



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
**RECEIVED**  
Date: 08 AUG 2022  
By: [Signature] - 3:21 pm

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
SGOD-2022-069

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, Curriculum Implementation Division  
Chief, Education Program Supervisor, School Governance and Operations Division  
Education Program Supervisors, Curriculum Implementation Division  
Education Program Supervisor, School Governance and Operations Division  
Public Schools District Supervisors  
School Heads, Integrated, Elementary and Secondary Schools

Subject: **MONITORING ON 2022 BRIGADA ESKWELA, OPLAN BALIK ESKWELA, CLASSROOM STRUCTURING, AND CHILD-FRIENDLY SCHOOL SYSTEM**

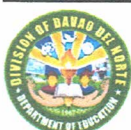
Date: August 8, 2022

1. The Division of Davao del Norte through the Curriculum Implementation Division and School Governance and Operations Division will conduct **“Monitoring on 2022 Brigada Eskwela, Oplan Balik Eskwela, Classroom Structuring, and Child-Friendly School System”** from August 1 – 26, 2022.
2. Attached to this memorandum are the Composition of the Monitoring Teams as well as the Brigada Eskwela, Oplan Balik Eskwela, Classroom Structuring, and Child-Friendly School System Monitoring Tool, which was also previously attached to Division Memorandum No. 1000, s. 2022.
3. Traveling and other incidental expenses of the onsite participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. This office reiterates the strict observance of the IATF health protocols such as social distancing and wearing of face mask.
5. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
6. Immediate dissemination of and compliance with this memorandum is desired.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

Enclosed: As stated  
SGOD/NCJ

For The Schools Division Superintendent  
[Signature]  
**REBECCA C. SAGOT**  
Assistant Schools Division Superintendent





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**MONITORING MATRIX**

<b>Team</b>	<b>Name of Personnel</b>	<b>Assigned District</b>
A	Ramel M. Pilo Cristopher B. Gonzales Norhan C. Jalmaani Romela T. Pangandoyon Noli T. De Felipe Gloria B. Subong Jocelyn C. Cadiente Medos O. Jala Divina P. Dela Cueva Clemente E. Timbal Angeline C. Paulma Garry D. De Vera Jocelyn C. Cardinal Hannah Grace L. Pelaez Doreen G. Opiana Ma. Luisa O. Cuyos Hazel V. Calotes	Carmen Dujali Sto. Tomas East Sto. Tomas West
B	Gay P. Taguiran Mary Kristine C. Sagot Suzanne Marie G. Dacuycuy Elielou P. Jumawan Lourdes A. Navarro Dominic M. Dizon Allen T. Guilaran Ronnie A. Publico Ana N. Redaniel Annaliza L. Sepe Alrene C. Calotes Constant Dave G. Caberto Zaida Camid Mae Ann N. Llana	Talaingod Langilan San Isidro
C	Arnel F. Labasan Melanie O. Mandin Jillian April A. Casal Danilo Jr. Q. Lumayno Elvin A. Anajao Marlyn A. Publico Bernard F. Boyles Grace Santa T. Daclan Shirley S. Neri Evelyn Grace H. Labasan	New Corella Asuncion Kapalong East Kapalong West





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	Marlon G. Ebrado Leizl Josol Janice Fernandez Maregine T. Atabelo Mercy M. Dela Cruz Ma. Febe G. Enad Catherine P. Cantalejo Armi H. Mulit	
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**BRIGADA ESKWELA (BE), OPLAN BALIK ESKWELA (OBE), CLASSROOM  
STRUCTURING AND CHILD-FRIENDLY SCHOOL SYSTEM MONITORING TOOL**  
**School Year 2022-2023**

DATE:	
SCHOOL:	SCHOOL ID:
SCHOOL ADDRESS:	
SCHOOL HEAD:	CONTACT NO.:
<b>(Please check appropriate box)</b>	
Level: <input type="checkbox"/>	Elementary <input type="checkbox"/>
	High School <input type="checkbox"/>
<input type="checkbox"/>	Central School <input type="checkbox"/>
<input type="checkbox"/>	Non-central School/ complete <input type="checkbox"/>
<input type="checkbox"/>	Multigrade <input type="checkbox"/>
<input type="checkbox"/>	Primary School/ incomplete <input type="checkbox"/>
<input type="checkbox"/>	Integrated School <input type="checkbox"/>
<input type="checkbox"/>	IU <input type="checkbox"/>
	non IU <input type="checkbox"/>
	extension <input type="checkbox"/>
Enrolment last SY: _____	Tentative Enrolment as of _____ this SY:
Total No. of volunteers last SY: _____	Total Amount of Resources Generated last SY from ( _____ ): Php _____

**I. BRIGADA ESKWELA (BE)**

**Instruction:** Please use this monitoring tool with the School's Brigada Eskwela Work/ Action Plan to determine the school's accomplishment based on the submitted work plan.

A. BRIGADA PAGBASA		Evident	Not Evident
1. Action Plan for the Implementation of Brigada Pagbasa			
2. Provision of Learning Materials			
3. Number of Partners			
4. Number of Beneficiaries			
5. Budgetary Requirements			
6. Others			

B. SCOPE OF REPAIR & MAINTENANCE WORK COMPLETED (Please check appropriate column)						
	In Work Plan?		Repainted	Repaired	Replaced	Others (pls specify)
	Y	N				
1 Roofs/ Gutters						
2 Ceilings						
3 Walls						
4 Blackboards						
5 Chairs/desks/tables						
6 Water Facilities/Drainage System						
7 Signages						
8 School Garden						





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9 Lighting					
10 Windows					
11 Doors					
12 Comfort Rooms					
13 School Grounds/ Landscaping					
14 School Canteen/Clinic					
15 School Fence/Wall					
16 Electricity					
17 Alternative Gate					
18 Reference Materials					
19 Laboratory Equipment					
20 Drainage System					
Others(Pls specify)					
Total					

**C. CONSTRUCTION OF FACILITIES**

Nature of Construction	Donation	Donee	Amount	Remarks

**D. TOTAL AMOUNT OF GENERATED RESOURCES (As to date)**

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**E. DISASTER PREPAREDNESS (Presence of: pls. check appropriate column)**

	Evident	Not Evident	Remarks
1 Fire fighting equipment(Helmet, Fire Extinguisher, Spine Board, etc)			
2 Emergency evacuation map/plan; evacuation area(s) identified			
3 Emergency exits			
4 Swing-out doors			
5 Safety wiring/ electrical connections			
6 Unobstructed corridors & pathways; free from sharp, protruding objects that may cause harm to passers-by			
7 Hazard-free vicinity: properly cordoned unsafe areas with warning signs			
8 Posted safety measures in laboratories and workshops			
9 Drainage canals are covered			
10 Trees are properly pruned to avoid potential harm and danger to life & property			
11 Posted directory of emergency contact numbers of relevant government agencies and officers			
12 Established & maintained early warning mechanisms in the school			





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13	Equipped school with first aid kits, flashlights, megaphones, and other supplies necessary in cases of emergency			
14	Identified alternative sources of drinking water supply			
15	Created database of learners with contact details of immediate family members			
16	Others, pls specify: _____			

**G. VOLUNTEER SERVICES**

Type of Volunteer	Name of Individual/Organization	Number of Volunteers						
		Previous Data	Week ____	Week ____	Week ____	Week ____	Week ____	Total
Private Sector	a. NGO, PTA, SGC, etc.							
	b. Private Companies							
Community	a. Parents							
	b. Alumni							
	c. Private individual/Community member							
	d. Barangay Workers							
	e. Religious orgs.							
Government Agencies (National & Local)	a. Congressional Officials & Staff							
	b. Provincial Officials							
	c. City Officials							
	d. Barangay Officials							
	e. SK Officials							
	f. Provincial/City/Municipal Employees							
	g. Fireman/PNP							
	h. AFP (PA, Marine, Navy, etc.)							
Others	a. _____							
	b. _____							
<b>TOTAL</b>								





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<b>H. SIGNIFICANT EVENTS/ EXPERIENCES (Use separate sheet if necessary)</b>			
What happened?	Who were involved?	When?	What is/are its important contribution to the operation and/ or needs of the school?

**I. ISSUES AND CONCERNS (Describe briefly problems encountered and resolution made or taken.)**

**J. BEST PRACTICES**

**K. SUGGESTIONS TO STRENGTHEN BRIGADA ESKWELA PROGRAM (Include support needed from Central, Region, and Division Office that can increase the impact of Brigada Eskwela Program in school)**





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**II. OPLAN BALIK ESKWELA (OBE)**

**Instruction:** Put a check on the appropriate column for every indicator observed. In the absence of any indicator/ if the answer is “NO” indicate the TA provided. Record the best practices.

<b>A. Classroom Structuring and Child-Friendly School System</b>		<i>Yes</i>	<i>No</i>	<i>If NO, what TA was provided</i>	<i>Best Practices</i>
<i>The School has</i>					
1	adequate and clean classrooms, laboratories, and comfort rooms.				
2	functional washing and drinking facilities with adequate water supply.				
3	computer and internet facilities				
4	solid waste management and segregation system				
<b>B. Documents/ Information</b>		<i>Yes</i>	<i>No</i>	<i>If NO, what TA was provided</i>	<i>Best Practices</i>
<i>The School has</i>					
1	school calendar of activities				
2	workweek home learning plan				
3	individual learning plan				
4	class schedule and teachers' teaching load				
5	bulletin/public information board				
6	Most Essential Learning Competencies (MELC) in all learning areas and grade level				
<b>C. Self-Learning Modules (SLMs) Preparation and Distribution</b>		<i>Yes</i>	<i>No</i>	<i>If NO, what TA was provided</i>	<i>Best Practices</i>
<i>The School has the</i>					
1	complete e-file of the self-learning modules for the 1 <sup>st</sup> quarter				
2	adequate and complete printed copies of the SLMs for the 1 <sup>st</sup> quarter				
3	mechanism in the production of the printed SLMs (printing, sorting, packing)				
4	appropriate/applicable mechanism in the delivery and retrieval of the SLMs				
5	employed health and safety protocols in the handling of the SLMs				
<b>D. Safety and Health Protocols</b>		<i>Yes</i>	<i>No</i>	<i>If NO, what TA was provided</i>	<i>Best Practices</i>
<i>The School</i>					
1	adapts and complies with IATF, DOH, and DepEd guidelines on health standards and implement the specific intervention for Covid-19 mitigation				
2	participates in related programs, initiatives, and activities for the prevention of Covid-19				
3	uses and manages all safety hygiene and sanitary supplies/ materials				







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4	ensures the protection of the health, safety, and well-being of learners, teachers, and personnel in the distribution and retrieval of the slms				
5	institutionalizes and mental health and wellness intervention mechanism.				
<b>E. Utilization of Funds</b> <i>The School has</i>		Yes	No	<i>If NO, what TA was provided</i>	<i>Best Practices</i>
1	copies of WFP, AIP and PPMP				
2	an updated information on the sources, intended use and actual utilization of school funds in the Transparency Board a. MOOE; b. PTA Funds; c. LGU; d. Region/Division downloaded; and e. Other Sources (Please specify)				
3	communicated/ presented the sources and uses of school funds to the stakeholders using the School Report Card				
<b>F. Support Services</b> <i>The School</i>		Yes	No	<i>If NO, what TA was provided</i>	<i>Best Practices</i>
1	strengthens the implementation of DepED Order No. 40, s. 2012 (Policy Guidelines on Protecting Children in School from Abuse, Violence, Exploitation, Discrimination, Bullying and Other Forms of Abuse)				
2	organizes the school Child Protection Committee (CPC)				
3	has CPC that works in coordination with the Barangay Council for the Protection of Children (BCPC)				
<b>G. Human Resource Management/ Development</b> <i>The School</i>		Yes	No	<i>If NO, what TA was provided</i>	<i>Best Practices</i>
1	adopts the alternative work arrangement appropriate/applicable to the agency subject to the prevailing community quarantine and the nature of the work/job performed by the employees				
2	ensures that personnel are available during the working hours and perform tasks to the full extent of person-days per work week.				
3	ensures appropriate workplace conditions for the optimal productivity and safety of the personnel				
4	ensures smooth transition of work operations and work arrangements				
5	communicates its comprehensive SLAC plan and schedule with contents determined by the teachers under the general guidance of the school head or LAC Leader				
6	monitors and assess implementation of the SLAC Session				



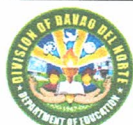


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<b>H. Parents' Orientation</b> <i>The School</i>		Yes	No	<i>If NO, what TA was provided</i>	<i>Best Practices</i>
1	has conducted parents' orientation on their roles and responsibilities in the distance learning delivery modalities				
2	has provided the parents with the parents' handbook/parents' kit				
<b>I. DLDM full implementation</b> <i>The School</i>		Yes	No	<i>If NO, what TA was provided</i>	<i>Best Practices</i>
1	orients the teachers, parents, learners about the DLDM and its policies and directions				
2	has adequate and complete e-copy and printed copies of the SLMs (Please indicate the supplementary modality such and RBI and TVBI)				
3	has available reference/ supplementary materials for distribution to the learners (i.e. books, activity sheets)				

**J. SIGNIFICANT FINDINGS**

DELIVERY OF SLMs	RETRIEVAL OF SLMs	SAFETY AND HEALTH PROTOCOLS	TEACHING AND LEARNING MODALITIES IMPLEMENTATION	
			1. Modular Printed	
			2. Modular Digital	
			3. Online	
			4. Supplemental-RBI	
			5. Supplemental-TVBI	
			6. Blended Learning (Combination of any 2-3 modalities)	





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**III. CLASSROOM STRUCTURING AND CHILD-FRIENDLY SCHOOL SYSTEM**

**CLASSROOM STRUCTURING**

**Instruction: Put a check mark ( / ) next to the items if observed.**

1	A signboard is posted, showing the following identification at the entrance of the room: * Grade/Year and Section occupying the room. * Name of the class adviser.	
<i>Sub-total Rating for Item No. 1 (Total item/s checked / 2):</i>		
2	A framed copy of the class program is displayed on the door of the classroom at adult eye level.	
3	On the front wall (facing the class), the classroom chalkboard is located with the following features: * properly framed; * with chalk ledge; and * with curtains. * installed at a height which is in accordance with the maximum comfortable reach of the children to the top of the board. (The proper height of the chalkboard from the floor to its top-ledge is determined by multiplying the mean standing height of the class by the constant 1.2)	
<i>Sub-total Rating for Item No. 3 (Total item/s checked / 4):</i>		
4	Above the chalkboard, a framed portrait of the current President of the Philippines shall be displayed at the center.	
5	Flanked on one side at a lower level is a framed motto (for the month or week) and on the other side by a framed picture preferably relevant to the motto. (In Grades I and II, framed perception strips are displayed along the top edge or frame of the chalkboard, while framed conceptualizing strips are displayed along the bottom-edge of the chalk ledge.)	
6	The bulletin boards and tack boards, as well as charts, are placed on the walls at the sides or at the back of the room.	
7	The attendance chart and the DepEd forms rack are placed near the door.	
8	The teacher's table and chair is located at the rear of the room.	
9	The teacher's cabinet is located at the rear room.	
10	One corner of the room is set-up as reading corner with reading materials on it.	
11	Another corner of the room is set up as health corner with: * first aid or medicine cabinet; * mirror; * soap dish; and * towel rack.	
<i>Sub-total Rating for Item No. 11 (Total item/s checked / 4):</i>		
12	Have washing facility.	
13	Have drinking facility.	
14	Above the chalkboard, a framed copy of the National Anthem shall be displayed at the upper left corner.	
	Above the chalkboard, a framed copy of the Pledge of Allegiance to the Philippine Flag	





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15	is displayed at the upper right corner.	
16	A classroom-based data of the Basic Education Information System is placed on the walls at the sides or at the back of the room with the following modules;	
	* Module A: Students' EIS (Students' Profile)	
	* Module B: Teachers' EIS (Organizational C (Organizational Chart of DepEd Officials, School Officials, Profile of Adviser & Subject Teachers)	
	* Module C: Curriculum Development (K to 12 Basic Education Curriculum)	
	* Module D: Legislative (Rights of a Child, School & Classroom Policies)	
	* Module E: Physical Facilities (Inventory of Classroom Property)	
	* Module F: Finance (HRPTA Proposed Projects & Current Financial Statement)	
	* Module G: Community Involvement (HRPTA & Brigada Eskwela Reports)	
	* Module H: Research and Evaluation	
	H.1 Proficiency Level per Subject Area per Grading Period; and	
	H.2 Classroom-based Action Research.	
	<b>Sub-total Rating for Item No. 16 (Total item/s checked / 9):</b>	
	<b>GRAND TOTAL</b>	

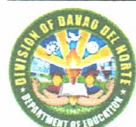
Grand Total: \_\_\_\_\_

Rating (Grand Total/16): \_\_\_\_\_

Descriptive Rating: \_\_\_\_\_

**KEY TO RATING SCALE:**

Range	Descriptive Rating	Interpretation
0 – 0.25	Needs Improvement (NI)	Many improvement needed – have rarely achieved established goals; requires significant and immediate improvement.
0.25-0.49	Fair (F)	Several improvement needed – have completed 4-7 items of the established goals.
0.50-0.75	Satisfactory (S)	Some improvement needed – have completed 8-12 items of the established goals.
0.76-0.94	Very Satisfactory (VS)	Few improvement needed – have completed 13-14 items of the established goals.
0.95-1.0	Outstanding (O)	Meets the standard requirements – have completed 15-16 items of the established goals.





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**CHILD-FRIENDLY SCHOOL SYSTEM**

*Instruction: Does your school guarantee safe and protective spaces for pupils/students? Check the space provided for before every item for every observed indicator.*

1	Your classrooms have proper ventilation and lighting and enough space for 40-50 pupils.
2	Your classroom desks and other furniture are sized to the age of the pupils. In case shared desk, each pupil has enough space to do seatwork
3	Your classrooms' layout and furniture allow pupils to interact and do group work.
4	Your classrooms have a bulletin board or a corner that display helpful learning materials such as: posters, illustrations, newspaper and magazine clippings and your pupils' own works.
5	Your classroom facilities and premises are regularly maintained and kept clean.
6	Your school has library for reading and for study.
7	Your school has facilities and equipment for recreation and sports.
8	Your school has sufficient lawn and space and vegetation.
9	Your school has duly assigned personnel in charge of securing its premises, properties, and those of its pupils and teachers.
10	Your school coordinates with the barangay and local authorities to ensure the safety and protection of your pupils.
11	Your school has policy against discrimination with regard to gender, cultural origin, social status, religious beliefs and others.
12	Your school has a program for children with special needs.
13	Your teachers use non-threatening styles of discipline.
<b>Total no. of Checked Items / 13:</b>	

Descriptive Rating: \_\_\_\_\_

*Source: Effective Teaching & Learning in Child-Friendly Schools: A Training Manual (2002)*

**KEY TO RATING SCALE:**

Range	Descriptive Rating	Interpretation
0 – 0.29	Needs Improvement (NI)	Many improvement needed – have rarely achieved established goals; requires significant and immediate improvement.
0.30-.0.53	Fair (F)	Several improvement needed – have completed 4-6 items of the established goals.
0.54-0.82	Satisfactory (S)	Some improvement needed – have completed 7-9 items of the established goals.
0.83-0.91	Very Satisfactory (VS)	Few improvement needed – have completed 10-11 items of the established goals.
0.92-1.0	Outstanding (O)	Meets the standard requirements – have completed 12-13 items of the established goals.





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Monitoring Team:

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Team Leader

Conforme: \_\_\_\_\_  
Name and Signature of School Head

Date of Monitoring: \_\_\_\_\_

