



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

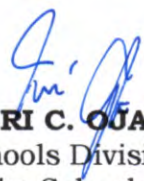
No. 658, s. 2023

14 SEP 2023

**MONITORING TOOL FOR THE CONDUCT OF SCHOOL GENERAL ASSEMBLY AT THE
BEGINNING OF THE S.Y 2023-2024**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public School District Supervisor
School Heads
All Others Concerned

1. This office informs the field of the new **Monitoring Tool for the Conduct of the School General Assembly at the Beginning of the S.Y 2023-2024**. This tool adheres considering the DepEd Order No. 22, s. 2023 “Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024. Through the collaboration of the SGOD Chiefs, Senior Education Program Specialist, and Division Planning Officers this tool has undergone content validation.
2. For the guidance and basis of school preparations during the monitoring and evaluation, this tool is hereby cascaded.
3. For more information, please see attached Regional Memorandum No. 0634, s. 2023.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
Office of the Schools Division Superintendent

9/14/23

NCO/-JMA-MKP-NLR/RBF/ktc
September 14, 2023



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

SEP 04 2023

REGIONAL MEMORANDUM

No. **0634**, s.2023

**MONITORING TOOL FOR THE CONDUCT OF SCHOOL GENERAL ASSEMBLY
AT THE BEGINNING OF THE SY 2023-2024**

To: **Schools Division Superintendents**
All Others Concerned

1. Considering DepEd Order No. 22, s. 2023, "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024", in relation to Regional Memorandum No. 0621, s.2023, "Orientation Cum Validation of the Monitoring Tool for the Conduct of School General Assembly" this Office, through the Policy, Planning, and Research Division, hereby announces the utilization of the monitoring tool for the conduct of the school general assembly at the onset of the current school year. Be it noted that the said tool has undergone content validation by the SGOD Chiefs, Senior Program Education Specialists, and Division Planning Officers last August 31, 2023.
2. The development of the monitoring tool herein attached is conceived following the mandate of the aforementioned Order which requires the Regional Office and Schools Division Offices, through the Policy, Planning, and Research Division (PPRD) and SGOD, respectively, to submit M&E reports to the Planning Service of the DepEd Central Office.
3. The SDO monitoring team may add indicator/s to each variable if it is believed substantial for the effective conduct of the school general assembly.
4. The SDO shall submit M&E report to the Office of the Regional Director which includes number of public schools in the division (disaggregate), percentage of schools conducting general assembly in their respective divisions and the issues and concerns encountered by the evaluating team relative to monitoring activities. The M&E report template will be communicated to the Division Planning Officers soon.
5. For the information and guidance of all concerned.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/FYA/PPRD/BDT



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MONITORING TOOL FOR SCHOOL GENERAL ASSEMBLY (SGA)

I. Introduction. This tool is used to monitor the conduct of the first school general assembly, pursuant to DepEd Order No. 22, s. 2023, "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024", which will serve as basis for the provision of technical guidance or assistance.

II. Checklist. Below are the indicators necessary for the conduct of the SGA. Please accomplish the table below by checking each indicator if it is presented/ not presented.

School: _____ District: _____

Items to Present	Presented (Pls check)		State the hindering factor/s if not presented (remarks should come from the SH)	Output Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)
	YES	NO		
<i>The school oriented the stakeholders on...</i>				
DepEd Mission				
DepEd Vision				
DepEd Core values				
School Curriculum (K-12)				
<i>Subjects/ Key Stages</i>				
<i>Assessment/ Grading System</i>				
<i>Special Curricular Programs</i>				
School Calendar of Activities				
School Policies and Discipline				
<i>Learners' Support Services</i>				
Oplan Kalusagan (OK) sa DepEd				
<i>School-Based Feeding Program (SBFP)</i>				
<i>National Drug Education Program (NDEP)</i>				
<i>Adolescent Reproductive Health Education (ARH)</i>				
<i>Water, Sanitation, and Hygiene (WASH) in Schools (WinS)</i>				



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Items to Present	Presented (Pls check)		State the hindering factor/s if not presented (remarks should come from the SH)	Output Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)
	YES	NO		
Learners' Support Services continued ...				
Mental Health Awareness Program				
Medical, Dental, and Nursing Services				
Sports Program				
Scouting				
Guidance Services				
Youth Formation Programs				
School Clubs or Organizations				
Supreme Pupil Government (SPG) / Supreme Student Government (SSG)				
Campus Journalism				
Remedial Instruction				
Home Visitation				
Adopt-a-School Program				
Others (Please specify):				
School Report Card (SRC) (for the last 3-years-Comparative)				
A. School Profile				
1. Enrolment				
2. Health and Nutrition Status				
3. Learners' Materials				
4. Teachers' Professional Development				
5. Funding Sources				
6. School Awards and Recognitions				
B. Performance Indicators				
7. Drop out Rate				
8. Promotion Rate				



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Items to Present	Presented (Pls check)		State the hindering factor/s if not presented (remarks should come from the SH)	Output Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)
	YES	NO		
School Report Card (SRC) continued ...				
Performance Indicators				
9. National Achievement Test (NAT) by Mean Percentage Score (MPS)				
10. Literacy Level				
11. School-Based Management Assessment Level				
12. Child Friendly School Survey Result				
13. Stakeholders' Participation				
14. Learner-Teacher Ratio				
15. Learner-Classroom Ratio				
16. Learner-Toilet Ratio				
17. Learner-Seat Ratio				
C. Status of School Projects				
18. Status of Continuous Improvements (CI) Projects				
19. Other stakeholders' accomplishment				

Other information observed during the SGA

A. Remarkable Observations/ Notable Practices

- 1.
- 2.
- 3.

B. Areas Need Improvement

- 1.
- 2.
- 3.

Monitored by:

Conforme:

 SGOD Chief

 School Head

Date: _____

Date: _____



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