



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



**DIVISION MEMORANDUM**  
No. 028, s. 2019

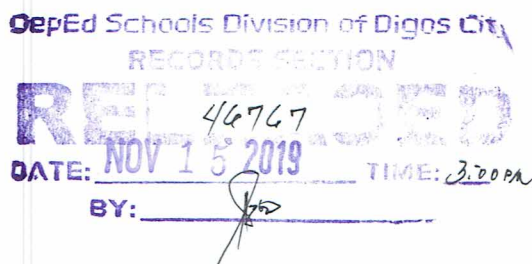
November 15, 2019

**CONDUCT OF BALIK TULUNGHAN MONITORING**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Division Office Unit Heads  
Elementary and Secondary School Heads

1. In relation to the implementation of "Barug Digos" Project, resumption of classes on November 18, 2019 will be monitored to gather information concerning School Learning Environment, Scheme of Classes Adopted, Learning Materials Utilized, Learners' Attendance, Teachers' Preparedness, Health/Sanitation/Safety, and Stakeholders Collaboration for possible technical assistance.
2. Attached is the List of Monitors and their respective assignment, as well as the Balik Tulunghaan Monitoring Tool.
3. Monitors are expected to forward their individual accomplished Monitoring Tool to the PSDS In-Charge in each cluster in the morning of the succeeding day, Tuesday, for consolidation, follow-up monitoring and provision of possible technical assistance.
4. The "**Cluster Consolidated Monitoring Report**" is anticipated to be forwarded to the Monitoring and Evaluation (M & E) Unit on or before Thursday, November 21, 2019, for division consolidation and reporting as basis for further planning and action; and this Office expects to receive the **Division Consolidated Report** on November 25, 2019.
5. Travel expenses of monitors are chargeable against Division MOOE subject to the usual accounting and auditing rules and regulations.
6. For guidance and compliance.

  
**CRISTY C. EPE, CESE**  
Schools Division Superintendent



Encls: List of Monitors, Balik Tulunghaan Monitoring Tool  
References: Barug Digos Project  
To be indicated in the Perpetual Index under the following subjects:  
GOVERNANCE MONITORING  
BSD: Conduct of Balik Tulunghaan Monitoring  
Nov. 15, 2019

**LIST OF MONITORS FOR BALIK-TULUNGAAN MONITORING**  
November 18, 2019

District	Cluster	PSDS In-Charge	School	Assigned Monitor
DIGOS ORIENTAL DISTRICT	1	PATRIOTISO O. PEÑAS	Dawis ES	Krintine Marie Bejarin
			DMMES	Patriotiso Peñas
			Abalayan ES	Patriotiso Peñas
			Kibanban ES	Luzminda Jasmin
			Garcia ES	Luzminda Jasmin
			Dawis National HS	Krintine Marie Bejarin
	2	CHERRY ROSSETTE E. OLIVA	RMCES	Cherry Rosette Oliva
			Aplaya ES	Dr. Myracel Dalope
			Cogon ES	Rofelia de Mesa
			Badiang ES	Dhelma Kristine Peñas
			Aplaya High School	Cherry Rosette Oliva
DIGOS OCCIDENTAL DISTRICT	1	ZENAIDA G. GUYA	Digos CES	Zenaida Guya
			J. Alberca ES	Zenaida Guya
			Mahayayhay ES	Joel Gomito
			Ranao ES	(very far)
			Balabag ES	Joan Niones
			Balabag National HS	Joan Niones
	2	JESSICA G. LUCERO	Dulangan ES	Jessica Lucero
			Damnas ES	Jessica Lucero
			Alferez ES	Elezer Mateo
			Ruparan ES	Cecile Uy
			P. BASALAN ES	Joel Gomito
			Goma High School	Elezer Mateo
			Ruparan National HS	Cecile Uy
MT. APO DISTRICT	1	ELY G. CATALUÑA	Rizal CES	Vicente Laburada
			N. isidro ES	Ely Cataluña
			Marawer ES	Ely Cataluña
			Apolandia ES	Ely Cataluña
			Kapatagan National HS	Vicente Laburada
	2	ARLEN P. BARBA	Reusora ES	Stephen Pascual
			Soong ES	Stephen Pascual
			Binaton ES	Arlen Barba
			Matti ES	Arlen Barba
			Soong National HS	Daissy Jane Sanoy
DIGOS SOUTH DISTRICT	1	HELEN A. CASIMIRO	Maniapao ES	Helen Casimiro
			Colorado ES	Helen Casimiro
			Abawag ES	Ronald Dedace
			Saplala ES	Airon Alejandro
			Matti National HS	Airon Alejandro
			SHS in Digos City	Ronald Dedace
	2	FERNA RENIRA T. ALDE <b>Note:</b> In the absence of Mrs. Alde, <b>Mrs. Tabanao</b> will do the collection and consolidation of reports for the Cluster.	San Miguel ES	Ronily Nieves
			Igpit ES	Ronily Nieves
			Bagumbuhay ES	Maryglor Tabanao
			C. Nonol ES	Joy Fortun
			Lungag ES	Joy Fortun
Digos City National HS		IDA I. JUEZAN	Imelda Cardines Engr. Helen Franconas	
		NEIL D. BONGCAYAO		



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**BALIK TULUNGAAN MONITORING TOOL**  
*(Project BARUG)*

Division: \_\_\_\_\_ Date of Monitoring: \_\_\_\_\_

Name of School \_\_\_\_\_ School ID: \_\_\_\_\_

Name of School Head/Principal: \_\_\_\_\_

School Category: Public: \_\_ Private: \_\_ School Level: (Pls. check) Kinder \_\_ Elem \_\_ JHS \_\_ SHS \_\_

- Objectives:**
1. To ensure preparedness of schools on the resumption of classes.
  2. To address problems, queries, and other concerns commonly encountered.

**Balik Tulunghaan Implementation:** Provide accurate response to each indicator.

AREAS	No.	Remarks
<b>A. LEARNING ENVIRONMENT</b>		
1. Number of Classroom/s:		
a. Used		
b. Unusable		
2. Type of classroom/learning space used:		
a. Regular Classroom/s		
b. Makeshift/s <i>(Temporary classrooms built before disaster &amp; used in regular days)</i>		
c. Temporary Learning Space/s <i>(Temporary classrooms built during disaster)</i>		
d. Covered Court / Gym / Social Hall		
e. Open Space/s <i>(no structure, e.g. under the trees)</i>		
f. Others, please specify: _____		
3. Number of classes displaced		
4. Number of damaged seats & tables / armchairs		
5. Number of usable toilets		
6. Number of usable handwashing facilities		
<b>B. SCHEME</b>		
1. Shifting of classes		
2. Merging of classes <i>(indicate class size)</i>		
3. Shortened Time <i>(indicate no. of minutes per learning area)</i>		
4. ADM <i>(Alternative Delivery Mode)</i>		
5. Others, please specify: _____		
<b>C. LEARNING MATERIALS</b>		
1. Type of available Learning Materials:	<input type="checkbox"/> Curriculum Guides	
<input type="checkbox"/> Self-Learning Modules	<input type="checkbox"/> Teacher-made Worksheets	
<input type="checkbox"/> Textbooks	<input type="checkbox"/> Others, please specify: _____	
2. Source of Learning Materials utilized by the teacher:	<input type="checkbox"/> Textbooks	
<input type="checkbox"/> ADM / MISOSA	<input type="checkbox"/> Others, please specify: _____	
<input type="checkbox"/> LR portal		

**Issues & Concerns:**

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**D. LEARNERS ATTENDANCE**

Grade Level	# of enrollment <i>(as of September 2019)</i>			Attendance as of Nov. 18, 2019			# of learners in TLS <i>(as of Nov. 18, 2019)</i>			Number of Attendance								
										MISOSA / ADM			ALS (Alternative Learning System)			OHS (Open High School)		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Kindergarten																		
Grade 1																		
Grade 2																		
Grade 3																		
Grade 4																		
Grade 5																		
Grade 6																		
Grade 7																		
Grade 8																		
Grade 9																		
Grade 10																		
Grade 11																		
Grade 12																		
<b>TOTAL</b>																		

**V. TEACHERS PREPAREDNESS (CURRICULUM)**

Indicators	Yes	No	Remarks
1. Revised class program <i>(per DO 31, s. 2012)</i>			
2. Teachers schedule <i>(per DM 291, s. 2008)</i>			
3. Class Records			
4. Lesson Plan (DLL/DLP)			
5. Form 138 (Cards)			
6. Form 137 (Permanent Records)			
7. Teachers wear complete and prescribed uniform with IDs.			
8. Teachers report to their respective classrooms/TLS.			
9. Teachers ensure cleanliness and orderliness in classrooms.			

**VI. HEALTH, SANITATION AND SAFETY**

Indicators	Yes	No	Remarks
1. Availability of First Aid Kit			
2. Availability of functional comfort rooms			
3. Availability of teachers whistle for emergency drills			
4. Exit points to evacuation center			
5. Availability of Fire extinguisher			
6. Proper waste disposal & segregation			
7. Proper light & ventilation			
8. Availability of potable water			
9. Updated evacuation plan			



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**VII. School – Stakeholders Collaboration**

Indicators	Yes	No	Remarks
1. Collaboration with PTA and other internal & external stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	
2. Availability of Public Assistance Desk	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation:

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Monitored by:

Name	Designation	Signature

Conformed: School Principal: \_\_\_\_\_  
Signature over printed name