



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Governance Operations Division

DIVISION MEMORANDUM

June 13, 2025

No. **332**, s. 2025

**MONITORING OF THE OPENING OF CLASSES
FOR SCHOOL YEAR 2025-2026**

To: OIC-Assistant Schools Division Superintendent
Education Program Supervisors
Public Elementary and Secondary School Heads
SGOD Personnel

All Others Concerned

1. In line with the Department of Education's commitment to ensure the smooth and orderly opening of classes for School Year 2025-2026, this office shall conduct the monitoring of schools on June 16-20, 2025.
2. This activity aims to identify challenges, best practices observed during the opening of classes and provide necessary technical assistance to schools.
3. The following personnel are designated to monitor their assigned schools:

Name of School	Division Office Personnel
1. Bool ES	Dr. John Ariel A. Lagura
2. Booy ES	Ms. Rhodelia B. Tumanda RN
3. Booy South ES	Dr. Juanita C. Lafuente
4. Cabawan ES	Dr. Neolita S. Sarabia
5. City East ES	Engr. Louenie T. Indanao
6. Cogon ES	Dr. Cherry Michelle F. Collyer
7. Dampas ES	Dr. Liza E. Maquiling
8. Dao ES	Dr. Nenita J. Incog
9. Eastern Cogon ES	Dr. Vida Romero
10. Manga ES	Mr. Simon T. Rios
11. Mansasa ES	Dr. Esther L. Cagas
12. San Isidro ES	Mrs. Elizabeth R. Escolano
13. Taloto ES	Dr. Aimee T. Amistoso
14. TCCES	Ms. Maurine C. Castaño
15. TCESS-SPED	Dr. Rosene D. Olaivar
16. Tiptip ES	Mr. Alberto A. Lacang
17. Ubujan ES	Dr. Ma. Antonette P. Dugang
18. Cogon National HS	Ms. Rowena L. Pizarras RN
19. DCPNHS-JHS	Mr. Joseph Barrete
20. DCPNHS-SHS	Dr. Wilfreda D. Bongalos CESO V



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21.	City of Tagbilaran National HS	Mr. Jericho Yarte
22.	Manga NHS	Dr. Beatriz E. Incog
23.	Mansasa NHS	Mrs. Adeline Carmen C. Dagamac RN
24.	San Isidro NHS	Mrs. Emily L. Acabo
25.	Tagb. City Science HS	Dr. Junicel T. Mancha
26.	Taloto NHS	Dr. Filomena C. Tanggaan

4. Each monitoring personnel shall attend the Flag Raising Ceremony to their assigned schools.

5. All assigned personnel are advised to use the Monitoring Tool for your reference.

6. Observation reports shall be submitted the following day to SGOD for consolidation.

7. For immediate and wide dissemination of this Memorandum to all concerned is desired.

WILFREDA D. BONGALOS PhD, CESO V
 Schools Division Superintendent





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SCHOOLS DIVISION OF TAGBILARAN CITY

Enclosure No.1 to Division Memo No. ____ s. 2025

**MONITORING TOOL FOR THE OPENING OF CLASSES
SY 2025-2026**

School: _____ District/Cluster: _____
School Head: _____ Date: _____

Areas of Concern	Evident	Not Evident	Remarks
Part I			
1. Governance and Operation			
a. Functional OBE-PACC Task Force			
b. Conducted orientation to parents and learners prior to the opening of classes			
c. Availability of space for the late enrollees			
d. Weel-guided learners and parents to their designated room assignments			
e. Welcoming and happy school environment and personnel.			
f. Updated school transparency board			
g. Hazard – free learning environment and facilities			
h. Functional and clean comfort rooms			
i. Clean learning environment and facilities			
j. Functional hand-washing facilities			
k. Visible poster containing the School-based Learner's Right and Child Protection Policy Hotlines and Committee members			
l. Availability of Feedback Box and Feedback Forms (posted link of the online and paper and pen form)			
2. Curriculum Implementation			
a. Availability of Class Program (posted/hang on the door/near entrance of each room)			
b. Availability of Name of learners (posted/hang on the door/near entrance of each room)			
c. Prepared lesson exemplars, guide/DLL			
d. Availability of Learning Resources			
e. Books distributed to learners			
f. Conduct of regular classes			



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Part II- Monitoring Insights

Significant observations and best practices	Gaps and other issues and concerns identified	Technical assistance provided

Conformed:

Signature Over Printed Name of the School Head

Monitored by:

