



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**


DIVISION MEMORANDUM

No. *448*, s. 2021

**SUBMISSION OF HOMEROOM GUIDANCE MONITORING AND EVALUATION REPORT
DURING CRISIS SITUATION**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Education Program Supervisors & Division Coordinators
Public Schools District Supervisors/ District In-Charge
All Elementary and Secondary School Heads
All Guidance Counselors, Career Guidance Advocates and Guidance Designates
All Others Concerned

1. In consonance with Regional Memorandum No. 0523, s. 2021 titled **Submission of Homeroom Guidance Monitoring and Evaluation Report During Crisis Situation**, directing all School Heads to submit consolidated report of Annex 2 Homeroom Guidance Monitoring and Evaluation Tool to their District Homeroom Guidance Coordinator, in the same way the consolidated report of the District Homeroom Guidance Coordinator shall be submitted to the Division Office thru the link: bit.ly/HGPmonitoringtool on or before July 14, 2021.
2. For Technical Assistance you may contact Ms. Iryll through (035) 225-6180.
3. For the information and strict compliance of all concerned.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
6/30/2021

SPP/JMA-MKP-NLR/NS / Ms. Iryll

02 JUN 2021



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035) 225-2838 / 225-0667 / 422-7644
Email Address: negros.oriental@deped.gov.ph



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

Office of the Regional Director

REGIONAL MEMORANDUM

No. _____, s. 2021

**SUBMISSION OF HOMEROOM GUIDANCE MONITORING AND EVALUATION REPORT
DURING CRISIS SITUATION**

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

1. In reference to the implementation of **DM-OUCI-2021-144 Homeroom Guidance during Crisis Situation**, enclosed is the **Advisory** dated June 22, 2021, re: **Submission of Division and Regional Report on Homeroom Guidance Monitoring and Evaluation** (Annex 2 of DM-OUCI-2021-144). The Homeroom Guidance In-charge in the Schools Division Offices are requested to submit their report thru email: judith.abellaneda@deped.gov.ph on or before July 16, 2021.
2. Immediate dissemination of and strict compliance with this Memorandum is directed.

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

STJ/CAE/CLMD/MJCD/jba



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos. : (032) 731-1433, (032) 414-7200

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				
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					

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
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				
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 MONITOREO	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		

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: _____

Designation: _____

Monitored by: _____

Signature over printed name



Republic of the Philippines
Department of Education
UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

BCD-CSDD-O-2021-2458

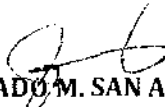
ADVISORY

June 22, 2021

In reference to DM-OUCI-2021-144 Implementation of Homeroom Guidance (HG) during Crisis Situation, please be reminded of the following schedule:

Date	Activity	Link for Submission
July 16, 2021	Submission of Division Report on HG Monitoring and Evaluation (see Annex 2 of DM-OUCI-2021-144)	To be assigned by the Regional Supervisor
July 23, 2021	Submission of Regional Report Attachment: 1. Consolidated Division Report on HG Monitoring and Evaluation (based on Annex 2 of DM-OUCI-2021-144) 2. Summary of Regional Evaluation Results of HG Monitoring and Implementation	https://bit.ly/HGRegReport

For your reference and guidance.


DIOSDADO M. SAN ANTONIO
Undersecretary