



Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION  
**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

DEPT. OF OCCIDENTAL MINDORO  
**RELEASED**  
 DATE: MAY 06 2022  
 DIVISION OFFICE  
**MAMBURAO**

**Office of the Schools Division  
 Superintendent**

May 6, 2022

**DIVISION MEMORANDUM**  
 NO. 000175, s. 2022

**MONITORING AND EVALUATION OF YOUTH FORMATION PROGRAMS,  
 PROJECTS, AND ACTIVITIES, IMPLEMENTATION FOR SY 2021-2022**

**TO:** OIC-Assistant Schools Division Superintendent  
 Chief Education Supervisors, SGOD and CID  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 SPG/SSG Teacher - Advisers  
 All Others Concerned

1. Pursuant to Department of Education (DepEd) Order No. 55, s. 2021 entitled **“Recommended Programs, Projects and Activities of the Student Government SY 2021-2022”**, this Office shall conduct the Monitoring and Evaluation of Youth Formation Programs, Projects and Activities for SY 2021-2022 from May 16-20, 2022 at Looc and Lubang Districts.

2. This activity aims to gather data, relevant information and feedback on the actual implementation of all conducted PPA’s of YFD in school. It also aims to identify strengths, gaps and opportunities in the implementation of programs and provide technical assistance.

3. Monitoring team shall be composed of the following personnel:

No.	Names	Position
1	Victor F. Causapin	Education Program Supervisor I
2	Rachelle Anne P. Yumol	Project Development Officer I – YFD
3	Julienette A. Lorica	Project Development Officer I - YFD

4. Attached is the monitoring tool which will be used by the team and the tentative monitoring schedule.

Sgod/pdo-yfd



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5. Transportation, meals, and other expense to be incurred by the monitoring team shall be charged to Program Support Funds subject to the usual budgeting, accounting and auditing rules and regulations.

6. Widest dissemination of this Memorandum is desired.

**LYNN G. MENDOZA**

Assistant Schools Division Superintendent   
Officer-In-Charge  
Office of the Schools Division Superintendent





**Enclosures:**

- A – Tentative Monitoring Schedule
- B – Monitoring and Evaluation Tool

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Enclosure A – Tentative Monitoring Schedule

DATE	DISTRICT	SCHOOL
May 16, 2022	Lubang	Tagbac ES
		Kay Sameon ES
		Cabra ES
		Lubang VHS - Cabra Annex
		Buli ES
May 17, 2022	Looc	Talaotao ES
		Balikyas ES
		Burol ES
		Bulacan ES
May 20, 2022	Lubang	Lubang Integrated School
		Vigo ES
		Tilik ES
		Tilik NHS
		Lubang Vocational High School

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Enclosure B – Monitoring and Evaluation Tool

**MONITORING AND EVALUATION TOOL FOR YFD RELATED ACTIVITIES**

Directions: Put a (/) check mark on the appropriate columns for every indicator observed. In the absence of any indicator and the answer is “NO” indicate the “TA” provided. Record the best practices and remarks.

Activities	Indicators	Yes	No	Technical Assistance Provided	Best Practices	Remarks
<b>I. STUDENT GOVERNMENT PROGRAM</b>						
<b>A. SPG/SSG</b>	1. Has duly elected SPG/SSG Officers 2. Posted to transparency board 3. School memo on the composition of SPG/SSG 4. School SO 5. Annual Report 6. Action Plan 7. Meeting with minutes, attendance, documentation 8. By laws 9. Leadership training					
<b>II. NATIONAL GREENING PROGRAM</b>						
<b>A. YES-O</b>	1. Has duly elected YES-O Officers 2. Posted to transparency board 3. School memo on the composition of SPG/SSG 4. School SO 5. Annual Report 6. Action Plan					

sgod/yfd/rapy



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	<ul style="list-style-type: none"> <li>7. Meeting with minutes, attendance, documentation</li> <li>8. By laws</li> <li>9. Leadership training</li> </ul>					
<b>B. School inside a Garden Program</b> <b>a. Accounting and Planting of Malunggay/Moringga</b> <b>b. One Million Flower Bloom</b>	<ul style="list-style-type: none"> <li>1. Action Plan</li> <li>2. Tree and Plant Inventory</li> <li>3. Accomplishment Report Form with photo documentation</li> <li>4. Activities conducted</li> </ul>					
<b>C. Gulayan sa Paaralan Program</b> <b>a. Integrated Schools Nutrition Model</b>	<ul style="list-style-type: none"> <li>1. Action Plan</li> <li>2. Tree and Plant Inventory</li> <li>3. Accomplishment Report Form with photo documentation</li> <li>4. Activities conducted</li> </ul>					
<b>III. CIVIC ENGAGEMENT PROGRAM</b>						
<b>A. Barkada Kontra Droga</b> <b>a. Tobacco Control</b>	<ul style="list-style-type: none"> <li>1. Has duly elected BKD officers</li> <li>2. Posted to transparency board</li> <li>3. School memo on the composition of SPG/SSG</li> <li>4. School SO</li> <li>5. Annual Report</li> <li>6. Action Plan</li> <li>7. Meeting with minutes, attendance, documentation</li> <li>8. By laws</li> <li>9. Leadership training</li> </ul>					
<b>B. Boy Scout of the Philippines</b>	<ul style="list-style-type: none"> <li>1. Activities Conducted</li> </ul>					
<b>C. Girl Scout of the Philippines</b>	<ul style="list-style-type: none"> <li>1. Activities Conducted</li> </ul>					
<b>Health</b>	<ul style="list-style-type: none"> <li>a. Wearing facemask</li> <li>b. Hand Sanitation</li> <li>c. Disinfection</li> <li>d. Social Distancing</li> </ul>					

**A. Significant Findings**

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**B. Recommendations**

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**Monitored by:**

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Name of Monitoring Personnel