



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

16 July 2024

DIVISION MEMORANDUM
No. **283**, s. 2024

**MONITORING OF THE SCHOOL-BASED TRAINING OF TEACHERS (SBTT) RE
MATATAG CURRICULUM**

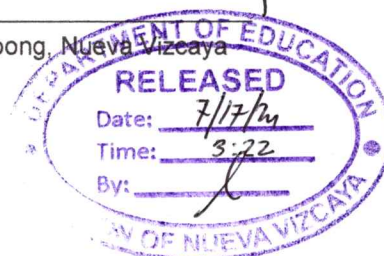
To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. This office informs the field of the monitoring of SBTT-MATATAG Curriculum from **July 22-26, 2024** in the different districts/schools of SDO Nueva Vizcaya.
2. The activity aims to check compliance of the roll-out along with **DepEd Memorandum No. 44, s. 2023** or the Interim Guidelines on the Quality Assurance and Monitoring and Evaluation of NEAP Core Programs. The team will look into logistical standards like attendance, maximum participation of teachers in the districts/schools, alignment of sessions to proposals, etc.
3. The list of monitoring team is hereto attached as Enclosure 1. They are expected to coordinate to their assigned district/s through the district supervisors for necessary arrangements/information regarding the activity. Also, assigned SDO monitors who have the same itinerary (district/s assignment) with the RO and CO monitors are expected to show usual courtesy to the latter by co-facilitating their accommodation (travel, etc.) to the said district/s.
4. Also enclosed is the monitoring tool provided by RO. Each monitor is expected to accomplish the said form and submit the encoded form to SGOD-SMME for consolidation and submission to the Office of the SDS thereafter.
5. Travel and miscellaneous expenses of the division monitoring team shall be chargeable to the remaining DTOT – MATATAG Fund, subject to the usual auditing and accounting rules and regulations.
6. For guidance, information and strict compliance.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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DIVISION MONITORING TEAM

| Monitors | | | PSDS/DIC | District |
|---|---|--|-------------------------|--------------------|
| CO | RO | SDO - SGOD | | |
| | | Done: July 8 – 12, 2024 | Jerry B. Lazaro | Alfonso Castaneda |
| Trisha Mae Lunar: <ul style="list-style-type: none"> Priority districts: Solano, Quezon, Bayombong, Bagabag | Candido Corpuz Jr.: <i>Itinerary to be identified (TBI)</i> | Ma. Theresa B. Iglesia | Carmelita L. Pale | Ambaguio |
| | | Noli Mar M. Navarro EdD | Arnel A. Panganiban | Bambang I |
| | | | Edward M. Santiago | Bambang II |
| | | Ryan Christopher A. Buccat MD, Dr. Epifania P. Tumaliuan DMD | Arnel M. Batalla EdD | Aritao I |
| | | | Lina D. Pal-ec | Aritao II |
| | | Rommel S. De Gracia PhD | Mona Lisa A. Cabato PhD | Bagabag I |
| | | | Singasing G. Valdez | Bagabag II |
| | | Maria Licel T. Balico | Merlyn S. Abat | Bayombong I |
| | | | Marivic C. Bacud EdD | Bayombong II |
| | | Mark Henrick Nicanor | Lemuel Santos | Diadi |
| | | Julius C. Calangan, Joshua W. Umli | Maricel S. Franco PhD | Dupax del Sur |
| | | | Irene B. Bosque EdD | Santa Fe |
| | | Melany M. Asuncion PhD | Josie L. Conde EdD | Dupax del Norte I |
| | | | Alano C. Mendoza | Dupax del Norte II |
| | | Roscoe N. Gacusana EdD | Allan L. Paclit | Kayapa East |
| | | | Onofre M. Molina EdD | Kayapa West |
| Romeo Emmanuel C. Yarcia II | Marlon V. Butay | Kasibu East | | |
| | Ma. Olivia M. Brazil EdD | Kasibu West | | |
| Marianne C. Eugenio PhD | Imelda S. Moreno | Solano I | | |
| | Cesario C. Mariano EdD | Solano II | | |
| | Rubilyn C. Gajo | Quezon | | |
| Christian Lloyd Vicente | Loreto T. Alaman | Villaverde | | |

Note:

- Nurses should be on duty in their respective district assignment/s
- Monitors from CO and RO, may visit any district/school anytime during the duration of the monitoring
- Education Program Supervisors will be on their respective anchor districts/stewardships, accordingly
- SDS, ASDS and Chiefs shall have flexible schedule/s in visiting districts/schools



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Trisha

ON-SITE MONITORING AND EVALUATION FORM

(To be accomplished by individual monitors)

| GENERAL INFORMATION | | | |
|-----------------------------|--|--------------------|--|
| PROGRAM/ ACTIVITY MONITORED | | | |
| DISTRICT | | LEARNING AREA | |
| NUMBER OF PARTICIPANTS | | NUMBER OF TRAINERS | |
| VENUE | | INCLUSIVE DATES | |
| DATE MONITORED | | | |

I. Checklist

| MONITORING SYSTEM | YES | NO |
|--|-----|----|
| 1. Division Monitoring & Evaluation Implementation Plan was duly signed. | | |
| 2. Division Monitoring Team was present. | | |
| 3. Daily End-of-Day Evaluation was in place. | | |
| 4. At least one (1) monitor is assigned per class. | | |
| 5. Latest Monitoring and Evaluation tools and forms were used. | | |
| 6. Conducted daily debriefing. | | |
| 7. Issues discussed in debriefing sessions were resolved/addressed. | | |

Comments and Suggestions:

- II. CRITICAL INCIDENTS:** For any remarkable event/situation (positive or negative) encountered, accomplish the **STAR** form.
- Situation/Task-** Describe the specific situation and/or task that needed to be accomplished.
- Action** – Describe how the person/s or the team responded to the situation or acted on the task at hand.
- Result** – Describe the effect of the action or lack of action.

CRITICAL INCIDENTS

(STAR form will be used to document critical incidents not captured in M&E Tools; to be accomplished as needed)

| Situation/Task. | Action | Result |
|-----------------|--------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |

Prepared by:

(Signature Over Printed Name of the Monitor)



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