



Maam Xheva

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

Office of the Schools Division Superintendent

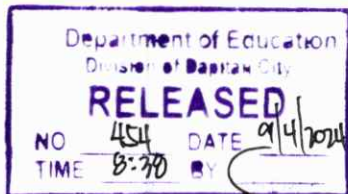
3 September 2024

DIVISION MEMORANDUM
No. 454, s. 2024

**UTILIZATION OF THE SCHOOL GOVERNANCE AND OPERATIONS DIVISION
(SGOD) UNIFIED MONITORING AND EVALUATION TOOL**

To: Assistant Schools Division Superintendent
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. With reference to Division Memorandum No. 324 s. 2024 re: Field testing of the SGOD Unified Monitoring and Evaluation Tool, the Schools Division of Dapitan City through the School Governance and Operations Division M&E Team will conduct monitoring and evaluation with the use of the SGOD unified monitoring and evaluation tool on September to October for SY 2023-2024.
2. The activity aims to utilize the SGOD unified monitoring and evaluation tool in monitoring the schools implementation of the programs, projects and activities.
3. All elementary and secondary school heads are requested to use the tool as a guide in the preparation of the MOVs.
4. Attached is the SGOD Unified Monitoring and Evaluation Tool. The electronic copy of the tool is already available in the group chat for school heads.
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.



Felix Romy A. Triambulo
FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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SGOD Unified Monitoring and Evaluation Tool

School : _____

School Head : _____

Date of Monitoring: _____

	INDICATORS	Evident	Not Evident	REMARKS
Planning and Research				
A. Planning				
1	Individual Performance Commitment Review Form (IPCRF) of Teaching Personnel- Plan (BOSY)			
2	Individual Performance Commitment Review Form (IPCRF) of Teaching Personnel- with rating (EOSY)			
3	Individual Performance Commitment Review Form (IPCRF) of Non-Teaching Personnel- Plan (BOSY)			
4	Individual Performance Commitment Review Form (IPCRF) of Non-Teaching Personnel- with rating			
5	Office Performance Commitment Review Form (IPCRF) – Plan (BOSY)			
6	Office Performance Commitment Review Form (IPCRF) – with rating (EOSY)			
7	School Improvement Plan (2023-2028)			
8	SIP Certificate of Acceptance			
9	Annual Implementation Plan			
10	Annual Procurement Plan			
11	Monitoring and Evaluation Plan of PPAs			
12	Program Implementation Report (Quarterly)			
13	Validated BEIS Forms (GESP, GJHSP, GSHSP, PSP, SUC/LUCSP)/School Profile			
14	LIS Quick Count Data (BOSY-online)			
15	LIS Enrolment Data (online)			
16	LIS Tagging Data (online)			
17	School Form 4 (Monthly Learners Movement and Attendance)			
18	School Form 5 (Report on Promotion & Level of Proficiency & Achievement) EOSY			
19	School Form 6 (Summarized Report on Promotion & Learning Progress & Achievement) EOSY			
20	School Form 7 (School Personnel Assignment List & Basic Profile)			
21	School Forms Checking Report (EOSY)			
22	NSBI Reports			



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INDICATORS		Evident	Not Evident	REMARKS
B. Research				
1	Research Proposal (refer to D.O. No. 16, s. 2017)			
2	Completed Research (refer to D.O. No. 16, s. 2017)			
School Health and Nutrition				
A. School-Based Feeding Program				
1	SBFP Form 1-Masterlist of Beneficiaries			
2	SBFP Form 4- Daily Feeding Record			
3	SBFP Form 5- Program Terminal Report			
B. WASH in Schools				
1	Uploaded WinS Data/Monitoring Form			
C. Mental Health Program				
1	Activity Proposal			
2	Activity Accomplishment Report			
D. National Drug Education Program (NDEP)				
1	Activity Proposal			
2	Activity Accomplishment Report			
E. Adolescent Reproductive Health				
1	Activity Proposal			
2	Activity Accomplishment Report			
F. Medical and Nursing Services				
1	Treatment Record			
Disaster Risk Reduction and Management				
1	DRRM Activity Proposals (NSED, Fire Drills, Fire Prevention Training/Fire Safety Lectures, etc.)			
2	DRRM Action Plan			
3	DRRM Contingency Plan			
4	Public Service Continuity Plan (PSCP)			
5	DRRM Accomplishment Reports (NSED, Fire Drills, Fire Prevention Training/Fire Safety Lectures, etc.)			
6	Comprehensive School Safety Monitoring Tool (Accomplished)			
7	School Fire Safety Plan			



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	INDICATORS	Evident	Not Evident	REMARKS
8	Fire Escape Plan			
9	School Fire Safety Drills and Lectures Report			
10	School Fire Safety Inspection Report			
11	Fire Safety Inspection Certificate (FSIC)			
12	Proof of Purchase of Fire Fighting Equipment/Fire Extinguishers			
13	Composition of the School Fire Brigade/Kiddie/Junior Marshall			
Learners' Formation				
1	List of SELG/SSLG Officers			
2	SELG/SSLG Action Plan			
3	Activity Proposals			
4	Activity Accomplishment Report			
5	SELG/SSLG Annual Accomplishment Report			
6	School-Based Report on Incidents of Bullying			
7	School-Based Report on Incidents of Child Abuse			
8	School-Based Report on Cases of Children-At-Risk			
9	School-Based Report on Cases of Children in Conflict with the Law (CICL)			
10	School-Based Report on Other Learner Rights and Protection Concerns			
11	School-Based Child Protection Policy and Anti-Bullying Policy, certifying localization of DO 40, s. 2012			
12	List of Child Protection Committee (CPC) Members			
13	Intake Sheets			
Gender and Development				
1	GAD Plan and Budget			
2	GAD Accomplishment Reports			
3	GAD Activity Proposals			
4	Student/Learners' Handbook			
Educational Facilities				
1	Schools Preventive Maintenance Plan			
2	Schools Preventive Maintenance Report			



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INDICATORS		Evident	Not Evident	REMARKS
Human Resource Development				
1	School Human Resource Development Plan <i>(based on eSAT Results)</i>			
2	Summary of Individual Functional Development Needs <i>(based on eSAT Results)</i>			
3	Summary of Individual Behavioral Development Needs <i>(based on eSAT Results)</i>			
4	Summary of Individual Performance Commitment and Review Ratings			
5	Consolidated Individual Development Needs			
6	Frequency Distribution on Training Needs			
7	Training Proposals			
8	Training Completion Reports			
9	List of Trainings Conducted			
10	List of Trainings attended by Teaching and Non-Teaching Personnel			
11	Accomplishment Report on the Conduct of LAC Sessions			
12	List of Employees 3 years and below			
13	Rewards and Recognition Activity Proposal			
14	Office Memorandum Re: Conduct of Rewards and Recognition Activities			
15	Rewards and Recognition Accomplishment Report			
16	List of Awardees			
17	List of Teachers who Attended Scholarships Program			
School Management Monitoring and Evaluation				
1	SBM Self-Assessment Result			
2	Report on School's Best Practices on School Management & Governance			
3	SH Form 1B – Master Teachers' Timeline			
4	SH Form 2A – School Heads Monitoring & Evaluation Guide for T1 to T3 only			
5	SH Form 3A – School Heads Monitoring & Evaluation Summary Report-Tracking Tool for T1-T3			
6	SH Form 3B – School Heads Monitoring & Evaluation Summary of Result-Tracking Tool for MT			
7	Accomplished ZAMPENTAM Form 1			
8	Accomplished ZAMPENTAM Form 2			
9	Accomplished ZAMPENTAM Form 3			
10	Accomplished ZAMPENTAM Form 4			



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	INDICATORS	Evident	Not Evident	REMARKS
11	Accomplished Performance Coaching and Monitoring Forms (PMCFs)			
12	School Governance Council (SGC) Notices of			
13	Induction Certificates of SGC Officers			
14	SGC Resolution on the Official List of Members (7 to 15 voting members)			
15	SGC Organizational Chart			
16	SGC's Quarterly Progress Reports			
17	Minutes of Meeting with SPT on SIP/AIP			
18	SGC recommendations to the SH regarding concerns, policies, programs, and/or interventions raised by stakeholders			
19	SGC Resolution on applicable recommendation signed by all SGC voting members			
20	Minutes of Meeting with Child Protection Committee or other similar DepEd organizations/Barangay Child Protection Committee (BCPC)			
21	Minutes of meetings mentioning agenda that included programs, projects, and activities that are supportive of the SIP, AIP, and other school			
22	Minutes of Meetings of regular meetings specifying required quorum (at least 1 out of 4 Regular Meetings) of 50%+1 of the total SGC voting membership			
23	Minutes of Meeting with stakeholders/different school committees and organizations on programs, projects, and activities and discussed with stakeholders its role as oversight on school planning and resource use			
24	Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC to the School Head			
25	Minutes of Meeting with stakeholders reflecting that the SGC has been involved in the development of stakeholder-initiated programs and activities (e.g. <i>Brigada Eskwela, Gulayan sa Paaralan</i>)			
26	Concept Note/Project Brief/Project Proposal			
27	Report on the assessment / monitoring and evaluation of stakeholder-initiated program and/or activity that the SGC has monitored and evaluated the impact/success			



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28	SGC resolution reflecting the identified potential partner SGC has established linkages with other stakeholders and/or referred potential partners to the School Head			
29	SGC Resolution recommending the SIP or any document recommending policy/program/project to the Local School Board (LSB)			
30	SGC Resolution involving various sectors to ensure inclusive representation of stakeholders in the SGC			
31	SGC Report on the issues/concerns were raised and discusses during school activities/events/general assemblies and the participation of the SGC in PTA Conferences, Stakeholders Convergence, State of the School Address and/or other stakeholder engagement activities and initiatives			
32	Minutes of the meetings where issues / concerns were discussed			
33	Documentation of the organized / conducted program, discussions and fora that invited and inspired stakeholders to engage and participated organized by the SGC			
34	SGC Resolution promoting access to information and school data through the Transparency Board, School Report Card and other reports on operations and performance of school program and resource management			
35	SGCs Action Plan promotes access to information and school data through the Transparency Board, School Report Card and other reports on operations and performance of school program and resource management			
36	SGC Resolution on the use of approved alternative communication platform/s that SGC has established alternative communication platform/s (e.g., social media, such as but not limited to Facebook, Twitter, or Instagram, email or text blast, etc.) where information regarding SGC announcements and activities can be accessed from			



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37	SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities			
Social Mobilization and Networking				
1	BE Form 1 – Physical Facilities and Maintenance Needs Assessment Form			
2	BE Form 2 – School Work Plan			
3	BE Form 3 – Resource Mobilization Form			
4	BE Form 4 – Daily Attendance of Volunteers			
5	BE Form 5 – Record of Donations Received			
6	BE Form 6 – Daily Accomplishment Report			
7	BE Form 7 – School Accomplishment Report			
8	Monthly DPDS (online/updated)			
9	List of HRPTA			
10	List of SPTA Officers			
11	SPTA Recognition Certificate			
12	SPTA Calendar of Activities			
13	SPTA Report of Financial Operation			
14	SPTA Accomplishment Reports			
15	QPTA Conference Activity Proposal			
16	QPTA Notice of Meeting			
17	QPTA Order of Business			
18	QPTA Attendance Sheets			
19	QPTA Minutes of Meeting			
20	QPTA Accomplishment Reports			
21	SOSA Activity Proposal			
22	Accomplishment Report presented during SOSA			
23	SOSA Activity Accomplishment Report			
24	Notarized Memorandum of Agreement			
25	Notarized Deed of Donation			
26	Certificate of Acceptance of			
27	Resource Mapping Report			



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Conforme:

Evaluator

Signature over the Name of School Head

Noted by:

PSDS/PICD



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