



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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October 11, 2023

**DIVISION MEMORANDUM**

No. 332, s. 2023

**CONDUCT OF MONITORING ACTIVITIES ON THE KEY STAGE 1 FOUNDATION  
FOR EFFECTIVE LEARNING TRANSITIONS (K-3 FELT)  
PROJECT IMPLEMENTATION**

To: Assistant Schools Division Superintendent  
Chief Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Principals in-Charge  
Secondary and Elementary School Heads  
All Others Concerned

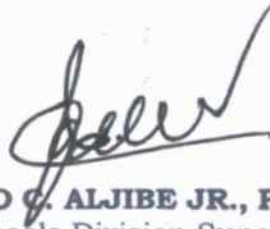
1. Pursuant to Regional Memorandum No. 898, s. 2023 titled, **Implementation Guidelines on the Key Stage 1 Foundation for Effective Learning Transitions (K-3 FELT) Project**, this Office shall conduct monitoring activities on the extent and effectiveness of the project implementation from October 16 to November 17, 2023 to select schools of the 46 districts.
2. The activity aims to:
  - a. Ascertain the extent of implementation of K-3 FELT Project and discuss issues and concerns;
  - b. Conduct a 30-minute to one-hour coaching and mentoring session after the observations on the class routines, differentiated activities, and literacy pedagogy to select teachers, in coordination with the District Heads and School Heads; and
  - c. Provide technical assistance on possible adjustments based on the feedback and observations during the monitoring activities.
3. The List of Monitors and the Monitoring Tool to be used in the conduct of the aforesaid activities are herewith attached as Enclosures 1 and 2, respectively.
4. An orientation on the use of the K-3 FELT Monitoring Tool and the mechanics of the monitoring activity is set on October 13, 2023 at 9:00 AM at the CID office to be participated by the EPSs.
5. To observe DepEd austerity measures and policy of efficient and economical conduct of monitoring activities, the following are strictly prohibited:



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telefax: (055) 500 9801  
Email: nsamardivision@deped.gov.ph  
Division Official Website: <https://depednsamar.ph>



- a. Printing of tarpaulins and streamers announcing the visits;
  - b. Preparation of programs and events to welcome the monitors;
  - c. Giving of leis, gifts or tokens to the monitors; and
  - d. Lavish catering for the monitoring teams.
6. Travel and other related expenses of the monitors shall be charged against Local Funds while expenses incurred by the schools relative to this activity to school MOOE, subject to the usual auditing and accounting rules and regulations.
7. This Memorandum serves as Travel Authority of the Monitors.
8. Immediate dissemination of and compliance with this Memorandum are desired.



**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
OIC-Schools Division Superintendent

Enclosure: As stated  
Reference: Regional Memorandum No. 898, s. 2023  
To be indicated in the Perpetual Index under the following subjects:

LRP                      LITERACY                      NUMERACY

CID-FJL

DepEd Northern Samar  
**RELEASED**

Sg: AS

Date: 10-13-23

Enclosure No. 1 to Division Memorandum No. 332, s. 2023**LIST OF DIVISION K-3 FELT MONITORS**

Team Leader : SDS Gaudencio C. Aljibe Jr., PhD, CESO VI  
 Asst. Team Leader : ASDS Crista Joy C. Abogadie, PhD, CESO VI  
 Members : Noe M. Hermosilla, SGOD Chief  
 Alex B. Rejuso, PhD, CID Chief  
 DISTRICT TEAM MONITORS

<b>TEAM</b>	<b>DISTRICTS</b>	<b>MEMBERS</b>
Team 1	San Vicente San Isidro I San Isidro II Victoria	<b>Team Leader: Lucila R. Balondo</b> <b>Members:</b> Petronilo Panis Gigi Cabullo Lenore Salor Geana Lingling Central Principal or most senior School Head (at least 4, one per district) Select Senior Master Teachers (at least 4, one per district)
Team 2	Capul San Antonio Allen I Allen II	<b>Team Leader: Anecita Marzol</b> <b>Members:</b> Maribel Formaran Joel Salor Agustin Estinopo Denmark Fernandez Central Principal or most senior School Head (at least 4, one per district) Select Senior Master Teachers (at least 4, one per district)
Team 3	Biri Lavezares I Lavezares II Rosario San Jose	<b>Team Leader: Omar Ty</b> <b>Members:</b> Elena Flores Pedro Vargas Eleanor Bido Erma Parina Racquel Perfas Central Principal or most senior School Head (at least 5, one per district) Select Senior Master Teachers (at least 5, one per district)
Team 4	Bobon Catarman I Catarman II Catarman III Catarman IV Catarman V Catarman VI	<b>Team Leader: Manuel Lipata</b> <b>Members:</b> Allan Acedera Francisco Botaire Marlo Longcop Ruth Capaz Mary Jane Aguirre Arnio Saludario Marivic Estavillo Central Principal or most senior School Head (at least 7, one per district)

		Select Senior Master Teachers (at least 7, one per district)
Team 5	Mondragon I Mondragon II Mondragon III San Roque Silvino Lubos Pambujan I Pambujan II	<b>Team Leader: Julito Lagrimas</b> <b>Members:</b> Nimfa Magpayo Brenda Villadolid Venus Malobago Esther Dela Cruz Zoraida Bulosan Rosalyn Sosing Geroldo Lobos Central Principal or most senior School Head (at least 7, one per district) Select Senior Master Teachers (at least 7, one per district)
Team 6	Las Navas I Las Navas II Las Navas II	<b>Team Leader: Isagani Licas</b> <b>Members:</b> Marites Mahinay Alma Solayao Nestor Ada Central Principal or most senior School Head (at least 3, one per district) Select Senior Master Teachers (at least 3, one per district)
Team 7	Laoang V Catubig I Catubig II Catubig III	<b>Team Leader: Nelida Lobos</b> <b>Members:</b> Janette Cerbito Carlos Balanquit Marlon De Asis Dionesio Nueva Central Principal or most senior School Head (at least 4, one per district) Select Senior Master Teachers (at least 4, one per district)
Team 8	Laoang I Palapag I Palapag II Palapag III	<b>Team Leader: Sylvia Villanueva</b> <b>Members:</b> Epigenia Po Rolando Gorembalem Roberto Galono Meriam Reyes Central Principal or most senior School Head (at least 4, one per district) Select Senior Master Teachers (at least 4, one per district)
Team 9	Mapanas Gamay I Gamay II Lapinig	<b>Team Leader: Emily Adrayan</b> <b>Members:</b> Marialita Orio Rico Baladad Mario Nazam Liza Engo Central Principal or most senior School Head (at least 4, one per district) Select Senior Master Teachers (at least 4, one per district)

Team 10	Lope de Vega Laoang II Laoang III Laoang IV	per district) <b>Team Leader: Felix Ladeño</b> <b>Members:</b> Arnoldo Rosales Lucio Lobos Silvano Pinca Edilberto Poso Central Principal or most senior School Head (at least 4, one per district) Select Senior Master Teachers (at least 4, one per district)
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Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_, s. 2023

Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_, s. 2023

**K-3 FELT PROJECT MONITORING TOOL**

District: \_\_\_\_\_ School: \_\_\_\_\_ School ID: \_\_\_\_\_

Class Monitored (Indicate Grade Level): \_\_\_\_\_

Area of Concern	Indicator/Checklist	Remarks
Reading Profile	Full Intervention:	
	Moderate Intervention:	
	Light Intervention:	
	Grade Ready:	
Numeracy Profile	Non-Proficient:	
	Low Proficient	
	Nearly Proficient:	
	Proficient:	
	Highly Proficient:	
Availability of Learning and Teaching Materials	<input type="checkbox"/> Worksheets <input type="checkbox"/> Manipulative Materials <input type="checkbox"/> Learner's Tracker <input type="checkbox"/> Literacy Stations <input type="checkbox"/> E-books <input type="checkbox"/> Remedial Plan/DLL <input type="checkbox"/> Daily Attendance <i>Others, pls. specify _____</i>	
Use of UKULELE	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Others, pls. specify _____</i>	
Presence of Monitors with Accomplished Implementation Checklist/Monitoring Tool signed by monitors	<input type="checkbox"/> ABC+ Consultants <input type="checkbox"/> Division Monitors <input type="checkbox"/> PSDS/PIC <input type="checkbox"/> School Head <i>Others, pls. specify _____</i>	
Learning Space	<input type="checkbox"/> Spacious <input type="checkbox"/> Enough Seats <input type="checkbox"/> With mats for differentiated activities <i>Other observations, Pls. specify _____</i>	

Training of Teachers	_____ (K (4-Week Curriculum) _____ G1-3 (8-week Curriculum)	
Class Program	Time Starts (AM): _____ Time Ends (AM) : _____  Time Starts (PM): _____ Time Ends (PM) : _____  _____ No. of Minutes for Literacy/Numeracy Stations  _____ No. of Minutes for Differentiated/Directed Instruction  _____ No. of Minutes for Synthesis  _____ No. of Minutes for Closing	
Other significant observations or best practices		
Gaps identified and other issues and concerns		
Agreements		

**Prepared by:**

\_\_\_\_\_  
 Signature over Printed Name of the Monitors  
 Date of Visit: \_\_\_\_\_

**Conforme:**

\_\_\_\_\_  
 Signature over Printed Name of Teacher

\_\_\_\_\_  
 Signature over Printed Name of School Head