



Republic of the Philippines  
**Department of Education**

REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

August 18, 2022

**DIVISION MEMORANDUM**

No. 236 s. 2022

**CONDUCT OF SCHOOL VISITS AND MONITORING FOR THE  
OPENING OF CLASSES FOR SY 2022-2023**

TO : OIC CID Chief  
OIC SGOD Chief  
Education Program Supervisors  
School Heads  
All Other Concerned

1. To ensure prompt response to the challenges of the school opening, this Office shall conduct school visits and monitoring on August 22-26, 2022, to various public schools in the Region.
2. The Regional and Division Field Technical Assistance Composite Team shall be utilized in the monitoring. The Regional Office and the Schools Division teams shall conduct the monitoring separately covering the following types:
  - a. Central - Lavezares I Central School
  - b. Non-Central - Dancalan Elementary School
  - c. Monograde - Bantayan Elementary School
  - d. Non-Central Multigrade School - Guin-arayawan Elementary School
  - e. Last Mile School - Cervantes Elementary School
  - f. SPED - Catarman SPED Center
  - g. ALS - Catarman I CLC
  - h. IPED school - San Isidro ES, Las Navas II District
  - i. MADRASAH school - Catarman II Central School

3. The RFTACT shall be assigned to specific SDOs and shall coordinate with their SDO counterparts to arrange their school visits. The SDOs shall prepare the list of schools to be visited by RO and SDO Teams. Below is the assignment of RFTACT:

Team 1	Leyte and Tacloban City
Team 2	Eastern Samar and Borongan City
Team 3	Samar and Catbalogan City
Team 4	Calbayog City and Northern Samar
Team 5	Ormoc City and Biliran
Team 6	Southern Leyte, Maasin City and Baybay City



4. The RFTACT shall utilize the School Opening Monitoring Tool and shall submit the accomplished tool to the Field Technical Assistance Division for consolidation and shall be reported during the Regional Management Committee Meeting on August 26, 2022.

5. All expenses relative to the conduct of the monitoring of the opening of classes shall be charged to OSEC-8-22-4729 additional MOOE for school opening subject to the usual accounting and auditing rules and regulations.

6. In keeping school and classroom visits as simple as possible, the following are strictly prohibited:

- printing of tarpaulins and streamers announcing the visits;
- printing of colorful and costly programmes and invitations;
- giving of leis, gifts or tokens to officials or monitors or guests, and
- lavish caterings to feed visitors

Water, juice or coffee is instead recommended for official visits. This is to observe austerity measures and the Department's policy of simple and frugal undertakings.

7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent

Reference:

RM No. 914, s. 2022

**SCHOOL OPENING MONITORING TOOL**

**Schools Division:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**School:** \_\_\_\_\_ **School Head:** \_\_\_\_\_

Grade Level	Attendance								Issues and Concerns	Actions Taken	Recommendations
	Enrollment			Actual			Teachers				
	M	F	T	M	F	T	T	Actual			

Remarks:

**Learning Modality/ies:**

**Class Program:**

**Physical Plant:**

**Classroom Structuring:**

**Health and Safety Protocols:**

**Other Concern/s**

Prepared by:

\_\_\_\_\_  
 Name and Signature  
 Team Leader