



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

**Office of the Schools
Division Superintendent**

DIVISION MEMORANDUM

No. 349 s. 2023

**DIVISION FIELD TECHNICAL ASSISTANCE (DFTA) COMPOSITE TEAMS AND
DISTRICT PERSONNEL MONITORING FOR THE OPENING OF CLASSES**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Division Supervisors/Coordinators
SEPS/EPS 2/PDOs
District Supervisors/OICs
Public and Private Elementary and Secondary Schools

1. This Office hereby informs the field on the conduct of the monitoring of schools in cognizant to the **OPENING OF CLASSES ON AUGUST 31 to September 1, 2023** for SY 2023-2024.
2. The Division Field Technical Assistance (DFTA) composite teams are encouraged to report to their assigned areas for monitoring. (Please use the monitoring form stipulated here with)
3. District Supervisors are directed to lead and coordinate with DFTA personnel during monitoring.
4. Traveling, meals, per diem, and other incidental expenses incurred by the School Heads and DFTAT relative to the conduct of the said activity shall be chargeable against **Division/local/School MOOE** subject to the usual accounting and auditing rules and regulations while traveling, meals, per diem, and other incidental expenses of the Division Personnel and the morning snacks of the School Heads shall be charged against **Division MOOE** subject to the usual auditing rules and regulations. Distance monitoring personnel are entitled for a Day zero and a return travel on the following day.
5. This Memorandum serves as the **Authority to Travel**.
6. Immediate and wide dissemination of this memorandum is enjoined.

M. Paulin

SENEN PRISCILO P. PAULIN., CESO V
Schools Division Superintendent



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AUGUST 29 OPENNING OF CLASSES MONITORING FORM FOR PUBLIC AND PRIVATE SCHOOLS

District Monitored: _____

School Being monitored: _____

Date monitored: _____

Name of School Head/PSDS: _____

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The FACE-TO-FACE classes are formally opened on August 29, 2023. The Cebu Province Division on its prime concern to monitor/ check the orderliness and harmonious delivery, and facilitation of instruction for both public and private schools is sending DFTA Composite teams from Curriculum Implementation Division (CID) and Schools Governance and Operations Division (SGOD). The division monitoring personnel is encouraged to report to his/her assigned districts and schools to facilitate the monitoring and provide technical assistance to schools with arising concerns. The DFTA teams required to fill in the monitoring form to be submitted to DR. RODERIC T. GOLES- SEPS M&E via PM for consolidation and reporting.



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A. ENROLMENT DATA

District	School	YEAR/GRADE LEVEL							
		K	Gr1	Gr2	Gr3	Gr4	Gr5	Gr6	Total

District	School	YEAR/GRADE LEVEL						
		Gr7	Gr8	Gr9	Gr10	Gr 11	Gr12	Total

Handwritten mark



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B. HEALTH & SAFETY

Health Important provisions Hand	No.	Condition		
		Functional	Under repair	TA Recommended
Hand washing				
Rest rooms				
Water supply / connection				
ventilation				
Hand washing soap / liquid		evident	Not evident	

Issues/ Concerns/ Gaps	Resolutions	Solutions	Recommendation/s

Signature Over Printed Name of Monitoring Personnel



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