



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 537s. 2021

September 10, 2021

CONDUCT OPLAN BALIK ESKWELA MONITORING

To: CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads Concerned
Elementary and Secondary School Principals

1. In pursuance to DepEd Memorandum No. 58, s. 2021, re: 2021 Oplan Balik Eskwela, this office directs the following personnel to monitor and provide technical assistance as to school preparations for the Opening of Classes and for SY 2021-2022 within September 13-24, 2021, to wit:

District	Team Leader	Asst. Team Leader	Members
Mt. Apo	Patriotiso Peñas	Cherry Rossette Oliva	Tito Endrina Angel Bisaga, Jr. Peter-Jason Senarillos Daissy Jane Sanoy
Digos Occidental	Neil Bongcayao	Ely Cataluña	Luzminda Jasmin Mishel Cadungog Julie Anne Posadas Dr. Myracel Dalope Rofelia de Mesa
Digos Oriental	Ferna Renira Alde	Mary Joy Fortun	Joan Niones Ronilyn Nieves Cecile Uy Jose Israel Maravilles Joel Gomito
Digos South	Helen Casimiro	Jessica Lucero	Jem Boy Cabrella Maryglor Tabanao Engr. Helen Franconas Dr. Jasmine Asarak
Secondary Schools	Clarence Pillerin	Ida Juezan	Gervacio Salinas, Jr. Gemma Salanga Ronald Dedace Hazel Marie Esabillas

2. The monitoring and provision of technical assistance (TA) may be done either face-to-face or through online platform depending on the agreement of the members in each Team. It is expected that schools shall be visited online/face-to-face more than once within September 13-24 to track improvements based on TA provided from the first OBE visit, or for continuous TA.
3. Overall results of OBE Monitoring per school (after series of visits) using the attached OBE Tool shall be encoded/posted in the link to be provided by the Planning, Research, Monitoring and Evaluation (PRME) unit next week. To emphasize, there should only be one overall OBE monitoring results which shall be reported/posted in the link to be provided by the PRME.



4. The Team Leader is expected to meet his/her group to clarify directions/mechanisms to be observed by individual team in the conduct of OBE Monitoring and Provision of Technical Assistance. Creation of group chat is also recommended.
5. For guidance and compliance.



CRISTY C. EPE
Schools Division Superintendent



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CHECKLIST IN PREPARATION FOR THE OPENING OF CLASSES
(FOR S.Y. 2021-2022)

NAME OF SCHOOL:	SCHOOL ID:	DATE ACCOMPLISHED:
NAME OF SCHOOL HEAD:	TYPE: <input type="checkbox"/> Public <input type="checkbox"/> Private	DISTRICT/Cluster: <input type="checkbox"/> South <input type="checkbox"/> Mt. Apo <input type="checkbox"/> Oriental <input type="checkbox"/> Secondary <input type="checkbox"/> Occidental Clustered Schools
CURRICULAR OFFERING: <input type="checkbox"/> Kindergarten only <input type="checkbox"/> Junior High School <input type="checkbox"/> Primary school with Kindergarten <input type="checkbox"/> Senior High School <input type="checkbox"/> Complete elementary (K-6)		NUMBER OF PERSONNEL: Teaching: Non-Teaching:
LEARNING DELIVERY MODALITIES TO BE USED IN THE SCHOOL: Blended Learning <input type="checkbox"/> Modular & Online <input type="checkbox"/> Modular, Online, Digital, TVI/RBI <input type="checkbox"/> Others: Pls. Specify: _____ <input type="checkbox"/> Modular & Digital <input type="checkbox"/> Modular, Digital, TVI/RBI _____ <input type="checkbox"/> Modular & TVI/RBI _____		

A. Teachers/Learners/Parents/Support System	Available	Not Available	Actions Taken <small>(IF NOT AVAILABLE)</small>
1. Class Program (with stipulation of learning modality to use)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Teacher's Individual Schedule (with stipulation of learning modality to handle)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Summary of Teachers' Loads (with inclusion of learning modalities handled that should align to Teacher's Individual Schedule)	<input type="checkbox"/>	<input type="checkbox"/>	
4. List of learners (by grade level and section, with learning modality availed - pls see the attached recommended template)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Summary of Number of Classes per Grade Level per Learning Modality (pls. attached recommended template)	<input type="checkbox"/>	<input type="checkbox"/>	
6. School BE-LCP for SY 2021-2022	<input type="checkbox"/>	<input type="checkbox"/>	
7. School Calendar of Activities (anchored to Do 29, s, 2021 plus school level activities aligned to School BE-LCP and engagement with the Division), and inclusion of: a) Conduct of LAC Sessions/Trainings b) Orientation of learners and parents on learning modality to use c) Reorientation of teachers on the preparation of learning plan (for learners' use), preparation of lesson outline (for teacher's use), utilization of Individual Learning Monitoring Plan (ILMP), Assessment (DO 31, s. 2020), Learner Attendance Conversion Tools (LACTs) – DM 14, s. 2021, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Annual Plan on Conduct of LAC Session (which should be responsive to teacher/school needs and with complete set of information properly organized; with strong recommendation on inclusion of performance-based assessment which should be mastered in series of LAC sessions)	<input type="checkbox"/>	<input type="checkbox"/>	
9. Training Design on Conduct of School INSET (particularly in preparing teachers in the handling of adopted learning modalities, the implementation of Greening Education Program, and other important trainings responsive to the needs of the teachers/school, e.g crafting of performance-based assessment)	<input type="checkbox"/>	<input type="checkbox"/>	





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B. Learning Materials, Systems and Platforms	Available	Not Available	Actions Taken <small>(IF NOT AVAILABLE)</small>
d.1 Modular Modality			
1. Sufficient and readily available SLMs/locally made Learning Activity Sheets for the first quarter	<input type="checkbox"/>	<input type="checkbox"/>	
2. Mechanism on tracking/monitoring the preparation of Learning Activity Sheets (LAS) ensuring completeness of LAS as to grade level and section, learning area, and week number <i>(which should also appear in the School BE-LCP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Mechanism on distribution and retrieval of SLMs/locally made Activity Sheets and other learning materials to and from the learners/parents <i>(which should also appear in the School BE-LCP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
d.2 Digital Modality (Greening Education Program)			
1. Availability of School Server/Work Station for distribution of Digitized Activity Sheets to learners with gadgets	<input type="checkbox"/>	<input type="checkbox"/>	
2. Availability of Digitized Activity Sheets in the School Server/Work Station for all learning areas per grade level managed by the School ICT Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	
3. Conduct of Teachers' Orientation on Greening Education Program <i>(pls indicate the percentage of teachers attending the orientation)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Conduct of Orientation for Parents/Learners on Greening Education Program <i>(pls indicate the percentage of parents attending the orientation)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Mechanism on tracking/monitoring the distribution and retrieval of digitized Learning Activity Sheets, and other learning materials <i>(which should appear in the school BE-LCP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
d.3 Online Modality			
1. Availability of computer/laptop to be used by the teachers handling online classes	<input type="checkbox"/>	<input type="checkbox"/>	
2. School Plan of Action in the implementation of Online Classes (e.g School direction for School Year 2021-2022 taking into consideration the improvement that it foresees to implement to make Online Classes more responsive <i>(compared to last school year)</i> to the needs of the learners, which should also appear in the School BE-LCP)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Mechanism on monitoring/tracking the implementation of online modality <i>(to appear in the School BE-LCP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
d.4 TV-based/Radio-based Instruction			
1. List of students with access to TV-based/Radio-based Instruction	<input type="checkbox"/>	<input type="checkbox"/>	
2. Mechanism on tracking learner's access to TVI/RBI <i>(which should also appear in the School BE-LCP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
d.5 Summative Assessments			
1. Mechanism on monitoring the preparation and administration of summative assessments, which include both the written and performance-based tasks, as well as the submission of quarterly assessment results <i>(to appear in the School BE-LCP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
d.6 Utilization of Individual Learning Monitoring Plan/Conduct of Remediation			





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1. Mechanism on the utilization of Individual Learning Monitoring Plan (ILMP) or conduct of Remediation for learners who need thorough assistance especially those who fail in every quarter	<input type="checkbox"/>	<input type="checkbox"/>	
C. Physical Facilities / Learning Environment	Available	Not Available	Actions Taken <small>(IF NOT AVAILABLE)</small>
1. Floor markings in the classrooms, offices, and walkways to observe social distancing	<input type="checkbox"/>	<input type="checkbox"/>	
2. Directional signs to guide learners, parents, and visitors (e.g. entrance and exit routes)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Instructional signs that convey information on how to observe social distancing in classrooms, offices, and walkways	<input type="checkbox"/>	<input type="checkbox"/>	
4. Sufficient desks and chairs/tablet armchairs for learners	<input type="checkbox"/>	<input type="checkbox"/>	
5. Sufficient classrooms for F2F learning delivery (i.e. 15 learners in class using tables and chairs and 20 learners in a class using tablet armchairs)	<input type="checkbox"/>	<input type="checkbox"/>	
6. Properly cordoned unsafe areas marked with warning signs	<input type="checkbox"/>	<input type="checkbox"/>	
7. Firefighting equipment for each building	<input type="checkbox"/>	<input type="checkbox"/>	
8. First aid kit in classrooms and offices	<input type="checkbox"/>	<input type="checkbox"/>	
9. List of local emergency hotlines in classrooms and offices	<input type="checkbox"/>	<input type="checkbox"/>	
10. Segregated trash bins for biodegradable, non-biodegradable, and residual wastes	<input type="checkbox"/>	<input type="checkbox"/>	
11. Emergency exits	<input type="checkbox"/>	<input type="checkbox"/>	
12. Swing-out doors	<input type="checkbox"/>	<input type="checkbox"/>	
13. Unobstructed corridors & pathways free from sharp and protruding objects	<input type="checkbox"/>	<input type="checkbox"/>	
14. Covered drainage canals	<input type="checkbox"/>	<input type="checkbox"/>	
15. Safety measures posted in the laboratories and workshops	<input type="checkbox"/>	<input type="checkbox"/>	
16. School-ground maintenance plan/schedule to ensure the safety of life and property	<input type="checkbox"/>	<input type="checkbox"/>	
17. Chalkboard /whiteboard of standard height	<input type="checkbox"/>	<input type="checkbox"/>	
18. Lavatory/sink within the classroom or office with functional faucet and water	<input type="checkbox"/>	<input type="checkbox"/>	
19. Sufficient lighting and ventilation in classrooms and offices	<input type="checkbox"/>	<input type="checkbox"/>	
20. Functional comfort rooms with water supply	<input type="checkbox"/>	<input type="checkbox"/>	
21. Functional clinic with a water source	<input type="checkbox"/>	<input type="checkbox"/>	
22. Handwashing facilities or wash area/washstand/sanitation stand near the gate with available soap	<input type="checkbox"/>	<input type="checkbox"/>	
23. Holding area/tent at the school entrance			
24. Community spaces as learning spaces if clustered-blended-learning sessions will be done (e.g. LGU covered court, worship halls)	<input type="checkbox"/>	<input type="checkbox"/>	
25. Work and play area (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
D. Support Mechanisms, Infrastructure, Facilities, & Equipment	Available	Not Available	Actions Taken <small>(IF NOT AVAILABLE)</small>
1. Internet connectivity (Indicate the type) <input type="checkbox"/> Low-Speed Mobile (GPRS Edge 3G HSDPS)	<input type="checkbox"/>	<input type="checkbox"/>	





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<input type="checkbox"/> High-Speed Mobile (LTE 4G HSDPS+) <input type="checkbox"/> Fixed Wireless Internet Service (Pisonet P2P Wireless ISPs) <input type="checkbox"/> DSL Cable <input type="checkbox"/> Others (Please specify:)			
2. Sufficient functional computers (Indicate the number of units:)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Features and specifications of the learning management systems and platforms to be used	<input type="checkbox"/>	<input type="checkbox"/>	
4. Printers, cutters, and binders for the hard-copy-reproduction of modules and other learning materials	<input type="checkbox"/>	<input type="checkbox"/>	
5. Disc copiers/duplicators /flash drives for the soft-copy-reproduction of modules and other learning materials	<input type="checkbox"/>	<input type="checkbox"/>	
6. Teacher's Guide on specific grade level and learning area	<input type="checkbox"/>	<input type="checkbox"/>	
7. Mechanism for weekly meetings with parents/learners (<i>which should appear in the School BE-LCP</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
8. Funds for the communication/internet connection and travel expenses of teachers (i.e. for distribution and retrieval of modules and learning materials, provision of learning assistance and remediation)	<input type="checkbox"/>	<input type="checkbox"/>	
9. Community learning facilitators to support learners while learning from home (e.g. parents, guardians, other adults)	<input type="checkbox"/>	<input type="checkbox"/>	
F. Infection Control and Prevention	Available	Not Available	Actions Taken <small>(IF NOT AVAILABLE)</small>
1. Contextualized safety protocols based on the recommendations of the COVID-19 IATF	<input type="checkbox"/>	<input type="checkbox"/>	
2. Disinfection procedure for school grounds, facilities, classrooms, and offices before and after use/classes	<input type="checkbox"/>	<input type="checkbox"/>	
3. Sufficient personal protective equipment for learners and school personnel (e.g. Facemasks, face shield)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Sufficient disinfectants for learners and school personnel (e.g. alcohol, hand sanitizers)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Health profile of personnel and learners (e.g. pre-existing health conditions and allergies) including the contact details of the person to be notified in case of an emergency	<input type="checkbox"/>	<input type="checkbox"/>	
6. Sanitizing footbath mat at the school entrance	<input type="checkbox"/>	<input type="checkbox"/>	
7. Thermal scanner at the school entrance	<input type="checkbox"/>	<input type="checkbox"/>	

Prepared:

Reviewed and Noted:

School Head

PSDS





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- Modality:
- 1) Modular (Printed) only
 - 2) Blended Modality:
 - a) Modular & Online
 - b) Modular & Digital
 - c) Modular & TVI/RBI
 - d) Modular, Online, Digital, TVI/RBI
 - e) Modular, Digital & TVI/RBI
 - f) Modular, Online & TVI/RBI

LIST OF STUDENTS
School Year 2021-2022

Grade Level & Section: _____ Modality: _____ Adviser: _____ Signature: _____
Reported as of: _____

Name	Learning Modality Aailed (Pls. Check)				
	Modular Modality (Printed)	Digital Modality (Greening Education Program)	Online Classes (Synchronous/Asynchronous)	TV-Based Instruction	Radio-Based Instruction
Male:					
Female					
Total Enrollment: <input type="text"/>					
Total →					



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 - e) Modular, Digital & TVI/RBI
 - f) Modular, Online & TVI/RBI

Summary of Number of Classes per Grade Level per Learning Modality

School Year 2021-2022

School: _____

Modality: _____

Reported as of: _____

Grade Level	Section	Adviser	Enrollment	Number of Learners Placed in Each Modality				
				Modular (Printed)	Digital (Greening Education Program)	Online	TV-Based Instruction	Radio-Based Instruction
Total								
Total No. of Classes per Modality								

Prepared: _____
 Principal
 (Signature over Printed Name)

Reviewed/Attested: _____
 PSDS
 (Signature over Printed Name)



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