring Tool by all members of the Division Field Technical Assistance Team (DFTAT)-CID & SGOD.
3. Attached is the Opening of Classes Monitoring and Evaluation Tool
5. For queries and information kindly contact the CES-SGOD or the SEPS-SMME in the School Governance and Operations Division ( SGOD).
6. For information and guidance.

For the Schools Division Superintendent:

AURELIO A. SANTISAS, CESE  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent





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SCHOOLS DIVISION OF DAPITAN CITY

OPENING OF CLASSES MONITORING AND EVALUATION TOOL

SCHOOL: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Part I – SCHOOL PRACTICES		YES	NO	REMARKS/OBSERVATIONS/MOVs
	Is Tarpaulin/streamer announcing enrolment and opening of classes hang?			
	Is first day of school conducted a flag raising ceremony in an orderly manner/observe physical distancing?			No. of teachers present::_____ School's Total No. of teachers:_____
	Is the expected attendance/ no. of teachers attained ?			
	Are all DepEd personnel wearing the proper DepEd Uniform?			
	Is enrolment still going on?			
	Is the ongoing enrolment done in a systematic way ?			
	Are all important announcements given and posted in the Bulletin Boards?			
Part II – CURRICULUM				
		Yes	No	
	Are the following resources / materials ready and available like; Class Program?			
	15.a. Teacher's Program			
	15.b. List of Students/Pupils			
	15.c. Daily Lesson Log/ DLP			
	15.d. Support instructional materials per lesson			
	15.e. Curriculum Guide			
	15.f. Teacher's Guide			
	15.g. Self- Learning Module			
Part III: SCHOOL GOVERNANCE AND OPERATIONS				
	Is the School DRRM Plan/Safety Plan available?			
	Did the school conduct activities on Psychological First Aid (PSA) ?			
	17.a. Earthquake Drill			
	17.b. Fire Drill			
	17.c. Tsunami Drill (if applicable)			
	17.d. Flood Drill (if applicable)			
	17.e. Landslide Drill(if applicable)			
	Are the following school programs/services functional AND labeled like; Comfort Rooms ?			



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18a. Hand washing facilities (WINS Program)			
18b. School Canteen			
18c. School Clinic			
18d. School Library			

Grade Level	Kinder		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6	
Sex	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Enrolment														
<b>TOTAL</b>														

Grade Level	Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12	
Sex	M	F	M	F	M	F	M	F	M	F	M	F
Enrolment												
<b>TOTAL</b>												

General assessment on the opening of classes in the school monitored:

Monitored by: \_\_\_\_\_ Conformer: \_\_\_\_\_

\_\_\_\_\_  
 EPS/PSDS/ M&E/DFTAT Member  
 Date:

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

