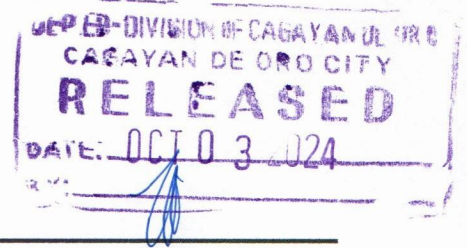




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

01 October 2024

DIVISION MEMORANDUM

No. 759, s. 2024

**CORRIGENDUM ADDENDUM TO DIVISION MEMORANDUM NO. 674, S. 2024
(REITERATION OF THE POLICY ON NO DISRUPTION OF CLASSES AND CONDUCT OF
INTENSIVE SCHOOL MONITORING AND INSTRUCTIONAL SUPERVISION IN SCHOOLS**

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

1. The field is hereby informed of the changes of Division Memorandum 674 s.2024.

ADDENDUM:

Ryan Blanco- shall join the team of Mr. Ray O. Maghuyop and Amor Radaza

School Physical Environment Monitoring Checklist and Walkthrough
Observation Checklist are attached

CORRIGENDUM:

Monthly Monitoring Schedule: Replace March to February and April to March

2. Alternative Learning System (ALS) shall also be included in the monitoring.
3. All other provisions in the previous Memorandum remain in effect.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
5. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:
MONITORING



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph



Republic of the Philippines
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DIVISION OF CAGAYAN DE ORO CITY

Walkthrough Classroom Observation Checklist

Teacher's Name: _____ School: _____ Date: _____
Subject/Grade Level: _____ Lesson Plan Inspected: _____ DLL _____ DLP

I. Planning and Preparation (DLL/DLP)	Observed	Not Observed
1. Lesson Plan		
a. The lesson plan aligns with the curriculum objectives.		
b. The lesson plan includes a variety of instructional strategies.		
c. The materials and resources are well-prepared, organized, and relevant.		
2. Classroom Environment		
a. The physical environment is conducive to learning.		
b. Classroom rules and procedures are established and followed.		
II. Instruction		
3. Instructional Delivery		
a. Teacher delivers clear instructions and explanations.		
b. Integrates technology or teaching aids effectively.		
c. Encourages student participation and engagement.		
4. Questioning Techniques		
a. Questions are thought-provoking and encourage critical thinking.		
b. Teacher uses both open-ended and closed questions appropriately.		
c. Wait time is sufficient to allow students to process and respond.		
5. Pacing and Time Management		
a. The lesson is paced appropriately for the content and student understanding.		
b. Transitions between activities are smooth and timely.		
III. Classroom Management		
6. Student/Teacher Behavior		
a. Teacher addresses disruptive behavior effectively.		
b. The teacher provides positive reinforcement and behavior management strategies.		
a. The teacher is approachable and maintains positive relationships with students.		
IV. Assessment of Learning		
8. Monitoring of Student Understanding		
a. Teacher regularly checks for student understanding during, before, and after the lesson.		
b. Uses various assessment methods (oral, written, performance-based).		
V. Professionalism		
a. Teacher demonstrates willingness to be observed.		
b. Maintains professionalism in demeanor and interaction with students/observers.		
c. Wears appropriate uniform.		

Additional Notes/Comments:

Teacher's Signature

School Head's Signature

Observer's Signature

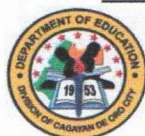
SCHOOL PHYSICAL ENVIRONMENT MONITORING CHECKLIST

Name of School: _____ Date of Monitoring: _____
 Name of School Head/Principal: _____ Presence of School Head ☐ Yes ☐ No

School Grounds	OBSERVED	NOT OBSERVED	REMARKS
A. Open Areas			
1. Cleanliness: Open areas are free from litter, debris, and clutter (no trash, plastics, papers, or other waste). 2. Maintenance: Grasses and trees are trimmed; arranged ornamental plants 3. Usage: Open areas are designated for appropriate use (e.g., assembly areas, and outdoor learning spaces) and are well-kept.			
B. Pathways			
1. Condition: Well-paved, wide enough, and accessible for all students, including persons with disabilities. 2. Safety: Pathways are marked and safe for walking, with no obstructions or hazards (e.g., debris, or wet surfaces).			
C. Gardens			
1. Condition: Gardens are well-maintained with growing vegetables, herbs, and other plants, free from weeds, overgrown bushes, or dying vegetation. 2. Sustainability: Presence of sustainable gardening practices (e.g., composting, proper watering) and active student or staff involvement in garden upkeep.			
D. Sports/Playgrounds			
1. Availability of Equipment: Sports/playground equipment and facilities are available, accessible, and usable. 2. Cleanliness and Safety: Playground equipment is clean, safe, properly installed, and free from hazards, and properly maintained to prevent injury.			
E. Landscaping & Beautification			
1. Aesthetic Appeal: a. Presence of landscape with well-arranged plants, trees, and green spaces. b. Murals, artwork, signage, or other decorative items reflect the school's culture or values. 2. Maintenance: Landscaping is regularly maintained with no overgrown trees, dead plants, or untrimmed bushes. Functionality: Landscaping elements (e.g., trees, bushes) are positioned to provide shade, reduce noise, and create a pleasant environment.			
F. Classroom Cleanliness and Organization			
1. Free from clutter and well-maintained. 2. Desks, chairs, and other furniture are properly arranged and maintained. 3. Floor, walls, and ceilings are free from dirt, dust, or damage.			
G. Maintenance of School Facilities (Restrooms, Cafeteria, Guard House etc.)			
1. Restrooms are clean and have a water supply. 2. Canteens are clean and sanitary. 3. The guardhouse is well-structured, clean, and functional. 4. Other school facilities are functional and are well-maintained.			
H. Regular Maintenance of School Buildings and Infrastructure			
1. School buildings, roofs, windows, and walls are in good repair, and free from visible damage, leaks, or wear. 2. Proper waste disposal and recycling bins are in place, with clear segregation of recyclables and non-recyclables.			

 School Head's Name & Signature

 Monitor's Name & Signature



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 Telephone: (08822) – 8550048