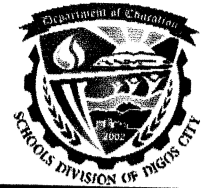




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City




**DIVISION MEMORANDUM**  
No. 931, s. 2017

November 14, 2017

**Conduct of the Fourth Quarter Monitoring of the Modified Work and Study Program (MWSP) and Project EAGLE Implementers**

To : **Chief, Curriculum Implementation Division  
Public Schools District Supervisors  
School Principals/School Heads of Elementary and High Schools**

1. Department of Education Region XI will conduct the Fourth Quarter monitoring of the Modified Work and Study Program (MWSP) and Project EAGLE Implementers.
2. The monitoring activities will be done on November 21-24, 2017 to be facilitated by the Regional Field Technical Assistance Composite Team to serve as monitors.
3. Details of the Monitoring Tools are provided in the enclosure.
4. For immediate dissemination and compliance.

  
WINNIE E. BATOON, Ed. D.  
Officer-in-Charge  
Office of the Schools Division Superintendent

DepEd Schools Division Office

**RELEASED**

Date: 14 NOV 2017 Time: 1:23

Encls: Unnumbered Regional Memorandum dated October 27, 2017

References:

To be included in the Perpetual Index under the following subjects:

K to 12 Implementation

MWSP

Project EAGLE

aca: Conduct of the Fourth Quarter Monitoring of the Modified Work and Study Program (MWSP) and Project EAGLE Implementers

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TANGGAPANG PANREHIYON XI  
Lungsod ng Dabaw



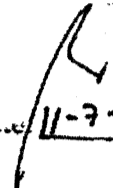
Telefax Numbers: (082) 227-1102; 227-9342 (Trunkline) 225-8495  
221-9428; 227-8025; 222-2617; 227-0941; 221-1210; 221-8435

Website: <http://www.region11.deped.gov.ph>  
SED Email Address: [sed.deped11@gmail.com](mailto:sed.deped11@gmail.com)

MEMORANDUM

TO : All Schools Division Superintendents  
Regional Field Technical Assistance Composite Team  
This Region

FROM :   
ATTY. ALBERTO T. ESCOBARTE, CESO III  
Regional Director

  
Date: 11-9-17 Time: 11:30

SUBJECT : CONDUCT OF THE FOURTH QUARTER MONITORING OF THE  
MODIFIED WORK AND STUDY PROGRAM (MWSP) AND  
PROJECT EAGLE IMPLEMENTERS

DATE : October 27, 2017

1. Herewith is the list of DepEd Regional Office Personnel to composed the Regional Field Technical Assistance Composite Team to serve as monitors during the conduct of the Fourth Quarter Monitoring of the Modified Work and Study Program (MWSP) and Project EAGLE Implementers on November 21-24, 2017.
2. It is believed that with the constant monitoring and evaluation and the provision of field technical assistance to the implementers, the quality and sustainability of the project implementation will be successful and substantial. The monitoring and evaluation team shall ensure quality and efficiency of the program implementation.
3. Details of the Monitoring Tools are provided in the enclosure.
4. All travelling and other allowable expenses of the Monitoring Team shall be charged against HRTD Funds under Project EAGLE Monitoring, subject to the usual government accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum to all concerned is desired.

Incl.: As Stated.

ROC07/rmp/CLMD

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION  
RELEASED

By: \_\_\_\_\_  
Date: 11-9-17 Time: 11:30



**MONITORING & EVALUATION TOOL FOR PROJECT EAGLE IMPLEMENTERS**

DISTRICT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

AREA OF CONCERN	INDICATORS	YES	NO	REMARKS
ENROLMENT	1:25 or a maximum of 35 / Learning Class			
CLASSROOM AREA	1 7m x 9m floor area			
	2 Located on the ground floor, must be next to the nearest entry and/or exit access points			
	3 with natural & electrical lightings ( have at least ( 2 pcs ) 40-watt flourescent lamps and 1 wide window)			
FURNITURE AND EQUIPMENT	1 5 sets of child-sized tables and chairs ( 5 tables and 30 chairs, 6 tables and 35 chairs			
	2 1 set teacher's table and chair			
	3 1 unit teacher's cabinet			
	4 1 unit kindergarten cubby for the learners personal belonging			
	5 1 open shelf for the learners materials			
	6 1 open shelf for storybooks			
	7 1 open shelf for manipulative toys			
	8 Blackboard/whiteboard within eye level and reach of children			
	9 Multi-media equipment compatible with kindergarten multi-media materials and assisitive technology (CD & DVD players, sound system, TV, computer, monitor, laptop, etc. )			
	10 4 x 4 Mats or throw pillows for rest periods			
	11 1 unit ceiling fan			
	12 2 units wall fan			
HEALTH FACILITIES	1 One child-sized toilet bowl for every 25 children at one time inside the classroom or nearby 10-15 meters from the classroom			
	2 One child-sized lavatories/sink, working faucets for hand washing, and tooth brushing inside the classroom or 10-15 meters from the classroom			
	3 Safe drinking tap water.			

	4	First Aid kit with thermometer, ice pack, cotton balls, alcohol, adhesive strip, itch lotion, iodine solution, spirit of ammonia, gauze, medical tape, triangular bandage, and basic medicines			
<b>ACTIVITY CORNERS</b>		<b>PERSONAL CARE &amp; GROOMING CORNER</b>			
	1	mirror, comb, towel, toothbrush, soap, toiletries, nail cutter, tissue paper, etc...			
	2	<b>LANGUAGE ARTS CORNER</b>			
		BOOKS - ( picture story books, picture concept books, wordless books, science/nature books, Filipiniana, student or teacher-made books), and other reading materials displayed on open shelves			
		* area should be covered with mat or carpet, have pillows and small stuffed toys			
	3	<b>SENSORY-PERCEPTUAL &amp; NUMERACY SKILLS CORNER/ SCIENCE &amp; MATH CORNER</b>			
		magnifying glass, counters, beads, number cards, nature tables, etc...			
	4	<b>MOTOR &amp; CREATIVE DEVELOPMENT CORNER</b>			
		percussion instruments, bamboo castanets, coconut maracas, tambourine, xylophone, wood block) open-ended materials (big blocks, small blocks, clay, etc...			
	5	<b>WORK AREA / ACTIVITY AREA</b>			
		* Tables, chairs, art and school supplies			
	6	<b>DRAMATIC PLAY / ACTIVITY AREA</b>			
		* Household play items, costumes, or dress me up items, etc...			
<b>INSTRUCTIONAL MATERIALS</b>	1	Manipulative Toys ( table blocks, lacing beads, tangrams, counting frame, picture dominoes, jigsaw puzzles, and counters (such as stones, shells, seeds, bottle caps, leaves, and twigs)			
	2	Activity Cards/board games (cover all and call out games: upper case letters, lower case letters; colors, numbers, shapes, connecting games, picking up games, etc...)			
	3	Learner's Materials ( Readiness Activity Sheets) and Teacher-Made activity sheets			
	4	Books ( read aloud books or big books, small books, picture story books, wordless picture books, concept books, board books, etc...) per week			
	5	Open-ended sensory materials ( sand and water, clay or home-made playdough, etc.			
	6	Multimedia and computer-aided materials such as songs, rhymes, movies in CD/DVD, interactive educational games			
	7	Localized /Indigenized instructional materials			
	8	Standards and Competencies for 5 year Old Filipino Children (budgeted quarterly)			

	9	NKCG Vol 1 & 2 (as reference )			
	10	ECCD Guide Checklist			
	11	With updated Daily Lesson Log (DLL)			
<b>EMERGENCY EQUIPMENT &amp; TOOLS &amp; DRRM PROVISIONS</b>	1	Fire extinguisher			
	2	Flashlight			
	3	Whistle			
	4	Fire/Earthquake exit plan			
	5	Free from hazards such as digging, stairways, pools, open electric wires, and unsafe electric outlets			
<b>OUTDOOR PLAYGROUND AREA</b>	1	At least 360 sq. m ( should have a balance of sunny and shaded areas, it should be clean, safe, and well-maintained)			
<b>PLAYGROUND EQUIPMENT</b>		should have but not limited to:			
	1	Balance Beam, swing, seesaw, monkey bars, sand and water play equipment, simple obstacle, and slides are recommended			
	2	<b>HOUSE &amp; GARDEN CARE AREA</b> (gardening tools, shovel, spade, pails, sprinklers, cleaning tools, etc...)			
<b>DOCUMENTATION</b>		Keeps accurate and up-to date records of pupils progress			
	1	ECCD Checklist			
	2	Portfolio			
	3	Health Records			
	4	School Forms			
	5	ECCD Form 1 ( class/school report)			
<b>SCHOOL HEAD SUPERVISION</b>	6	ECCD Form 2 ( class/school report)			
	1	Meets the Kinder Teacher at least once a month for information dissemination and address their concerns			
<b>COMMUNITY LINKAGES</b>	2	Observe kindergarten classes with observation Report			
	1	Conducts quarterly parent consultation & reporting of pupils progress			
	2	Conducts home visitation			
	3	Conducts mapping of learners			

\_\_\_\_\_  
Monitor

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Date



**OBSERVATION TOOL FOR PROJECT EAGLE IMPLEMENTERS**

DISTRICT: \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_

AREAS OF CONCERN	INDICATORS			REMARKS
		YES	NO	
<b>TEACHING &amp; LEARNING PROCESS</b>	1 Follows the Blocks of Time			
	2 Uses variety of teaching strategies and techniques to enhance all domains of child development			
	3 Use MTB as medium of instruction			
	4 Uses the Standards & competencies for 5 Year Old Filipino Children			
	5 Uses the National Kindergarten Curriculum Guide (NKG)			
	6 Teach content focus on the scheduled quarter/week/day			
	7 Prepares adequate and age appropriate instructional materials			
<b>CLASSROOM MANAGEMENT</b>	8 Encourage learners to express their ideas freely			
	9 Consistently enforces clear rules for classroom behavior			
<b>LEARNING ENVIRONMENT</b>	10 Maintains safe, clean, and orderly classroom			
	11 Maintains an atmosphere of respect, joy, and courtesy inside the classroom			
<b>DIVERSITY OF LEARNERS</b>	1 Identifies the multiple intelligence of learners			
	2 Provides appropriate learning activities to learners with different cultural background and/or with special needs			
	3 Uses differentiated activities to meet expected learning goals of individual learners			

Attendance: Male: \_\_\_\_\_ Female: \_\_\_\_\_

Observations: \_\_\_\_\_

Agreement: \_\_\_\_\_

\_\_\_\_\_  
 Monitor

\_\_\_\_\_  
 Teacher

\_\_\_\_\_

### MWSP SCHOOL MONITORING TOOL

Date: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_  
 Name of School Head: \_\_\_\_\_ PSDS/Cluster Head: \_\_\_\_\_

TEACHING-LEARNING PREPARATION/DELIVERY	YES	NO	Critical Incidence Observed	Technical Assistance Provided/Recommendations
SH regularly conducts clinical supervision				
SH Conducted classroom observations and post conference/s				
Observed teaching approach delivery				
SH checked DLL and DLP				
Conducted contextualization, indigenization and localization of learning materials				
Availability of K-12 Aligned Learning Modules				
Teachers regularly evaluate students				
Periodic feedback giving is done to students/teachers/guardians/parents				
Integrates DRRM activities in the lessons				
LEARNING ENVIRONMENT	YES	NO	Critical Incidence Observed	Technical Assistance Provided/Recommendations
Shop/Laboratory Layout and Labelled per specialization				
Laboratories/Workshops are conducive and adequate				
Library has complete reference books and is always open				
Availability of internet connectivity in the Computer Laboratory				
Class size is according to standard				
Classrooms are well ventilated, well structured, well lighted and safe				
Provided structures for persons with disabilities (e.g. ramp, handrail, etc.)				
Availability of computer room with functional units to facilitate blended learning				
Availability and accessibility of school clinic with First Aid Kit and medicines				
DATA MANAGEMENT	YES	NO	Critical Incidence Observed	Technical Assistance Provided/Recommendations
Evident system is followed for data management				
Data are available through MIS				
Data are labelled for accessibility				
Significant data are posted and updated (School profile, Performance Indicators, etc.)				
Students' Profile are readily available (LRN, Cert. of Employment, etc.)				
HUMAN RESOURCE MANAGEMENT	YES	NO	Critical Incidence Observed	Technical Assistance Provided/Recommendations
SH attends to teachers' claims (salary, etc.)				
Good relations between and among teachers is observed				

Teaching loads of teachers in accordance with their field of specialization				
SH meets teachers every month				
Teachers are all LET Passers				
<b>HEALTH, NUTRITION AND SANITATION</b>	<b>YES</b>	<b>NO</b>	<b>Critical Incidence Observed</b>	<b>Technical Assistance Provided/Recommendations</b>
School canteen sells nutrient-rich foods, non-carbonated drinks, and food products which bear "Sangkap Pinoy" seal and BFAD approved				
Comfort rooms are clean, always available and functional for students use				
Washing and drinking facilities are functional with adequate water supply				
Has Materials Recovery Facility (MRF), Solid Waste Management System and practice Waste Segregation				
The school vicinity is clean and well kept				
<b>STUDENTS' SAFETY</b>	<b>YES</b>	<b>NO</b>	<b>Critical Incidence Observed</b>	<b>Technical Assistance Provided/Recommendations</b>
Has organized Child Protection Policy Committee				
Ensures that Children's Rights are respected				
Awareness of the Anti-Bullying Act				
Implements positive and non-violent disciplines in classroom management				
Coordinates with appropriate agencies/offices for assistance and intervention				
<b>DISASTER RISK AND REDUCTION MANAGEMENT</b>	<b>YES</b>	<b>NO</b>	<b>Critical Incidence Observed</b>	<b>Technical Assistance Provided/Recommendations</b>
Organized School Disaster Risk Reduction Committee				
Has evacuation plan and established Emergency Reunification Plan				
First Aid Kits, Flashlights, Megaphones and other necessary supplies are readily available				
Conducts regular earthquake drill				
Teachers are knowledgeable in providing psycho-social support to students after a disaster				
<b>Remarks:</b>				

\_\_\_\_\_  
Monitor

\_\_\_\_\_  
Date

Conforme:

\_\_\_\_\_  
School Head



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\_\_\_\_\_  
Monitor

\_\_\_\_\_  
Date

Conforme:

\_\_\_\_\_  
School Head