



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID - 2024 - 0420

To : Chief of Curriculum Implementation Division (CID)  
Public School District Supervisors  
School Heads of Public Elementary and Secondary Schools  
Homeroom Guidance Program (HGP) Coordinators  
All concerned

Subject : **CONDUCT OF SCHOOL MONITORING ON THE UTILIZATION OF HOMEROOM GUIDANCE MODULES, OBSERVATION FORMS, AND PROGRAM MONITORING TOOLS FOR SCHOOL YEAR 2024-2025**

Date : August 12, 2024

Relative to the DM-OUCI-2021-346 re: Revised Implementation of Homeroom Guidance during Crisis Situation for SY: 2021-2022, this office, through Curriculum Implementation Division hereby instructed the field to utilize the Homeroom Guidance modules, Observation Forms and Program Monitoring Tools for Kindergarten, Elementary, Junior and Senior High Schools this SY: 2024-2025.

The Homeroom Guidance Modules which can be downloaded from the DepEd Learning Resource Portals or thru this link: [https://drive.google.com/drive/folders/1UviVVNMDPJYTOiMCTdUXQung\\_zUO58Q](https://drive.google.com/drive/folders/1UviVVNMDPJYTOiMCTdUXQung_zUO58Q).

Further, this office commences the monitoring and evaluation of the said program starting September 21, 2024. Hence, the Edukasyon sa Pagpapakatao (EsP) Supervisor under the Curriculum Implementation Division shall spearhead the monitoring process.

Travel expenses relative to this activity will be charged against Division MOOE Funds subject to the usual accounting and auditing rules.

For your information and guidance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
OIC - Schools Division Superintendent  
Office of the Schools Division Superintendent

RELEASED

AUG 12 2024

RECORDS SECTION-SDO PANABO CITY  
BY \_\_\_\_\_  
CID/jay/edo



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**Annex 1: Homeroom Guidance Class Observation Tool**

**HOMEROOM GUIDANCE CLASS OBSERVATION TOOL**

\_\_\_\_\_Grading\_\_\_\_\_ School Year

Name of Adviser: \_\_\_\_\_ Rating: \_\_\_\_\_  
Date/Time: \_\_\_\_\_ Grade Level / Section: \_\_\_\_\_

To the observer: Check the box to indicate your assessment guided by the scale below:

- 0 – No Chance to Observe
- 1 – Not Observed
- 2 – Observed but Insufficient
- 3 – Sufficiently Observed
- 4 – Sufficiently Observed and Commendable

The teacher	4	3	2	1	0
1. makes sure that the learning modality is conducive for learning and activities.					
2. effectively organizes learning situations to meet the objectives of the class presentation.					
3. uses instructional methods that encourage relevant learner participation in the learning process.					
4. implements the module in accordance to the guidelines.					
5. communicates clearly and effectively to the level of learners.					
6. explains important ideas in a clear and practical way.					
7. demonstrates command of the topic discussed.					
8. responds appropriately to learner questions and comments.					
9. provides time and direction for individual thought prior to group discussions (if applicable)					
10. prepares/checks, distributes efficiently the materials for activities.					
11. adequately prepares learners to undertake the specific activity.					
12. provides learners adequate time to reflect on the activity utilizing a variety of process skills -(i.e. demonstrate, predict, analyze, conclude, synthesize, etc.)					



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13. attends to the learner's concerns in different modalities.				
14. provides individual attention when appropriate (non-submission, non-compliance)				
15. provides minimal yet sufficient information to successfully complete their task(s).				
16. provides adequate feedback, reflections, encouragement on individual/group efforts and progress.				
17. encourages learners to appropriately use tools, ideas, methods, or "ways of knowing" to accomplish the activity and/or solve the problem.				
18. relates the lesson to learners' daily life experiences.				
19. encourages the learners to apply their realizations on the lesson (insights).				
20. maintains safety procedures in facilitating learner's tasks				

Total Score (Sum of Scores from item 1 to 20): \_\_\_\_\_  
Rating: \_\_\_\_\_

Computation:

$$\text{Rating} = \frac{\text{Total Score}}{(\text{No. of items with 1-4 scores}) \times 4} \times 100\%$$

**Verbal Description**

92% - 100%	-	Outstanding
69%-91%	-	Above Average
46%-68%	-	Average
24%-45%	-	Below Average
23% and below	-	Needs Improvement

Commendations:

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Recommendations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This evaluation was shown and discussed to me:

Adviser's signature over printed name

Date



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**Annex 2: Homeroom Guidance School Implementation Tool (School Level)**

**Homeroom Guidance School Implementation Tool**

Name of School: \_\_\_\_\_ Division & Region: \_\_\_\_\_  
School Head: \_\_\_\_\_ Date of Reporting: \_\_\_\_\_

Total No. of Classes for S.Y. 2021-2022	Total No. of Classes that Implemented Homeroom Guidance Program

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

**LEGEND:**  
E- Evident – 95% - 100% of the total number of classes complied  
EI- Evident but Inadequate – 50% - 94% of the total number of classes complied  
NE- Not Evident – less than 50% of the total number of classes complied  
NA- Not Applicable – the area is not applicable / it is not possible to comply

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
<b>I. Curriculum Implementation and Compliance</b>					
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				
<b>II. Delivery Process</b>					
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				
3. Class Advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
<b>III. Assessment of Learner's Development</b>					
1. Learners are oriented on the learning objective and how	Documentation of learner's orientation about the learning objectives and evaluation of their development				



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AREAS TO BE MONITORED	EVIDENCE	BCD-CSDD-O-2021-2585			
		E	EI	NE	NA
their development will be assessed.					
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	Learner's Development Assessment with remarks of adviser and parent				
<b>IV. Supervision of Homeroom Guidance Implementation</b>					
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				
<b>V. Administrative Concerns</b>					
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.	Year-end report 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				

Guidance Counselor/Designate: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name

School Head: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name



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**Annex 3: Homeroom Guidance Division Monitoring and Evaluation Tool**

**Homeroom Guidance Division Monitoring and Evaluation Tool**

Division: \_\_\_\_\_ Region: \_\_\_\_\_  
 Schools Division Superintendent: \_\_\_\_\_ Date of Submission: \_\_\_\_\_  
 CID Supervisor: \_\_\_\_\_  
 SGOD Guidance Counselor/Guidance Designate: \_\_\_\_\_

Total No. of Schools in the Division (Elementary School – Senior High School)	Total No. of Schools that Implemented the Homeroom Guidance Program	Total No. of Schools Monitored and Evaluated / Observed	Total No. of Schools that did not Implement the Homeroom Guidance Program (State reason/ justification for non-implementation)

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

**LEGEND:**

- E**- Evident – 95% - 100% of the total number of schools complied
- EI**- Evident but Inadequate – 50% - 94% of the total number of schools complied
- NE**- Not Evident – less than 50% of the total number of schools complied
- NA**- Not Applicable – the area is not applicable / it is not possible to comply

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
<b>I. Curriculum Implementation and Compliance</b>					
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				
<b>II. Delivery Process</b>					
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)				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
3. Class Advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
<b>III. Assessment of Learner's Development</b>					
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	Assessment of Learner's Development with remarks of adviser and parent				
<b>IV. Supervision of Homeroom Guidance Implementation</b>					
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				
<b>V. Administrative Concerns</b>					
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.)				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
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.	Year-end report 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 Implemented or Not Implemented 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	



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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: \_\_\_\_\_

Monitored by: \_\_\_\_\_  
Signature over printed name

Designation: \_\_\_\_\_



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**DIVISION MEMORANDUM**

**CID - 2024 - 0240**

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All concerned

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