



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

**Office of the Schools Division
 Superintendent**

October 9, 2025

DIVISION MEMORANDUM
 No. 731 s. 2025

MONITORING OF SCHOOL OPERATIONS IN THE PUBLIC SCHOOLS

To: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 Elementary and Secondary School Principals
 Teachers and All Others Concerned

- In line with the commitment of the Department of Education to ensure quality education and effective governance in all public schools, the **School Governance and Operations Division (SGOD)** shall conduct monitoring of school operations across the division on October 16 -30, 2025 . Below is the deployment of personnel to conduct the monitoring:

Group 1		Group 2	
Monitoring Team	Schools to be Monitored	Monitoring Team	Schools to be Monitored
Team Lead: Dr. Ma. Antonette P. Dugang Members: Dr. Rosena D. Olaiivar Dr. Lev V. Nadela	Bool ES City East ES Dampas ES Mansasa ES Mansasa NHS Tagbilaran City Science HS	Team Lead: Dr. Esther L. Cagas Members: Dr. Vida N. Romero Mrs. Rhodelia B. Tumanda	Cabawan ES City of Tagbilaran NHS Dao ES DCPNHS – SHS San Isidro ES San Isidro NHS Tiptip ES
Group 3		Group 4	
Monitoring Team	Schools to be Monitored	Monitoring Team	Schools to be Monitored
Team Lead: Dr. Filomena C. Tanggaan Members: Dr. Junicel T. Mancha Dr. Liza E. Maquiling Mrs. Adeline Carmen C. Dagamac	Booy ES Booy South ES Eastern Cogon ES Manga ES Manga NHS Taloto ES Taloto NHS Ubujan ES	Team Lead: Ms. Maurine C. Castaño Members: Mr. Jericho L. Yarte Mrs. Joermelyne P. Pasilbas Mrs. Rowena L. Pizarras	Cogon ES Cogon NHS DCPNHS – JHS TCCES TCCES – SPED Center/ THSHI

For the Monitoring Tool to be used , please see Annex 1 titled **Monitoring Tool for Governance, Energy Use, Security, and Learning Resource Access in Schools.**



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2. This initiative aims to:
 - Promote strict **compliance with existing DepEd standards, policies, and guidelines;**
 - Assess the **efficiency and effectiveness of school operations and governance;**
 - Identify areas for improvement to enhance the **delivery of basic education services;** and
 - Provide appropriate technical assistance to support continuous school improvement.
3. All school heads and concerned personnel are enjoined to **cooperate fully** and provide the necessary documents and information during the monitoring activities.
4. This undertaking is part of our shared responsibility to uphold accountability, transparency, and excellence in public education.
5. All concerned personnel are expected to extend full cooperation and support to the newly designated consultants.
6. Immediate dissemination of this information and guidance are desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

Annex 1:

Name of School : _____

Date of Monitoring: _____

**Monitoring Tool for Governance , Energy Use, Security, and
Learning Resource Access in Schools**

Instructions:

To the monitoring team , please check (✓) whether each indicator is **Evident** or **Not Evident**, and provide remarks or supporting observations where applicable.

Section A: School Leadership and Governance	Evident	Not Evident	Remarks / Observations
1. The school has a functional School Governing Council (SGC).	<input type="checkbox"/>	<input type="checkbox"/>	
2. The SGC meets regularly as scheduled (monthly/quarterly/bi-annually).	<input type="checkbox"/>	<input type="checkbox"/>	
3. Stakeholders (parents, LGUs, NGOs, alumni) are actively involved in school decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Policies and school financial reports are shared with stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	
5. The school regularly assesses the effectiveness of its programs and projects.	<input type="checkbox"/>	<input type="checkbox"/>	

Section B: Facilities and Resource Management	Evident	Not Evident	Remarks / Observations
6. The school maintains an updated inventory of physical resources and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Classrooms, comfort rooms, and laboratories are regularly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Guidelines are in place for the efficient use of utilities (electricity and water).	<input type="checkbox"/>	<input type="checkbox"/>	

Section C: Energy and Water Conservation	Evident	Not Evident	Remarks / Observations
9. The school uses alternative sources of energy or water (e.g., solar panels, rainwater collection).	<input type="checkbox"/>	<input type="checkbox"/>	
10. There are plans or proposals to adopt alternative energy systems.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Energy-saving measures (LEDs, natural lighting, awareness campaigns, etc.) are implemented.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Water conservation practices (leak checks, rainwater harvesting, etc.) are observed.	<input type="checkbox"/>	<input type="checkbox"/>	
13. The school regularly monitors electricity and water usage.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Designated personnel/committees oversee energy and water conservation.	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks on consumption or issues:

- Average monthly electricity bill : _____
- Average monthly water bill: _____
- Notable incidents (e.g., surge in bills, causes, resolutions):

Section D: Property Security and Asset Protection	Evident	Not Evident	Remarks / Observations
15. Security guards are assigned and sufficient for school needs.	<input type="checkbox"/>	<input type="checkbox"/>	
16. The school uses security strategies (CCTV, logbooks, lock systems, roving, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
17. The school has not experienced recent property loss/theft (or has effective incident resolution).	<input type="checkbox"/>	<input type="checkbox"/>	

Section D: Property Security and Asset Protection	Evident	Not Evident	Remarks / Observations
18. Students and staff are oriented on safety, security, and emergency protocols.	<input type="checkbox"/>	<input type="checkbox"/>	

Section F: Water, Sanitation, and Hygiene in Schools (WinS)	Evident	Not Evident	Remarks / Observations
19. The school implements the WinS (Water, Sanitation, and Hygiene) program.	<input type="checkbox"/>	<input type="checkbox"/>	
20. Functional handwashing facilities with soap and water are available.	<input type="checkbox"/>	<input type="checkbox"/>	
21. Clean, gender-segregated toilets for students and staff are provided.	<input type="checkbox"/>	<input type="checkbox"/>	
22. There is a regular schedule for cleaning/disinfecting hygiene facilities.	<input type="checkbox"/>	<input type="checkbox"/>	
23. Regular WinS activities (e.g., hygiene promotion, group handwashing) are conducted.	<input type="checkbox"/>	<input type="checkbox"/>	

Section G: Library Services and Internet Connectivity	Evident	Not Evident	Remarks / Observations
24. The school has a functional library.	<input type="checkbox"/>	<input type="checkbox"/>	
25. The library has adequate learning and reference materials.	<input type="checkbox"/>	<input type="checkbox"/>	
26. The library is regularly open and accessible to students and teachers.	<input type="checkbox"/>	<input type="checkbox"/>	
27. Reliable internet access is available in the school.	<input type="checkbox"/>	<input type="checkbox"/>	
28. Internet connectivity is accessible in key areas (offices, library, classrooms, ICT lab).	<input type="checkbox"/>	<input type="checkbox"/>	

Section G: Library Services and Internet Connectivity	Evident	Not Evident	Remarks / Observations
29. Sufficient computers/devices are available for students and teachers.	<input type="checkbox"/>	<input type="checkbox"/>	
30. Students are oriented on safe and productive internet use.	<input type="checkbox"/>	<input type="checkbox"/>	

Section H: Other Concerns and Recommendations

36. Other pressing concerns in governance, security, or resources:

37. Needed support/resources for improvement:

38. Additional suggestions or recommendations:

Name and Signature of the Monitoring Team:

1. _____

2. _____

3. _____

4. _____

5. _____