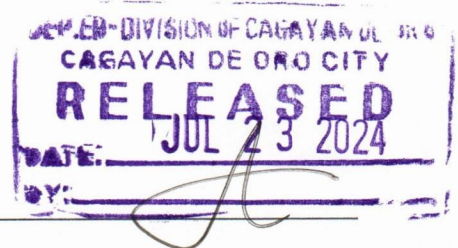




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

23 July 2024

MEMORANDUM

No. 118, 2024

SCHOOL READINESS INSPECTION

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Curriculum Implementation Division Personnel
Schools Governance and Operations Division Personnel
All Public Secondary and Elementary School Heads
This Division

1. In consonance with DepEd Order No. 9, series 2024 titled, Implementation Guidelines on the School Calendar and Activities for SY 2024-2025, all schools are hereby directed to intensify necessary preparations to ensure a safe, smooth, and successful opening of classes on July 29, 2024.
2. All personnel from the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD) shall assess the preparedness of schools in terms of cleanliness and safety of the school grounds. The key areas of focus are as follows:
 - 2.1 Data on Actual Enrollment
 - 2.2 Class Program and Organization of Classes (Posted on Bulletins and Doors)
 - 2.3 Teacher Needs Analysis
 - 2.4 Classroom readiness (cleanliness, organization, and safety)
 - 2.5 Availability and condition of instructional materials and resources
 - 2.6 Preparedness of school facilities (water, sanitation, and electricity)
 - 2.7 Compliance with health and safety protocols.
3. Attached are Enclosure 1- Division School Readiness Inspection Check List, and Enclosure 2 – Sample Class Programs for reference.
4. All School Heads must submit their General Class Programs and General Teaching Loads to their respective Public Schools District Supervisors on July 24, 2024 for review.
5. The findings of this inspection report shall form part of the performance and rewards system which will be awarded by this office.
6. In adherence to Equal Opportunity Principle (EOP) inclusive and fair treatment shall be accorded to all participants regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
7. For guidance and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

SCHOOL READINESS INSPECTION CHECKLIST

Name of School: _____ Date of Monitoring: _____
 Name of School Head/Principal: _____ School ID: _____
 School Level Inspected: (Pls. check) Kindergarten _____ Elementary _____ JHS _____ SHS _____
 Rate the school based on the scale below:

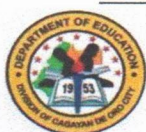
3 – Exceeds Expectations 2 – Meets Expectations 1 – Needs Improvement 0 – Not Observed

PART 1 – 60%

A. Classroom Readiness Checklist

	AREAS	Scale/Score	MOVS
1	CLASS INFORMATION FEATURES		
	1. Signage: "Welcome Back to School"		
	2. Class Program Posted on Bulletin Board and doors		
	3. Individual Teacher's Load		
	4. Class list posted outside the door with name of teacher		
	5. Calendar of Activities (Monthly)		
	6. Child protection policy		
	7. Name tag of the learners		
	8. Teachers' ID (CSC prescribed)		
	Others:		
2	DOCUMENTS FEATURES		
	1. Status of EOSY Updating (2023-2024)		
	2. School Register Form (SF-1)		
	3. Lesson Plan (DLL/DLP)		
	4. Curriculum Guide per learning area		
	5. ECCD Checklist (Kindergarten & Grade 1 only)		
	6. PSA/NSO for new entrant-learners (Promissory Note if none)		
	7. Learners Permanent Record (SF-10)		
	8. Classroom evacuation plan		
	Remarks/TA:		
3	PHYSICAL FACILITIES FEATURES		
	1. Standard height of chalkboard		
	2. Enough light and ventilation		
	3. Functional comfort room with water supply		
	4. Lavatories/sink with functional faucet (WINs)		
	5. Work and play area (Kindergarten)		
	6. Enough desk/armchairs/tables for the learners		
	7. First Aid kit		
	8. Personal care and grooming area		
	9. Garbage bins		
	10. Free from hazard		
	Remarks/TA:		
4	LEARNING RESOURCE FEATURES (Availability is a plus factor.)		
	1. Reading area with enough reading materials		
	2. LM's/TG's per learning area		
	3. Manipulative toys, activity cards, books		
	4. Multimedia and computer aided materials		
	Remarks/TA:		

Score/Total: _____ /30



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 Telephone: (08822) – 8550048

B. Teachers' Preparedness: Check YES if the statement is evident in the school, and NO if it is not evident in the school operations.

Indicators	Scale/Score	MOV's
1. Curriculum Guides are clearly defined by the Department Heads/School Heads for effective delivery of instruction.		
2. DLL regularly prepared with complete parts.		
3. Master list of students posted on doors.		
4. Classrooms are clean and orderly.		
5. Classrooms are free from hazardous objects.		
6. Classroom structuring is evident.		
Remarks/TA:		

Score/Total: ____ /6

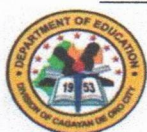
C. School Physical Set-up/Layout and Basic Facilities and Other Services

Indicators	Scale/Score	MOV's
1. School Signage in the school entrance.		
2. School has a visible School ID.		
3. School has directional signage in all offices and corridors particularly for fire exits.		
4. Offices have names and labelled properly according to its roles and functions.		
5. School transparency board displayed and can be viewed by all stakeholders.		
6. School Oplan Balik Eskwela Committee is present to provide information and answer queries.		
7. School has posted the DepED VMG and Core Values at a place visible to all stakeholders.		
8. School has a clear and understandable Citizen's Charter in a conspicuous area that leads clients to the steps and procedures of all transactions.		
9. School has available Evacuation Map/Plan in classrooms, offices, and conspicuous places.		
10. School has necessary data (learners' previous data) and other services needed are accessible and available for release.		
11. Cleanliness and orderliness in all areas of the school are maintained at all times (Garbage bins for segregations, etc.)		
12. Proper lighting and ventilation are provided to ensure a safe and healthy school environment and conducive for learning.		
13. Clean comfort rooms with enough water supply are available.		
14. Convenient waiting area and special lanes for the elderly and persons with disability and pregnant women are provided.		
Remarks/TA:		

Score/Total: ____ /14

D. Ancillary Services

Indicators	Scale/Score	MOV's
1. Canteen operation: ____ School-Managed ____ Teachers' Cooperative- Managed ____ Students' Laboratory Canteen		
2. Canteen Procedural Guidelines		



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2.1 Health Permit of canteen personnel/staff from the city/municipal health office		
2.2 Authority from the school head/principal to Operate and Manage the School Canteen (for teachers' cooperatives only)		
2.3 Clearances/Permit (valid for the duration of the school year)		
2.4 Updated Book of Accounts		
3. Canteen Adherence to Food Safety		
3.1 Availability of potable drinking water and hand washing facilities;		
3.2 Well-maintained, clean, well-ventilated and pest-free environment;		
3.3 Availability of food covers and containers for safekeeping;		
3.4 Hygienic practices on food preparation, cooking display, serving and storage.		
4. School Clinic has in-charge/nurse.		
5. School clinic has available first aid kit and medicine.		
6. School has available facility such as examination bed/room.		
Remarks/TA:		

Score/Total: ____ /12

E. School Library/Computer Laboratory/SHS Laboratories (Availability is a plus factor)

Check YES if the statement is evident in the school, and NO if it is not evident in the school operations.

Indicators	Scale/Score	MOVs
1. School has functional library/School Learning Resource Center (Elementary, JHS, SHS)		
2. School has Computer Laboratory/E-classroom available for students.		
3. SHS Students have enough laboratories necessary for the tracks and strands offered		
4. School laboratories have facilities needed to develop the skills of competent students.		
5. SHS TVL tools/equipment provided by DepEd have been utilized according to its purpose.		
6. Science and Math equipment provided by DepEd have been utilized according to its purpose		
Remarks/TA:		

Score/Total: ____ /6

PART 2 – 20% (Based on Percentage Increase of Enrollment)

F. Number of Teachers – Students Ratio (Actual No. of Teachers)

No. of Enrollees	M	F	Total	No. of Teachers	M	F	Total	Teacher (Needs/lacking)	Remarks
Kindergarten									
Grade 1									
Grade 2									
Grade 3									
Grade 4									
Grade 5									
Grade 6									
Grade 7									
Grade 8									
Grade 9									
Grade 10									
Grade 11									
Grade 12									



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G. Number of Temporarily Enrolled Students

Elementary				Secondary			
Grade Level	M	F	TOTAL	Grade Level	M	F	TOTAL
Kindergarten				Grade 7			
Grade 1				Grade 8			
Grade 2				Grade 9			
Grade 3				Grade 10			
Grade 4				Grade 11			
Grade 5				Grade 12			
Grade 6				Total			
Total							

H. PART 2 – Over-all All School Impact (20%)

Indicators	Scale/Score	MOVs
1. Cleanliness		
2. Orderliness		
3. Aesthetics		

Score/Total: ____ /3

I. Recommendations/Technical Assistance Provided:

Monitored By: _____
Signature over Printed Name

Conformed By: _____
Signature over Printed Name



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Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF CAGAYAN DE ORO CITY
ELEMENTARY SCHOOL
SCHOOL ID _____

KINDERGARTEN CLASS PROGRAM
S.Y. 2024 – 2025
(Regular Session)

MORNING SESSION BLOCKS OF TIME		No. of Minutes	Daily Activities				
Session A	Session B		Monday	Tuesday	Wednesday	Thursday	Friday
			Arrival Time/ Free Play				
7:30-7:45	12:00-12:15	15	Meeting Time				
7:45-8:30	12:15-1:00	45	Circle Time 1				
8:30-8:45	1:00-1:15	15	Supervised Recess				
8:45-8:55	1:15-1:25	10	Quite/ Nap Time				
8:55-9:35	1:25-2:05	40	Circle Time 2				
9:35-10:10	2:05-2:40	35	Indoor/ Outdoor Play				
10:10-10:30	2:40-3:00	20	Wrap Up Time				
			Dismissal Time				
180	180	Number of Total Minutes	TOTAL TIME IN MINUTES 360				
		120 mins.	Class Advising Duties, Remediation/ Intervention Activities/ Collaboration Expertise Sessions				

Reference DepEd Order No. 31, s. 2012

Class Adviser: JUAN DELA CRUZ
Position: Teacher I
Date of Original Appointment: July 8, 1996

MARIA CLARA IBARRA
School Head

JOSEPHINE BRACKEN
Public Schools District Supervisor



Republic of the Philippines
Department of Education
REGION X
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ELEMENTARY SCHOOL
SCHOOL ID _____

KINDERGARTEN CLASS PROGRAM
S.Y. 2024 – 2025

(Double Sessions-MORNING)

MORNING SESSION BLOCKS OF TIME		No. of Minutes	Daily Activities				
Session A	Session B		Monday	Tuesday	Wednesday	Thursday	Friday
			Arrival Time/ Free Play				
6:00 – 6:15	9:00 – 9:15	15	Meeting Time				
6:15 – 7:00	9:15 – 10:00	45	Circle Time 1				
7:00 – 7:15	10:00 – 10:15	15	Supervised Recess				
7:15 – 7:25	10:15 – 10:25	10	Quiet/ Nap Time				
7:25 – 8:05	10:25 – 11:05	40	Circle Time 2				
8:05 – 8:40	11:05 – 11:40	35	Indoor/ Outdoor Play				
8:40 – 9:00	11:40 – 12:00	20	Wrap Up Time				
			Dismissal Time				
180	180	Number of Total Minutes	TOTAL TIME IN MINUTES 360				
120 mins.			Class Advising Duties, Remediation/ Intervention/RAEG Collaboration Expertise Sessions				

Reference DepEd Order No. 31, s. 2012

Class Adviser: **JUAN DELA CRUZ**
Position: **Teacher I**
Date of Original Appointment: **July 8, 1996**

MARIA CLARA IBARRA
School Head

JOSEPHINE BRACKEN
Public Schools District Supervisor



Republic of the Philippines
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REGION X
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_____ ELEMENTARY SCHOOL
SCHOOL ID _____

KINDERGARTEN CLASS PROGRAM
S.Y. 2024 – 2025

(Double Sessions-AFTERNOON)

AFTERNOON SESSION BLOCKS OF TIME		No. of Minutes	Daily Activities				
			Monday	Tuesday	Wednesday	Thursday	Friday
			Arrival Time/ Free Play				
12:00 – 12:15	3:00 – 3:15	15	Meeting Time				
12:15 – 1:00	3:15 – 4:00	45	Circle Time 1				
1:00 – 1:15	4:00 – 4:15	15	Supervised Recess				
1:15 – 1:25	4:15 – 4:25	10	Quite/ Nap Time				
1:25 – 2:05	4:25 – 5:05	40	Quiet Time 2				
2:05 – 2:40	5:05 – 5:40	30	Indoor/ Outdoor Play				
2:40 – 3:00	5:40 – 6:00	20	Wrap – Up Time				
			Dismissal Time				
180	180	Total No. of Minutes	TOTAL TIME IN MINUTES: 360				
		120 mins.	Class Advising Duties, Remediation/Intervention/RAEG Collaboration Expertise Sessions				

Reference DepEd Order No. 31, s. 2012

Class Adviser: **JUAN DELA CRUZ**
Position: **Teacher I**
Date of Original Appointment: **July 8, 1996**

MARIA CLARA IBARRA
School Head

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Public Schools District Supervisor



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SCHOOL ID _____

GRADE 1 CLASS PROGRAM
S.Y. 2024 – 2025

Time	No. of Mins	Monday	Tuesday	Wednesday	Thursday	(Catch Up Friday)
7:15-7:30	15	Flag Ceremony				
7:30-8:00	30	NRP/RAEG	NRP/RAEG	NRP/RAEG	NRP/RAEG	Homeroom Guidance Program (HGP) (40 mins)
8:00-8:30	30	NMP/RAEG	NMP/RAEG	NMP/RAEG	NMP/RAEG	
8:30-9:10	40	Language	Language	Language	Language	Language
9:10-9:50	40	Reading & Literacy	Reading & Literacy	Reading & Literacy	Reading & Literacy	Reading & Literacy
9:50-10:05	15	Recess	Recess	Recess	Recess	Recess
10:05-10:45	40	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
10:45-11:25	40	Makabansa	Makabansa	Makabansa	Makabansa	Makabansa
11:25-1:00		Lunch				
1:00-1:40	40	GMRC	GMRC	GMRC	GMRC	GMRC
1:40-2:40	(60)	Class Advising Duties, Remediation/Intervention Activities Collaboration Expertise Sessions				
Total no. of Minutes		260	260	260	260	240
*** Religious Instruction – optional						

Class Adviser: **JUAN DELA CRUZ**
Position: **Teacher I**
Date of Original Appointment: **July 8, 1996**

MARIA CLARA IBARRA
School Head

JOSEPHINE BRACKEN
Public Schools District Supervisor



Republic of the Philippines
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SCHOOLS DIVISION OF CAGAYAN DE ORO CITY
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SCHOOL ID _____

GRADE 2 CLASS PROGRAM
S.Y. 2024 – 2025

Time	No. of Mins	Monday	Tuesday	Wednesday	Thursday	(Catch Up Friday)
7:15-7:30	15	Flag Ceremony				
7:30-8:00	30	NRP/RAEG	NRP/RAEG	NRP/RAEG	NRP/RAEG	HGP (40 mins)
8:00-8:30	30	NMP/RAEG	NMP/RAEG	NMP/RAEG	NMP/RAEG	
8:30-9:10	40	English	English	English	English	English
9:10-9:50	40	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
9:50-10:05	15	Recess	Recess	Recess	Recess	Recess
10:05-10:45	40	Filipino	Filipino	Filipino	Filipino	Filipino
10:45-11:25	40	Aral Pan	Aral Pan	Aral Pan	Aral Pan	Aral Pan
11:25-1:00		Lunch	Lunch	Lunch	Lunch	Lunch
1:00-1:40	40	MAPEH	MAPEH	MAPEH	MAPEH	MAPEH
1:40-2:20	40	ESP	ESP	ESP	ESP	ESP
2:20-3:00	(60)	Class Advising Duties, Remediation/Intervention Activities Collaboration Expertise Sessions				
Total no. of Minutes		300	300	300	300	280
*** Religious Instruction – optional						

Class Adviser: **JUAN DELA CRUZ**
Position: **Teacher I**
Date of Original Appointment: **July 8, 1996**

MARIA CLARA IBARRA
School Head

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Public Schools District Supervisor



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SCHOOL ID _____

GRADE 3 CLASS PROGRAM
S.Y. 2024 – 2025

Time	No. of Mins	Monday	Tuesday	Wednesday	Thursday	(Catch Up Friday)
7:15-7:30	15	Flag Ceremony	Flag Ceremony	Flag Ceremony	Flag Ceremony	Flag Ceremony
7:30-8:00	30	NRP/RAEG	NRP/RAEG	NRP/RAEG	NRP/RAEG	Homeroom Guidance Program (HGP) (45mins)
8:00-8:30	30	NMP/RAEG	NMP/RAEG	NMP/RAEG	NMP/RAEG	
8:30-9:15	45	English	English	English	English	English
9:15-10:00	45	Science	Science	Science	Science	Science
10:00-10:15	15	Recess	Recess	Recess	Recess	Recess
10:15-11:00	45	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics
11:00-11:45	45	Filipino	Filipino	Filipino	Filipino	Filipino
11:45-1:00	75	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-1:45	45	Aral Pan	Aral Pan	Aral Pan	Aral Pan	Aral Pan
1:45-2:30	45	MAPEH	MAPEH	MAPEH	MAPEH	MAPEH
2:30-3:15	45	ESP	ESP	ESP	ESP	ESP
3:15-4:15	(60)	Class Advising Duties, Remediation/Intervention Activities Collaboration Expertise Sessions				
Total no. of Minutes		375	375	375	375	360

*** Religious Instruction – optional

Class Adviser: **JUAN DELA CRUZ**
Position: **Teacher I**
Date of Original Appointment: **July 8, 1996**

MARIA CLARA IBARRA
School Head

JOSEPHINE BRACKEN
Public Schools District Supervisor



Republic of the Philippines
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SCHOOLS DIVISION OF CAGAYAN DE ORO CITY
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SCHOOL ID _____

GRADE 4-6 CLASS PROGRAM
S.Y. 2024 – 2025

TIME	MINS	MONDAY	TUESDAY	WEDNSDAY	THURSDAY	FRIDAY
7:15-7:30	15	FLAG RAISING CEREMONY				
7:30-8:00	30	NMP/RAEG	NMP/RAEG	NMP/RAEG	NMP/RAEG	HGP 7:30-8:15
8:00-8:45	45	English	English	English	English	English (8:15-9:00)
8:45-9:30	45	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics (9:00-9:45)
9:30-10:15	45	Science	Science	Science	Science	Health Break (9:45-10:00)
10:15-10:30	15	Health Break	Health Break	Health Break	Health Break	Science (10:00-10:45)
10:30-11:15	45	Aral Pan	Aral Pan	Aral Pan	Aral Pan	Ara Pan (10:45-11:30)
11:15-12:00	45	Filipino	Filipino	Filipino	Filipino	Filipino (11:30-12:15)
12:00-1:00	(60)	Lunch Break				
1:00-1:45	45	EPP	EPP	EPP	EPP	EPP
1:45-2:30	45	MAPEH	MAPEH	MAPEH	MAPEH	MAPEH
2:30-3:15	45	EsP	EsP	EsP	EsP	EsP
3:15-4:15	(60)	Class Advising Duties, Remediation/Intervention Activities Collaboration Expertise Sessions				
TOTAL	390	390	390	390	390	405
*** Religious Instruction – optional						

Class Adviser: **JUAN DELA CRUZ**
Position: **Teacher I**
Date of Original Appointment: **July 8, 1996**

MARIA CLARA IBARRA
School Head

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SCHOOL ID _____

GRADE 7-10 CLASS PROGRAM
S.Y. 2024 – 2025

TIME	MINS	MONDAY	TUESDAY	WEDNSDAY	THURSDAY	FRIDAY
7:15-7:30	15	FLAG RAISING CEREMONY				
7:30-8:00	30	NMP/RAEG	NMP/RAEG	NMP/RAEG	NMP/RAEG	HGP 7:30-8:15
8:00-8:45	45	English	English	English	English	English (8:15-9:00)
8:45-9:30	45	Mathematics	Mathematics	Mathematics	Mathematics	Mathematics (9:00-9:45)
9:30-10:15	45	Science	Science	Science	Science	Health Break (9:45-10:00)
10:15-10:30	15	Health Break	Health Break	Health Break	Health Break	Science (10:00-10:45)
10:30-11:15	45	Aral Pan	Aral Pan	Aral Pan	Aral Pan	Ara Pan (10:45-11:30)
11:15-12:00	45	Filipino	Filipino	Filipino	Filipino	Filipino (11:30-12:15)
12:00-1:00	(60)	Lunch Break				
1:00-1:45	45	TLE	TLE	TLE	TLE	TLE
1:45-2:30	45	MAPEH	MAPEH	MAPEH	MAPEH	MAPEH
2:30-3:15	45	Values Ed	Values Ed	Values Ed	Values Ed	Values Ed
3:15-4:15	(60)	Class Advising Duties, Remediation/Intervention Activities Collaboration Expertise Sessions				
TOTAL	390	390	390	390	390	405
*** Religious Instruction – optional						

Class Adviser: **JUAN DELA CRUZ**
Position: **Teacher I**
Date of Original Appointment: **July 8, 1996**

MARIA CLARA IBARRA
School Head

JOSEPHINE BRACKEN
Public Schools District Supervisor