

#### Republic of the Philippines

## Department of Education

CORDILLERA ADMINISTRATIVE REGION

**Schools Division of Tabuk City** 

Office of the Schools Division Superintendent

SDO TABUK CITY

ELEASE

Date DEC. 2 9 2023

RECORDS UNIT

29 December 2023

OFFICE MEMORANDUM No. 00 , s.2023

To: All District Monitoring Teams ) PSDS

) EPS-In-Charge ) SGOD-In-Charge ) AOs/ADASs-In-Charge

All Others Concerned

#### Field Monitoring on the Resumption of Classes After Christmas Break

- 4. All Division Monitoring Teams are enjoined to monitor on January 3, 2024 the resumption of classes in their respective district of assignments.
- 2. The general objective of this field monitoring activity is to actively engage the schools school heads, teachers, and other school personnel on the first day of classes after a long academic break. Specifically, this activity aims to:
  - ensure that all school shall resume classes as per SY2023-2024 School Calendar,
     and
  - to provide technical assistance as deemed necessary and appropriate on issues/concerns.
- The tool to be used for the monitoring is attached as enclosure 1. All district teams are expected to prepare their respective consolidated monitoring reports to be reported as may be scheduled later.
- Reasonable expenses incurred during the monitoring can be reimbursed subject to the usual accounting rules and regulations.
- 5. For the information and compliance of all concerned.

**BENEDICTA B. GAMATERO Phd, CESO \** 

Schools Division Superintendent

FOR THE AUTHORITY OF THE SCHOOLS DIVISION SUPERINTENDENT

JAN NOWEX E. PENA OIC-Asst. Schools Division Superintendent

sgod/smme/aka/Office Memo Class Resumption Jan 2024 December 29, 2023



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# FIELD MONITORING ON THE RESUMPTION OF CLASSES JANUARY 3, 2024

Name of School:	Distric	rt:	Date	Date of Monitoring:		
Name of School Head:	Contact Number:					
School Personnel		Total		Absent		
Number of Teachers						
Number of Teaching-related						
Number of Non-Teaching Personnel						
2023 Budget Accountability Report 1 Survey- Attendance to L&D				Conducted By		
				DO	Dist	Schl
Number of <b>Teachers</b> who have NOT attended at lea conducted by the Division Office	st one (1) t	raining/sen	ninar			
attended at least one (1) training/seminar conducte  - Evident; NE – Not Evident	d by the Di	ivision Offic	e			
- Evident, NE - Not Evident						
	E	NE		Rema	erks	
Presence of functional Biometric Machine	E	NE		Rema	arks	
	E	NE		Rema	arks	
Presence of <b>functional</b> Biometric Machine	E	NE		Rema	arks	
Presence of <b>functional</b> Biometric Machine Presence of Personnel Logbook	E	NE		Rema	arks	
Presence of <b>functional</b> Biometric Machine Presence of Personnel Logbook Presence of Visitor's Logbook	E	NE		Rema	arks	
Presence of <b>functional</b> Biometric Machine Presence of Personnel Logbook Presence of Visitor's Logbook Complete and Updated Transparency Board	E	NE		Rema	arks	
Presence of <b>functional</b> Biometric Machine Presence of Personnel Logbook Presence of Visitor's Logbook Complete and Updated Transparency Board Surroundings are clean	E	NE		Rema	arks	
Presence of <b>functional</b> Biometric Machine Presence of Personnel Logbook Presence of Visitor's Logbook Complete and Updated Transparency Board Surroundings are clean Instructional Rooms are clean & organized Presence of Midyear Break Plan on Jan. 24-26 & 29-30 containing:	E	NE		Rema	arks	
Presence of <b>functional</b> Biometric Machine Presence of Personnel Logbook Presence of Visitor's Logbook Complete and Updated Transparency Board Surroundings are clean Instructional Rooms are clean & organized Presence of Midyear Break Plan on Jan. 24-26 & 29-	E	NE		Rema	arks	

sgod/smme/aka/Monitorong Tool Classes Resumption Jan 4, 2023.docx December 29, 2023



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