



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

September 6, 2021

DIVISION MEMORANDUM

No. 350, s. 2021

OPENING OF CLASSES AND SUGBUSOG MONITORING ACTIVITIES

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Public Schools District Supervisors/District-in-Charge
Elementary/Secondary School Heads
All Others Concerned

1.The Office hereby informs the field about the **“Opening of Classes and Sugbusog Monitoring Activities”** which will be conducted on **September 13–17, 2021 (Monday-Friday)**. This Memo also serves as **“Authority to Travel”** of all concerned.

2.CID and SGOD personnel will visit **all the schools in the district**, as a general rule, however, if this will not be possible due to the distance, topography or weather condition during the day's visit, the monitoring activity shall be done solely by the district supervisor or caretaker concerned in a convenient time or day preferably on September 20-24, 2021. During the visit, the CID/SGOD staff is tasked to fill up the **opening of classes monitoring checklist** and the **Sugbusog monitoring checklist/form**. Accomplished/filled up monitoring forms will be turned over to **Dr. Roderick Goles (SEPS M&E)** for proper recording and analyses.

3.The monitoring tools and the grouping of the division personnel who will visit the schools/district are hereby attached for the guidance of all concerned. Other than filling up the monitoring tools, division staffs are required to write a brief narrative report about the overall cleanliness and landscaping of the entire school as mandated by **Division Memo No. 335, s. 2021**. Brief narrative reports are only to be handwritten at the back portion of the monitoring tools or as marginal notes in the tools being used.

4.Each staff or team may stay in the district (stay-in arrangement) during the monitoring period or days (which may include travel time or day) in consideration to the distance and number of schools to be visited or monitored. **However, division staff may be called at any time to report to the division office if there are reports or tasks to be accomplished immediately.** Consequently, division personnel/staff assigned in each district may opt for live-out arrangement at his/her discretion.



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

5. Multicabs, motorbike or other vehicles that will be used in going to the schools shall be arranged or negotiated in advance by the district supervisor or concerned school head/s.

6. Per diem, lodging and travelling allowances of the division personnel involved in this activity shall be chargeable to the Division's MOOE, subject to the usual auditing and accounting rules or regulations.

7. **District supervisors will be responsible for the reproduction/photocopying** of the monitoring tools as herein attached (enclosures). PSDSs and division personnel assigned in each district must agree (division of labor) on what tool is to be accomplished (e.g. PSDS will fill-up the Sugbusog tool and/or Division staff will accomplish the opening of classes monitoring tool).

8. Each school visited must be evaluated/assessed by the monitoring tools (both Sugbusog and opening of classes tools) as herein attached. In this regard, the district supervisor must reproduce the number of copies intended for the schools or for all schools in the district to be visited or monitored.

9. Wide dissemination of and strict compliance of this Memorandum is hereby directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

vay/sgod/sds/2021



Address: IPHO Building, Sudlon, Lahug, Cebu City
Tel. No.: (032) 255-6405
Email Ad.: cebu.province@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Cebu Province

**Office of the Schools Division
 Superintendent**

Enclosure "A"

Enclosure to Div. Memo No. 350 s. 2021

MONITORING ASSIGNMENTS DURING THE OPENING OF CLASSES FOR SY 2021-2022

Hereunder are the Division Personnel and the Public Schools District Supervisors assigned and the corresponding areas of assignment for your guidance, reference, and information:

SUB-OFFICES	AREA OF ASSIGNMENTS /DISTRICTS	Monitoring Date	No. of Schools to be Monitored	DIVISION PERSONNEL ASSIGNED	Remarks
SAN FERNANDO SUB-OFFICE	San Fernando 1 & 2 Sibonga	Sept. 13-17	32+29 = 61	Dr. Victor A. Ybanez - Chief, SGOD All PSDSs in these districts	Some schools are only accessible by motorbike.
SAN FERNANDO SUB-OFFICE	Minglanilla 1 & 2	Sept. 13-16	14+12 = 26	Dr. Pamela A. Rodemio - EPSvr- Mathematics All PSDSs in these districts	Few schools are with travel hazards, mountainous.
DALAGUETE SUB-OFFICE	Argao 1, 2	Sept. 13-17	26, 29 = 55	Dr. Chona B. Redoble - EPSvr English All PSDSs in these districts	Some schools are with travel hazards.
DALAGUETE SUB-OFFICE	Dalaguete 1, 2	Sept. 13-17	24, 26 = 50	Engr. April Custodio Div. Engineer All PSDSs in these districts	To also check rainwater catchment recipient schools.
DALAGUETE SUB-OFFICE	Alcoy Boljoon Oslob,	Sept. 13-17	10, 14, 20 = 44	Mrs. Maria Socorro Relacion SEPS-HRD All PSDSs in these districts	May be called to Div. Office at any time due to important reports to be submitted.
DAL./BAD. SUBOFFICE	Santander Samboan Ginatilan	Sept. 13-17	11, 18, 13 = 42	Mr. Louie Monteroso EPS-HRD All PSDSs in these districts	Some schools are with travel hazards.
BADIAN SUB-OFFICE	Dumanjug 1,2 Ronda	Sept. 13-17	15, 20, 12 = 47	Dr. Margarita A. Nierra - SEPS –P & R All PSDSs in these districts	May be called to Div. Office at any time due to important reports to be submitted.
BADIAN SUB-OFFICE	Badian Moalboal Alcantara	Sept. 13-17	29, 18, 10 = 57	Dr. Roderick T. Goles SEPS-M&E All PSDSs in these districts	May be called to Div. Office at any time due to important reports to be submitted.
BADIAN SUB-OFFICE	Alegria Malabuyoc	Sept. 13-17	24, 19 = 43	Mrs. Maria Elena T. Paras – EPSvr SPED/ALS/KINDERGARTEN	Most schools are with travel hazards
BALAMBAN SUB-OFFICE	Barili 1 & 2 Aloguinsan	Sept. 13-17	22, 23, 20 = 65	Dr. Jose Gary R. Napoles – EPSvr -TVL All PSDSs in these districts	Some schools are with travel hazards.



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

BALAMBAN SUB-OFFICE	Pinamungajan 1,2 Balamban 1, 2	Sept. 13-17	17, 16, 19, 22 = 74	Mrs. Jane O. Gurrea – EPSvr EsP/Guidance All PSDSs in these districts	Some schools are with travel hazards, by walking only.
BALAMBAN SUB-OFFICE	Tuburan 1,2	Sept. 13-17	25, 32, = 57	Mrs. Nenita G. Jaralve – EPSvr MAPEH All PSDSs in these districts	Some schools are with travel hazards, accessible by walking only.
BALAMBAN SUB-OFFICE	Asturias North Asturias South	Sept. 13-17	19, 15 = 34	Engr. Ester Roldan Div. DRRM Officer All PSDSs in these districts	Some schools are with travel hazards, by walking only.
MEDELLIN SUB-OFFICE	Medellin Tabogon	Sept. 13-17	25, 27 = 52	Mr. Chaney A. Gulfan - SEPS- Soc.Mob All PSDSs in these districts	Few schools are mountainous/islet (Gibitngil IS)
MEDELLIN SUB-OFFICE	Daanbantayan 1, 2	Sept. 13-17	23, 19 = 42	Mrs. Araceli Cabahug - EPSvr-Filipino All PSDSs in the districts	With islet schools (Carnaza/Malapascua)
MEDELLIN SUB-OFFICE	Sta. Fe Bantayan 1, 2 Madrdejos	Sept. 13-17	13, 15, 14, 16 = 58	Mrs. Juvimar Montolo – EPSvr Science All PSDSs in these districts	Some schools are in the islets.
MEDELLIN SUB-OFFICE	Tabuelan San Remigio 1, 2	Sept. 13-17	19, 14, 20 = 53	Dr. Clavel Salinas All PSDSs in these districts	Few schools are mountainous, travel by motorbike only.
LILLOAN SUB-OFFICE	Carmen Catmon	Sept. 13-16	23, 22 = 45	Dr. Norman O. Blanco –EPS 11- M & E All PSDSs in these districts	Some schools are mountainous.
LILLOAN SUB-OFFICE	Sogod Borbon	Sept. 13-17	27, 24 = 51	Mrs. Rosemary Oliverio - EPSvr- Aral Pan.	Few schools are accessible by motorbike only.
LILLOAN SUB-OFFICE	San Francisco Pilar	Sept. 13-17	27, 15, = 42	Dr. Gerardo S. Mantos - EPSvr SGOD All PSDSs in these districts	To inspect Sta. Cruz NHS, San Francisco (new)
LILLOAN SUB-OFFICE	Tudela Poro	Sept. 13-17	13, 20 = 33	Engr. Danny Borces Div. Engineer All PSDSs in the districts	To check also rainwater catchment recipient schools
LILLOAN SUB-OFFICE	Consolacion 1, 2 Lilloan	Sept. 13-16	14, 17, 20 = 51	Dr. Mary Ann P. Flores , Chief CID All PSDSs in these districts	Few schools are accessible by motorbike only.
LILLOAN SUB-OFFICE	Compostela Cordova	Sept. 13-16	19, 14 = 33	Mr. Isaiash T. Wagas All PSDSs in these districts	With islet school (Cordova)
TOTAL NUMBER OF SCHOOLS			1, 115	Elementary = 896; Secondary = 219	(IS = 81)

vay/2021




Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

Enclosure "B"

ANNEX A
SUGBUsoḡ sa Eskuylahan
Project Evaluation Sheet

City/Municipality : _____
Name of School : _____
Barangay : _____
School's District : _____

Name of Evaluator : _____
Agency/Office : _____
Date of Evaluation : _____

PARTICULARS	Points	REMARKS
1. Plant Health (20 points)		
- 100% of Plants are healthy and vigorous	20	
- 75% of Plants are healthy and vigorous	15	
- 50% of Plants are healthy and vigorous	10	
- 25% of Plants are healthy and vigorous	5	
2. Application of Sustainable Farming Practices (20 points)		
a. Natural Farming Practices <i>(1 point per item, maximum 10 points)</i> <div style="display: flex; justify-content: space-between;"> <div> Biodegradable Mulching Indigenous Microorganism (IMO) Fermented Plant Juice (FPJ) Lactic Acid Bacteria Serum (LABS) Others: </div> <div> Oriental Herbal Nutrient (OHN) Fish Amino Acid (FAA) Calcium Phosphate (CalPhos) Fermented Fruit Juice (FFJ) </div> </div>		
b. Organic Practices (10 points)		
b.1 Organic Fertilizer used <i>(any of the items below-2points)</i> Vermi Cast Vermi Tea Compost <i>(Vermi, Takakura, Trichoderma etc.)</i> Animal Manure <i>(Chicken, Cow and Goat, etc.)</i> Others:		
b.2 Botanical Pesticides used <i>(any of the items below-2points)</i>		
<div style="display: flex; justify-content: space-between;"> <div> Neem tree extract Tubli extract Panyawan extract </div> <div> Tobacco extract Hot pepper extract Others: </div> </div>		
b.3 Insect Pest attractants used (2 points)		
b.4 Biological Control Agents released <i>(any of the items below-2points)</i>		
<div style="display: flex; justify-content: space-between;"> <div> Trichogramma Trichoderma </div> <div> Earwig Others: </div> </div>		
b.5 Mechanical Control practiced <i>(any of the items below-2points)</i>		
<div style="display: flex; justify-content: space-between;"> <div> Pest Traps Others: </div> <div> Hand picking </div> </div>		
3. Production (20 points)		First 3 harvest

: total accumulated yield of 5 sample plants: 15kg and above	20		5 kinds of vegetables
: total accumulated yield of 5 sample plants: 10-14.99kg	15-19		
: total accumulated yield of 5 sample plants: 5-9.99kg	10-14		
: total accumulated yield of 5 sample plants: 1-4.99kg	6-9		
: total accumulated yield of 5 sample plants: below 1kg	5		
4. Use of the garden for interdisciplinary learning (10 points)			
a. Labelling (5 points)			
Plants are completely labelled -(Scientific Name, English name, Common name, Variety and Date planted); (Processes and Uses for herbal and medicinal plants)	5		
Plants are partially labelled (lacking one (1) data cited above)	3		
Plants are incompletely labelled (lacking 2 or more data cited above)	1		
No label	0		
b. Platforms used to facilitate garden learning (5 points) <i>One (1) point each, maximum of five (5) points</i>			
Online platforms (<i>Internet</i>)			
Broadcast media (<i>Radio</i>)			
Print media (<i>Hand-outs, Brochures, Newspapers, Magazines, etc.</i>)			
House visit			
Instructional videos			
5. School support for the SUGBUSog sa Eskuylahan Gardening Program (10 points)			
Manpower			
Brigada -'Five major activities (<i>land preparation, planting, fertilization, maintenance, harvesting</i>) 1 point each	5		
Finances (<i>Budget allocated for garden establishment</i>)	2		none = 0
Resources (<i>tools & equipments, supplies & materials etc.</i>)	2		none = 0
Memos, etc.	1		none = 0
6. Creativity and Effective design of the Garden			
Garden design considerations (5 points)			
: Plants are properly arranged, grouped and area is maximized	5		
: Plants are partially arranged, grouped and area is not maximized	3		
: Plants are not properly arranged, grouped and area is underutilized	1		
Use of indigenous materials (3 points)			
: All materials used are indigenous	3		
: 50% of materials used are indigenous	2		
: below 50% of materials used are indigenous	1		
Use of recyclable materials (2 points)			
: Uses 100% recyclable materials	2		

: Partially uses recyclable materials	1		
7. Record Keeping (10 points)			
Activity log (<i>records of all activities and agricultural inputs used during garden establishment</i>)	5		if present = 5; none = 0
Photo and Video documentation (<i>from land preparation upto harvest</i>)	3		Video = 2 points; Photo = 1 point
Harvest data	2		if present = 2; none = 0
SUB-TOTAL	100		
*Additional Points			
*Plus 5 points for Functional Aquaponics			
*Plus 5 points for Native Chicken Production			
			1 rooster is to 5 pullets
*Plus 5 points for Vermi composting facility			
*Plus 5 points for product value adding (<i>labelling, packaging, processing, etc.</i>)			
*Plus 2 points for Plant Nursery Area			
*Plus 2 points for Banana (Iakatan), Jackfruit & Breadfruit planted			
			at least 10 plants for Banana & Jackfruit; 2 plants for Breadfruit
*Plus 2 points for Medicinal Plants, Herbs & Spices			
			below 5 plants (1 pt.)
TOTAL SCORE	126		

Evaluator's Signature over Printed Name



Enclosure "C"



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Cebu Province

OPENING OF CLASSES MONITORING TOOL FOR DIVISION PERSONNEL
 (Please reproduce the tool/s in back-to-back pages for economical use of papers)

I. HEALTH AND SAFETY PROTOCOLS			
Deliverables for Monitoring	Indicate "1" if present	(-) for non	CONCERNS AND ISSUES
1. School has COVID 19 triage area			Technical Assistance Given
2. The school requires the daily health symptoms and questionnaire to all personnel and stakeholders.			
3. School has ample supply of alcohol, and other disinfectants.			
4. Social distancing is observable.			
5. Wearing of face mask is a must.			
6. Wearing of Face shield is a must.			
7. School takes thermal scanning at the entrance /gate.			
8. School has evacuation plans and procedures.			
9. During face to face classes students participated in the drills			
10. School personnel are trained to administer first aid to students			
11. School conducted regular pruning of trees prior to opening of classes.			



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
 Telephone Nos.: 032-2556405
 Email Address: cebu.province@deped.gov.ph

12. School conducted fire safety inspection every year in coordination with the Bureau of Fire protection.			
13. School DRRM team participated DRRM trainings from Division, regional, or partners			
14. School has contingency plan on existing hazards such as COVID 19, earthquake, fire, etc.			
15. School has inventory reports on classroom conditions			
16. School integrates DRRM in the SIP			
17. School has designated a DRRM focal person.			
18. School has updated hazard mapping			
19. Classrooms have risk assessment.			
20. Unsafe school buildings were given with appropriate actions undertaken by the School heads (upgraded, retrofitted, non-usage, etc.			
21. Biometrics is functional			
22. Teachers have logged in the biometrics			
23. Updated Transparency Board is displayed properly			
24. School head has prepared teachers' program			

II. MODE OF DELIVERY OF THE LEARNING MATERIALS	Please check the appropriate box	Issues and Concerns/Problems Encountered During the Delivery of Materials	Action Taken by School Head
	<input type="checkbox"/> -Modules were picked up by parents in school <input type="checkbox"/> - Modules were picked up by parents at the Purok Centers <input type="checkbox"/> Modules were personally delivered by teachers <input type="checkbox"/> - Others, please specify. _____		

II. LEARNING MODALITY USED
A. ON-LINE DISTANCE LEARNING (SYNCHRONOUS / ASYNCHRONOUS)

Areas of Concern	Male	Female	Total	Issues and Concerns/Problems Encountered	Action Taken by School Head
IV. Enrolment					
- Kinder					
- Grade 1					
- Grade 2					
- Grade 3					
- Grade 4					
- Grade 5					
- Grade 6					
- Grade 7					
- Grade 8					
Grade 9					
- Grade 10					
- Grade 11					
- Grade 12					
	Yes	No			
- Non-Admission (No Collection Policy, No Credentials, No LRN, etc.)					

B. PRINTED MODULAR INSTRUCTION

Areas of Concern	Male	Female	Total	Issues and Concerns/Problems Encountered	Action Taken by School Head
IV. Enrolment					
- Kinder					
- Grade 1					
- Grade 2					
- Grade 3					
- Grade 4					
- Grade 5					
- Grade 6					
- Grade 7					
- Grade 8					
- Grade 9					
- Grade 10					
- Grade 11					
- Grade 12					
- Non-Admission (No Collection Policy, No Credentials, No LRN, etc.)	Yes	No			

C. RADIO-BASED INSTRUCTION

Areas of Concern	Male	Female	Total	Issues and Concerns/Problems Encountered	Action Taken by School Head
------------------	------	--------	-------	--	-----------------------------

IV. Enrolment					
- Kinder					
- Grade 1					
- Grade 2					
- Grade 3					
- Grade 4					
- Grade 5					
- Grade 6					
- Grade 7					
- Grade 8					
- Grade 9					
- Grade 10					
- Grade 11					
- Grade 12					
	Yes	No			
- Non-Admission (No Collection Policy, No Credentials, No LRN, etc.)					

Areas of Concern	CURRENT STATUS OF SCHOOL		DEPED STANDARD				Issues and Concerns/Problems Encountered	Action Taken by School Head
	Total # of Teachers	Ratio	Ready (R)	Nearly Ready (NR)	Needing Support (NS)			
V. Crucial Resources								
- Teachers								
	Number							
- Classrooms								
- Seats								
- Toilets								
	Yes	No						
- Water Supply								
- Electricity								

Other issues and Concerns: (Please write):

(Signature over Printed Name)
DIVISION MONITORING PERSONNEL

