



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF SAGAY CITY**

**MAY 13 2025**

**DIVISION MEMORANDUM**  
 No. 299, s. 2025

**MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE LITERACY  
 REMEDIATION PROGRAM (LRP) AND SUMMER ACADEMIC REMEDIATION  
 PROGRAM (SARP)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors – CID & SGOD  
 Public Schools District Supervisors  
 Public and Private Secondary School Heads  
 All Others Concerned

1. The SDO Sagay City will implement the Literacy Remediation Program (LRP) and the Summer Remediation Academic Program (SARP) from May 13 to June 6, 2025, as part of the DepEd Summer Programs.

2. In line with the implementation of the summer programs, a monitoring and evaluation activity will be conducted in various schools in coordination with the assigned teams as outlined below:

**TEAM A**

1. Marilyn B. Gamboa
2. Jonel S. Manale
3. Glenda S. Tan
4. Glendame E. Flores
5. Gina J. Radan

**TEAM B**

1. Richard T. Rubin
2. Benito A. Aquino
3. Benjie D. Bautista
4. Analie V. Buhayan
5. Eleanor Y. Lo

3. Attached herewith is the M & E tool, which will be utilized during the conduct of the activity.

4. It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.

5. Immediate and wide dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

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Enclosure : M & E Tool LRP/SARP  
 Reference : N/A  
 Allotment : N/A  
 No. of Pages : 2  
 To be indicate in the **Perpetual Index** under the following subjects:  
**CURRICULUM M & E LRP/SARP**  
 FN: AMM/050925 /CID





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**Monitoring Tool on the Conduct of Summer Classes**

**LRP/SARP**  
 Program

Name of School	Name of Teacher/ Facilitator	Planned Activity/ Lesson	Actual Activity Done	Attendance Rate	Pupil Engagement (General)	Materials/ Resources Used	Challenges Encountered	Best Practices	Other Comments

**Column Details:**

1. Name of School: School monitored.
2. Teacher/Facilitator: Name of the teacher or facilitator conducting the session.
3. Planned Activity/Lesson: The scheduled lesson or activity.
4. Actual Activity Done: What was implemented (note any deviations).
5. Attendance Rate: Total number of pupils present vs. expected.
6. Pupil Engagement (General): Overall engagement level (Low/Moderate/High).
7. Materials/Resources Used: Books, worksheets, digital tools, etc.
8. Challenges Encountered: Any technical problems, behavioral difficulties, or logistic hurdles.
9. Best Practices: Positive moments or outcomes observed.
10. Other Comments: Notes or self-reflection for improvement.

Monitored by:

Signature Over Printed Name  
 Date: \_\_\_\_\_

Conformed:

\_\_\_\_\_  
 School Head/Teacher



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental

Telephone Nos. 488-02-15; 722-0597/ [sagavcity001@deped.gov.ph](mailto:sagavcity001@deped.gov.ph)