



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

August 23, 2023

DIVISION MEMORANDUM  
No. 291, s. 2023

**DIVISION MONITORING OF SY 2023-2024 OPENING OF CLASSES**

To: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 022 s. 2023 "Implementing Guidelines on the School Calendar and Activities for the SY 2023-2024, classes in all public schools nationwide shall formally open on August 29, 2023 (Tuesday).
2. To ensure strict compliance to the provisions of DepEd Order No. 022 s. 2023, guarantee smooth opening of classes, assess schools' readiness, and provide necessary technical assistance and support to schools, this Schools Division shall conduct a division monitoring of opening of classes on August 29 – September 1, 2023.
3. Attached to this memorandum are the monitoring tool and the assignment of SDO personnel who will serve as division monitors.
4. This memorandum shall serve as Travel Order.
5. Traveling expenses of the division monitors shall be charged against division MOOE funds subject to usual accounting and auditing rules and regulations.
6. Public Schools District Supervisors shall ensure that necessary technical assistance is also extended to all private schools within their jurisdiction.
7. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

  
MARITES A. IBANEZ, CESO V  
Schools Division Superintendent

DEPEDBATS-ODS-F-009/R1/11-22-2021



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
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**SY 2023-2024 OPENING OF CLASSES**

**MONITORING TOOL**

Congressional District: \_\_\_\_\_  
Sub-Office : \_\_\_\_\_  
School ID : \_\_\_\_\_  
Name of School : \_\_\_\_\_  
Name of School Head : \_\_\_\_\_  
Designation : \_\_\_\_\_

School Curricular Offerings

\_\_\_\_\_ Purely ES  
\_\_\_\_\_ Elem w/ JHS  
\_\_\_\_\_ Purely JHS  
\_\_\_\_\_ JHS w/ SHS  
\_\_\_\_\_ Purely SHS  
\_\_\_\_\_ All Offerings

Number of Shifts and time schedule per shift (if any)

Time Schedule:

1<sup>st</sup> Shift: \_\_\_\_\_ 2<sup>nd</sup> Shift: \_\_\_\_\_ 3<sup>rd</sup> Shift: \_\_\_\_\_

**A. CURRICULUM**

<b>PARTICULARS</b>	<b>EVIDENT</b>	<b>NOT EVIDENT</b>	<b>REMARKS</b>
The school has accomplished Class and Teachers Program and is posted in classrooms			
The teacher has prepared Daily Lesson Log / Daily Lesson Plan			
Availability of learning resources			

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**B. GOVERNANCE AND OPERATIONS**

<b>PARTICULARS</b>	<b>EVIDENT</b>	<b>NOT EVIDENT</b>	<b>REMARKS</b>
The school is compliant to DO 41 s. 2012 (No Collection Policy)			
The school has organized OBE Public Assistance Command Center (OBE-PAAC) with complete contact details and posted in visible area.			
Assistance of community / school partners ( ex:Barangay Officials, LGU, PNP etc.)			
The school has implemented Brigada Eskwela activities focusing on: <ul style="list-style-type: none"><li>- Cleanliness and orderliness of school facilities</li><li>- Compliance to protocols for safety and security of learners and school personnel</li><li>- Classroom re-structuring</li></ul>			
The school has functional hand washing facilities and comfort rooms with availability of sanitizing materials			
The school has updated School Personnel Assignment List and Basic Profile (SF7)			
The class adviser maintains Masterlist of enrolled Learners			
School canteen operation conforms to guidelines			

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The school set up helpdesk for late enrolment – related queries and concerns requiring immediate action			
The school has designated waiting area for parents and guardians			
The school personnel comply to DepEd Order No. 016 s. 2021 re: Guidelines on the new DepEd National Uniform for Teaching and Non-Teaching Personnel			
The actual school enrolment is updated / encoded in the LIS Quick Count Facility			Indicate Total enrolment per Grade Level (Male / Female)

**C. SIGNIFICANT FINDINGS / OBSERVATIONS**

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**Name and Signature of Monitoring Official**  
**Date of Monitoring:**

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**DIVISION MONITORING OFFICIALS CUM TRAVEL ORDER**  
**SY 2023-2024 OPENING OF CLASSES**  
**August 29 – September 1, 2023**

SUB-OFFICE ASSIGNMENT	CID REPRESENTATIVE	SGOD REPRESENTATIVE
Nasugbu East Nasugbu West Talisay Laurel		Nicolas M. Burgos
Bauan East Bauan West San Jose		Nadine C. Celindro
Lobo		Mario B. Maramot
Mabini		David M. Nuay
Padre Garcia Taysan	Loreta V. Ila	Rosemarie J. Gonzales
Tingloy	Rosalinda A. Mendoza	Sarah Jane B. Magnaye
Mataasnakahoy Malvar	Macaria Carina C. Carandang	Evelyn C. De Sagun
San Luis Agoncillo	Elizabeth R. Tolentino	Rodrigo S. Castillo
San Pascual Ibaan	Emerson Dalangin	Leoncia B. Maramot
Balayan East Lian	Rolando S. Casanova	Mercy Villanueva
Tuy Lemery	Jimmy J. Morillo	Maybe M. Bueno
Calaca San Nicolas	Miguel B. Ularte	Anabel E. Magalona
Calatagan	Elizalde L. Piol	Cora V. Samson
Rosario West	Jesusa Perez	Frances Aguilar
Balayan West Taal	Anselma Ebero	Marian L. Arias
Alitagtag Sta. Teresita	Alexander De Castro	Dra. Khareen Cadano
Cuenca	Armelinda Palo	Engr. John Albert L. Tiquis
San Juan East San Juan West	Rosemarie A. Encarnacion	Aris U. Dimaano
Rosario East Balete	Brenda C. Gregorio	James Angelo T. Ano

APPROVED:

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

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