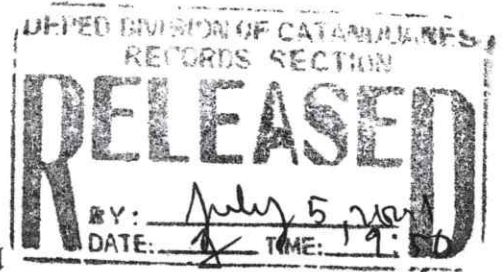




Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



July 2, 2021

DIVISION MEMORANDUM
OSDS-CID-DM-268 S. 2021

**MONITORING AND EVALUATION OF THE HOMEROOM GUIDANCE (HG)
IMPLEMENTATION FOR THE SY 2020-2021**

To: Public Schools District Supervisors
Elementary School Heads
Secondary School Heads

1. In reference to DM-OUCI-2021-00155 re Policy Guidelines on the Implementation of the Homeroom Guidance (HG) during Crisis Situation for SY 2020-2021, this division will conduct monitoring and evaluation of the implementation of Homeroom Guidance Program.
2. Public Schools District Supervisors are requested to conduct the monitoring and evaluation in their respective districts for both elementary and secondary schools using the attached tool (see enclosure no. 1). Results shall be summarized using the template in enclosure no. 2.
3. The deadline of submission of this report is July 14, 2021 through email address: frankie.turalde@deped.gov.ph .
4. Travel and other incidental expenses relative to the conduct of this activity is chargeable to local funds/MOOE.
5. For your guidance and compliance.

SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encl.: None

References:

To be indicated in the Perpetual Index

Under the following subjects:

M & E HGP

FTT/ DM 2021 MONITORING AND EVALUATION OF THE HOMEROOM GUIDANCE PROGRAM IMPLEMENTATION FOR THE SY 2020-2021
0007/ July 2, 2021





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Annex 2: Homeroom Guidance Monitoring and Evaluation Tool (SDO Level)

Homeroom Guidance Monitoring and Evaluation Tool

Name of School: _____ Division & Region: _____
School Head: _____ Date of Monitoring: _____

Directions: Check the box that corresponds to your answer in each item using the legend below.

LEGEND: E- Evident EI- Evident but Inadequate NE- Not Evident NA- Not Applicable

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
I. Curriculum Implementation and Compliance					
1. HG MELCs is being followed properly.	Class schedule and learner's output / portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re HG's impact on learners				
II. Delivery Process					
1. HG Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter	Letter to parents prepared by Adviser regarding the competencies for the quarter (Based on Learner's Development Assessment Annex C)				
3. Class Advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
III. Evaluation of Learner's Development					
1. Learners are oriented on the learning objective and how their development will be evaluated.	Documentation of learner's orientation about the learning objectives and evaluation of their development				
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	Documentation of conference with the learners about their development				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
3. Learners can keep track of their progress in the program	Learners' checklist of competencies with remarks of adviser and parent				
IV. Supervision of Homeroom Guidance Implementation					
1. A clear Monitoring Plan (Guidance Counselor/Designate and School Head) before the start of the program is evident.	Monitoring Plans of School Head and Guidance Counselor/Designate				
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery.	Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool (School Level)				
4. Monitoring results are utilized to improve the program delivery.	Matrix of Monitoring Results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of Meeting and Post Conference documentation				
6. Capacity building for HG is being conducted.	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
V. Administrative Concerns					
1. Orientation for learners and their parents is conducted by the School before the start of School Year.	Documentation of learners and parents' orientation (e.g. attendance sheet, photos etc.)				
2. An adequate budget is allotted for HG expenses.	Approved budget vs Financial Report of HG (e.g materials, training expenses etc.)				
3. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers of HG.	Inventory of supplies and materials vs reports of utilization				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
4. The learning modality is appropriate and conducive for the conduct of the program.	Number of learners in each learning modality				
5. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
6. Correct reports are submitted.	Mid-year and year-end reports by the school				
7. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				

SUMMARY OF RESULTS

Write the total number of checks per area and identify those that are not evident and evident but inadequate which merit actions to be taken.

AREAS TO BE MONITORED	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE
I. Curriculum Implementation and Compliance				
II. Delivery Process				
III. Evaluation of Learner's Development				
IV. Supervision of Homeroom Guidance Implementation				
V. Administrative Concerns				

AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE <i>To be filled up by Monitor</i>	ACTIONS TO BE TAKEN <i>To be filled-up at the Post-Conference by School Head with the School HG Implementer</i>	ACCOUNTABLE PERSON & POSITION	FOLLOW UP Date: _____ <i>Indicate whether actions to be taken are <u>Implemented</u> or <u>Not Implemented</u> in the next monitoring</i>
Ex. Curriculum Guide is being followed properly.	Ensure that CG will be followed properly	Juan de la Cruz, School Head	
Ex. Issues and concerns based on the reports are acted upon.	To draft an action plan addressing the issues and concerns from the reports		



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AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE <i>To be filled up by Monitor</i>	ACTIONS TO BE TAKEN <i>To be filled-up at the Post-Conference by School Head with the School HG Implementer</i>	ACCOUNTABLE PERSON & POSITION	FOLLOW UP Date: _____ <i>Indicate whether actions to be taken are <u>Implemented</u> or <u>Not Implemented</u> in the next monitoring</i>

This certifies that the monitoring and evaluation results have been discussed with me. I understand that my signature does not necessarily indicate agreement, but acknowledges receipt of the report, and that I may respond to any and all issues contained in this evaluation. Written response must be submitted to the undersigned supervisor within 10 working days of date noted below.

School Head: _____
Signature over printed name

Date: _____

Monitored by: _____
Signature over printed name

Designation: _____

Instructions: From the total number of checks per area, identify those that are not evident and evident but inadequate which merit actions to be taken.

AREAS NOT EVIDENT / EVIDENT BUT INADEQUATE	ACTIONS TO BE TAKEN

Prepared by:

Public Schools District Supervisor

