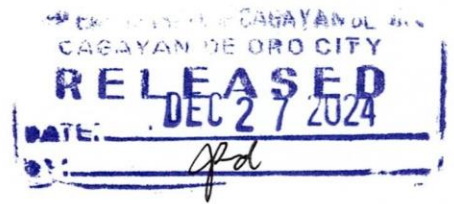




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

27 Dec 2024

DIVISION MEMORANDUM
No. 985 s.2024

MONITORING ASSIGNMENT AND SCHEDULE

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

1. The field is hereby reminded of Division Memorandum 674, s. 2024 and 759, s. 2024 on the Reiteration of the Policy on No Disruption of Classes and Conduct of Intensive School Monitoring and Instructional Supervision in Schools.
2. CID and SGOD personnel shall strictly visit assigned schools starting January 2. All concerned division personnel shall attend the school's flag raising ceremonies and ensure its full operation.
3. Please submit Locator Slip and Specific School Monitoring Schedule to the chief of the respective divisions/units.
4. Enclosed are the following documents for reference:
 - a. Locator Slip and Specific School Monitoring Schedule,
 - b. Monthly Monitoring Schedule,
 - c. Walkthrough Classroom Observation Checklist,
 - d. School Physical Environment Monitoring Checklist.
5. This Office directs immediate dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent



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Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

MONITORING

DM-020-CID-IM-JGTV/monitoring assignment and schedule
December 27, 2024



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Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY
SCHOOL MONITORING SCHEDULE
JANUARY 2025

Name of Personnel:

Position:

DATE	School	Actual Accomplishment/Output/TA provided

Prepared by:

Noted:



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**MONTHLY MONITORING SCHEDULE
SY 2024-2025**

DISTRICT/SCHOOLS	JANUARY	FEBRUARY	MARCH
CENTRAL: City Central School Corrales Es North 1: North CCS Macabalan Es Consolacion ES St. John ES Puntod NHS Macabalan NHS Angeles Sisters NHS	 ROCHELLE LUZANO JAIRUS GOCHUCO	 PHOEBE TARUC DERROLD MARL AVES	 HELEN LUCMAN ELEANOR ROLLAN
North 2: Kauswagan CS City Engineers ES Bonbon ES Bayabas ES Bongbongon Es Kauswagan NHS Bonbon NHS Bayabas NHS	 SYLVIO CARCILLER MARY CARESS GALUNO	 ROCHELLE LUZANO JAIRUS GOCHUCO	 PHOEBE TARUC DERROLD MARL AVES
East 1: East CCS Cugman ES Gusa ES Malasag ES Camansi IS FS Catanico IS Mintugsok ES Lapasan NHS Cugman NHS Gusa NHS Regional Science HS	 RAY MAGHUYOP AMOR RADAZA RYAN BLANCO	 SYLVIO CARCILLER MARY CARESS GALUNO	 ROCHELLE LUZANO JAIRUS GOCHUCO
East 2: Bugo CS Puerto ES Linangogan ES Palalan ES Tablon ES Agusan ES Suntingon ES Main Campus Suntingon ES Annex	 JANUARY GAY VALENZONA ROMEO ACLO	 RAY MAGHUYOP AMOR RADAZA RYAN BLANCO	 SYLVIO CARCILLER MARY CARESS GALUNO

Bulua NHS-Patag Ext. San Simon NHS Pagtapat NHS Iponan NHS Canitoan NHS			
Southwest 1: Lumbia CS Baluarte ES Kiam-is ES Pagalungan ES Tagpangi ES Taglimao ES Pigsag-an ES Tuburan ES Tumpagon ES Lumbia NHS Tagpangi NHS Pagalungan NHS Tuburan NHS Taglimao NHS Pigsag-an NHS Tumpagon NH	HELEN LUCMAN ELEANOR ROLLAN	JUAN MINGO BEVERLY NICALASURA	EVELYN SUMANDA JERRY TARUC
Southwest 2: Bayanga ES Besigan ES Dansolihon ES Mambuaya ES Man-ai ES Tignapoloan ES IBA IS Upper Tignapoloan ES Mangalay ES Magayad ES Midkiwan ES Balongkot ES Cadayonan IS Dunggoan ES Tignapoloan NHS Bayanga NHS Mambuaya NHS Dansolihon NHS Besigan NHS Man-ai NHS	PHOEBE TARUC DERROLD MARL AVES	HELEN LUCMAN ELEANOR ROLLAN	JUAN MINGO BEVERLY NICALASURA

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 _____



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SCHOOL PHYSICAL ENVIRONMENT MONITORING CHECKLIST

Name of School: _____ Date of Monitoring: _____

Name of School Head/Principal: _____ Presence of School Head ____ Yes ____

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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