



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

**Office of the Schools Division  
Superintendent**

22 SEP 2023

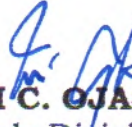
**DIVISION MEMORANDUM**

No. 687, s. 2023

**CONDUCT AND MONITORING OF 1<sup>st</sup> SCHOOL GENERAL ASSEMBLY**

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

1. The Schools in the Division of Negros Oriental are informed to conduct the 1<sup>st</sup> School General Assembly with utmost adherence to the monitoring tool crafted by the regional office via RM No. 0634, s 2023.
2. The PSDSs are requested to monitor the conduct of the 1<sup>st</sup> General Assembly using the Monitoring Tool via RM No. 0634, s 2023 and as attached in this memorandum. They are requested to keep these filled out tools in preparation for the Division Monitoring.
3. In this connection, the PSDSs are asked to access the link below to accomplish the M&E report on the conduct of SGA in their respective districts on or before September 28, 2023  
<https://bitly.ws/Viba>
4. Immediate dissemination of this memorandum to all is desired.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

9/22/23



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





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

**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<br>(Pls check) |    | State the hindering factor/s if not presented<br>(remarks should come from the SH) | Output<br><i>Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)</i> |
|--|--------------------------|----|--|--|
|  | 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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|---|--------------------------|----|--|---|
|   | YES                      | NO |  |   |
| <b>Learners' Support Services continued ...</b>                       |                          |    |  |   |
| 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):  |                          |    |  |   |
|   |                          |    |  |   |
|   |                          |    |  |   |
|   |                          |    |  |   |
|   |                          |    |  |   |
| <b>School Report Card (SRC)</b><br>(for the last 3-years-Comparative) |                          |    |  |   |
| <b>A. School Profile</b>  |                          |    |  |   |
| 1. Enrolment  |                          |    |  |   |
| 2. Health and Nutrition Status  |                          |    |  |   |
| 3. Learners' Materials  |                          |    |  |   |
| 4. Teachers' Professional Development                                 |                          |    |  |   |
| 5. Funding Sources  |                          |    |  |   |
| 6. School Awards and Recognitions                                     |                          |    |  |   |
| <b>B. Performance Indicators</b>                                      |                          |    |  |   |
| 7. Drop out Rate  |                          |    |  |   |
| 8. Promotion Rate   |                          |    |  |   |



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| Items to Present  | Presented<br>(Pls check) |    | State the hindering factor/s if not presented<br>(remarks should come from the SH) | Output<br><i>Sample: (PPT, Photos by Grade level, attendance (parents/community, Teachers) by grade level)</i> |
|---|--------------------------|----|--|--|
|   | YES                      | NO |  |  |
| <b>School Report Card (SRC) continued ...</b>                     |                          |    |  |  |
| <b>Performance Indicators</b>                                     |                          |    |  |  |
| 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  |                          |    |  |  |
| <b>C. Status of School Projects</b>                               |                          |    |  |  |
| 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: \_\_\_\_\_