



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

ALP-ED OCCIDENTAL MINDORO  
**RELEASED**  
BY: \_\_\_\_\_  
DATE: OCT 26 2022  
DIVISION OFFICE  
MAMBURAO

**Office of the Schools Division Superintendent**

October 25, 2022

**DIVISION MEMORANDUM**  
NO. 000405, s. 2022

**DIVISION MONITORING OF THE IMPLEMENTATION OF  
FULL FACE-TO-FACE CLASSES FOR SY 2022-2023**

TO : OIC-Asst. Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
SDO Section/ Unit Heads  
All Others Concerned

1. Relative to DepEd Order No. 34, s. 2022 titled **School Calendar of Activities for School Year 2022-2023**, this Office shall conduct monitoring and provision of technical assistance to public and private schools in SDO – Occidental Mindoro from November 2-4, and 7-11, 2022.
2. This activity aims to ensure the readiness of all public and private elementary and secondary schools in the implementation of full face-to-face classes for SY 2022-2023, gather actions and solutions on the identified Bottlenecks, Lags, Issues and Concerns (BLICs) encountered, and best practices during the opening of classes.
3. The Division Composite Team shall monitor public and private elementary and secondary schools within the division, while the District Monitoring Team shall monitor schools within their respective districts.
4. It is suggested that the monitors shall prioritize the following:
  - a. central schools;
  - b. big secondary schools;
  - c. schools not visited during the opening of classes; and
  - d. schools to implement shifting of classes.

SGOD/SMMES/SYT



✉ Brgy. Payompon, Mamburao, Occidental Mindoro  
☎ 0906-550-1840/0929-630-1538  
✉ occidental.mindoro@deped.gov.ph  
f DepEd Tayo Occidental Mindoro

5. School Heads are expected to be in their respective station during the first weeks of full face-to-face implementation.
6. Attached are the Division Composite Team Members (Enclosure No. 1), District Monitoring Team (Enclosure No. 2), and School Readiness Tool (Enclosure No. 3). School Heads are expected to accomplish the attached tool while the monitors shall validate and provide technical assistance on the identified BLICs.
7. Travelling and other expenses to be incurred relative to the conduct of this activity shall be charged to local funds subject to the usual budgeting, accounting, and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

**LYNN G. MENDOZA**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

*By authority of the OIC – Schools Division Superintendent:*

  
**RODEL S. MAGNAYE**

Chief, Education Supervisor *yc*  
OIC – Office of the Asst. Schools Division Superintendent

Enclosure No. 1 - **Division Composite Team Members**

**MONITORING ON THE IMPLEMENTATION OF FULL FACE-TO-FACE CLASSES  
FOR SY 2022-2023**

**DIVISION COMPOSITE TEAM**

Chairperson:	Lynn G. Mendoza	OIC – Schools Division Superintendent
Co-Chair:	Rodel S. Magnaye	OIC – Asst. Schools Division Superintendent
Members:	Raquel P. Girao	CID, Chief Education Supervisor
	Aniceto N. Parojinog	SGOD, Chief Education Supervisor
	Myla Suguitan	Education Program Supervisor
	Shalee Y. Tadeja	SEPS – SMME
	Eloisa Farenas	SEPS – PRS
	Simplicia V. Javate	SEPS – SMMS
	Wynright Esperanza	Medical Officer III
	Eric Taneca	Engineer III
	Jennifer M. Magtoto	PDO II - DRRM

**Enclosure No. 2 - District Monitoring Team  
MONITORING ON THE IMPLEMENTATION OF FULL FACE-TO-FACE CLASSES FOR SY 2022-2023**

**DISTRICT MONITORING TEAM**

<b>District</b>	<b>PSDS Team Leader</b>	<b>Education Program Supervisor Asst. Team Leader</b>	<b>SGOD Member</b>
Abra de Ilog	Emmanuel B. Flores	Jovita D. Paquibot	Marivic R. Zoleta
Paluan			Queene Rose S. Cortuna
Looc	Evelyn B. Barrientos	Eduardo D. Ellarna	Syra S. Soneja
Lubang	Rosalie Tiuzen	Mary Queen T. Bernardo	Portia L. Eslava
Mamburao	Marilyn S. Pille	Johnna I. Tajonera	Liezel D. Tolosa
Sablayan South	Ma. Nona T. Feliciano	Merly A. Razon	Ivan Pasajol
Sablayan North		Victor F. Causapin	Yvette Karen M. Rustia
Calintaan	Ferdinand J. Gotoy	Ma. Rubinita T. Del Rosario	Hannah Czarina O. Tria
Magsaysay	Cecille V. Jose	Adelardo I. Malaluan	Rubirosa G. Guiliman
Rizal	Menia Q. Gamboa	Elizabeth T. Delas Alas	Lailani J. Arellano
San Jose East			Rhodora M. Panahon
San Jose West	Manuel Padilla	Haydie P. Abeleda	Lailani J. Arellano
San Jose South	Joel P. Bercasio		Raphael John C. Serrano
San Jose North	Rosalie Tiuzen	Mary Queen T. Bernardo	
Sta. Cruz			

Enclosure No. 3 - School Readiness Tool  
**MONITORING ON THE IMPLEMENTATION OF FULL FACE-TO-FACE CLASSES FOR SY 2022-2023**



Republic of the Philippines  
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**SCHOOL READINESS TOOL FOR IMPLEMENTATION FULL FACE-TO-FACE LEARNING MODALITY**

School ID: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 School Name : \_\_\_\_\_ Email Address: \_\_\_\_\_  
 As of (Date): \_\_\_\_\_

	Yes	No	Bottlenecks, Lags, Issues and Concerns (BLICs)	Action Taken
1 Learning Modality implemented				
a. Blended Learning Modality				
a.1 4 days face-to-face, 1 day modular				
a.2 3 days face-to-face, 2 day modular				
b. 5 days In-Person Classes				
c. Full Distance Learning				
2 Class shifts to be employed				
a. Single shift				
b. Double shift				
b.1 If yes, please provide reason				
3 Availability of signages in the school premises				
4 Availability of hand sanitizer or alcohol dispenser in school				
5 The school has set up a proper sanitation and hygiene facility for school-goers.				
a. Availability of handwashing station with clean and safe water supply				
b. Availability of clean and safe toilet facilities				

*Handwritten signature or initials.*

		Yes	No	Bottlenecks, Lags, Issues and Concerns (BLICs)	Action Taken
	c. Placement of trash bins in strategic locations				
	d. Visuals signages on proper waste management practices near trash bins				
	e. Availability of separate space where sick school-goers who have been managed in the clinic				
	f. Availability of clinic teachers(s) in absence of school health personnel, who shall provide basic health services in absence of school-based health personnel				

	Yes	No	Bottlenecks, Lags, Issues and Concerns (BLICs)	Action Taken
6			Structural obstructions like cabinets, shelves, tables, etc. that limit space in the room.	

	LIS Enrollment	Actual Enrollment	Bottlenecks, Lags, Issues and Concerns (BLICs)	Action Taken
7	Availability of crucial resources			
	a. No. of Learners			
	a.1 Elementary			
	a.2 Junior High			
	a.3 Senior High			

	Room Condition		Bottlenecks, Lags, Issues and Concerns (BLICs)	Action Taken
	Good	Needs Minor Repair	Needs Major Repair	For Condemnation
	b. Instructional Rooms			
	b.1 Elementary			
	b.2 Junior High			
	b.3 Senior High			

	Kindergarten and Chair	Chair	Armchair	2-seater table and chair	Bottlenecks, Lags, Issues and Concerns (BLICs)	Action Taken
c. Furniture						
c.1 Elementary						
c.2 Junior High						
c.3 Senior High						
d. Teachers	Permanent	Vacant	Substitute	LPT/Volunteer	Bottlenecks, Lags, Issues and Concerns (BLICs)	Action Taken
d.1 Elementary						
d.2 Junior High						
d.3 Senior High						
e. Learning Materials	Sufficient	In-sufficient			Bottlenecks, Lags, Issues and Concerns (BLICs)	Action Taken
e.1 Elementary						
e.2 Junior High						
e.3 Senior High						

Best Practice / s:

Prepared by:

\_\_\_\_\_ Name

\_\_\_\_\_ Position