



SGOD - 4224

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

JUN 04 2025

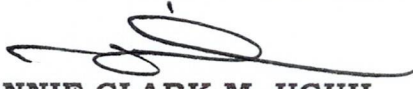
**DIVISION MEMORANDUM**

No. 345 s., 2025

**MONITORING OF THE OPENING OF CLASSES  
FOR THE SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor-CID & SGOD  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All others concerned

1. Pursuant to DepEd Order No. 12, s. 2025 on the Multi-year Implementing Guidelines on the School Calendar and Activities, the Schools Division Office of Sagay City ensures the smooth opening of classes for School Year 2025-2026.
2. To establish mechanisms in checking the readiness of all public and private elementary and secondary schools and ALS community learning centers in the SDO, this office shall monitor the opening of classes from June 16 to 20, 2025.
3. This monitoring activity aims to:
  - a. gather data on the actual enrolment of learners;
  - b. ensure a ready learning environment for the students; and
  - c. identify issues, concerns, and gaps that may aid in the planning for Technical Assistance (TA).
4. Attached are the composition of the Division Monitoring Teams, schools to visit, and the Monitoring Tool from the CID and the SGOD.
5. Monitoring team members are expected to attend the Flag Ceremony and conduct monitoring on June 16, 2025, at their respective school assignments (See Enclosure 1).
6. Immediate and widest dissemination of this Memorandum is desired.

  
**DANNIE CLARK M. UGUIL**  
OIC-Schools Division Superintendent



Enclosure : as stated  
Reference : as stated  
Allotment : N/A  
No. of Pages :  
To be indicate in the **Perpetual Index** under the following subjects:

**OPENING OF CLASSES  
MONITORING  
READINESS**

SGOD/nbzamora/M&E





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

Enclosure No. 1 of the Division Memorandum No. 345, s. 2025

**DESIGNATED PERSONNEL FOR SCHOOL FLAG CEREMONY ATTENDANCE**

SCHOOL NAME	DIVISION PERSONNEL ASSIGNED
Jose B. Puey Sr. Elementary School	Feliciano Mercurio
Buenaventura V. Rodriguez Elementary School	Cesar Demafiles
Alfredo E. Marañon Sr. Elem. School	Romeo Santillan
Alfredo E. Marañon Sr. Elem. School (SOF))	
General Luna Elementary School	Jonel Mañale
Maria Lopez Elementary School	Brenda Dina Labangco
Ricardo Gamboa Elementary School	Glendame Flores
Cesar Gamboa Elementary School	Benjie Bautista
Josebio L. Gonzaga Memorial School	Marlon Dublin
Bato Central Elem. School	Ma. Theresa Bingcang
Crossin Bago Elementary School	Elizabeth Romo
Vito Elem. School	Gina Radan
Elia T. Canoy-Esperancilla ES	Gina Radan
Tuong Elementary School	Marlon Solivo
Raymundo Tupas ES	Alma Mirasol
/Raymundo Tupas SESCO Extn.	Benjie Bautista
Old Sagay Elem. School	Josette Balandra
Lopez Jaena Elem. School	James Sabio
Briones-Salcedo Elem. School	Eleanor Lo
Gil Lopez Elementary School	Junmarl Alconga
Filomeno Pascual Elem. School	Nova Zamora
Fabrica Elementary School	Araceli Craus
Valeriana G. Añalucas Elem. School	Benito Aquino
Bato National High School - JHS	Analie Buhayan
Bato National High School - SHS	
Gloria Poblador NHS & SHS	Rex Yangco
Eusebio Lopez Memorial IS	Marilyn Gamboa
Sagay City Eco-zone NHS	Richard Rubin
Sagay NHS-Main	Salvacion Enso
Sagay NHS-Main (SHS)	
Sagay City Farm School	Jordan Beleganio
Trinidad Lopez De Gonzaga NHS	Alyssa Dagunan
Old Sagay National High School	Glenda Tan
Vito National High School & SHS	Jerald Maglantay
Sagay City Senior High School	Princess Harney Basa



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

Enclosure No. 2 of the Division Memorandum No. 345, s. 2025

<b>Team A</b>	<b>Team B</b>	<b>Team C</b>	<b>Team D</b>	<b>Team E (Private Schools)</b>
Alma Mirasol	Jordan Beleganio	Ma. Theresa Bingcang	Josette Balandra	Nova Zamora
Marilyn Gamboa	Salvacion Enso	Junmarl Alconga	Edward Martorillas	Feliciano Mercurio
Marlon Solivio	James Sabio	Elizabeth Romo	Benjie Bautista	Jonel Manale
Araceli Craus	Jerald Maglantay	Romeo Santillan	Marlon Dublin	Julie Pearl Barrientos
Richard Rubin	Gina Radan	Eleanor Lo	Analie Buhayan	Princess Harney Basa
Glendame Flores	Glenda Tan	Benito Aquino	Cesar Demafiles	
Alyssa Dagunan	Rex Yangco	Marli Piccio	Grace Lanutan	
<b>Schools to Visit</b>	<b>Schools to Visit</b>	<b>Schools to Visit</b>	<b>Schools to Visit</b>	<b>Schools to Visit</b>
Raynor Mesa Elementary School	Plaridel Elem. School	Suyac Elementary School	Macamilco Elem. School	St. Joseph Learning School, Inc.
Sir Arthur Cooper Elementary School	Talusan Elem. School	P.R. Katalbas I Elementary School	Cpo. Bago National HS	MDM Sagay College, Inc.
Josebio Gonzaga ES - Extension	Bulanon Elem.School	P.R. Katalbas II Elementary School	Maquiling Elem. School	Holy Trinity Academy
Himogaan Baybay IS - Elem	Bulanon Farm School & SHS	Onofre dela Paz Elem. School	Melchor D. Salcedo Elem. School	Sagay Christian School
Himogaan Baybay IS - JHS	Matabas Elementary School	Bulanon NHS-Onofre Extension	Uychiat Elem. School	Hearthstone Institute of Learning, Inc.
Himogaan Baybay IS - SHS	Molocaboc II Elem. School	Rufino T. Halipa Sr. Elementary School	Campo Himogaan Elem. School	Emmanuel Christian Academy
B. Mahilum- ES & HS Extension	Molocaboc Integrated School	Sewahon National High School	Manara Elementary School	USAT Sagay College, Inc
Colonia Divina IS - Elem.	Serafin V. Aguilar IS	Patricio Baviera National High School	Cpo. Bago NHS-Manara Extension	Shema Christian Academy
Colonia Divina IS - Sec & SHS	Hautea Elementary School	Baviera Elementary School	Sherman Hill Integrated School	St. Therese Learning School
Campo Santiago Elem. School	Serafin V. Aguilar IS	Pacol Elementary School		Open Door Christian Academy
Laon Elementary School	Romeo V. Agustin Elem. School			Sagay Christian Academy
				Jeanie H. Edroso SDA Elementary School
				Abounding Life Christian Academy
				St. Roch Academy

Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
 Telephone Nos. 488-02-15; 722-0597 / [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)





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

Enclosure No. 3 of the Division Memorandum No. 345, s. 2025

**MONITORING AND EVALUATION TOOL FOR THE OPENING OF CLASSES  
 SY 2025-2026**

**Part I: School Demographic Profile**

<b>Name of School:</b>		<b>District:</b>
<b>Total Enrolment (LIS)</b>	<b>School's Actual Attendance as of June 16, 2025</b>	<b>Reasons in the Variance: Enrollment vs Actual Attendance</b>

**Part II:** Please check "**OBSERVED** or **NOT OBSERVED**" based on the availability of the indicators.

INDICATORS	OBSERVED	NOT OBSERVED	REMARKS
<b>A. ADVOCACY</b>			
1. Hanging of streamers and tarpaulins in conspicuous places (e. g. WELCOME BACK TO SCHOOL, etc.)			
<b>B. SCHOOL LEADERSHIP</b>			
1. Master Class Program (duly signed by the PSDS)			
2. DLP/Lesson Log signed by School Head			
3. Copy of Teacher's Class Program/Teacher's Schedule (duly signed by School Head)			
4. Class program is visibly posted at the entrance door before the start of classes			
4. Instructional Supervisory Monitoring Checklist of Teachers			
5. Availability of School OBE- PACC			
6. Availability of Teachers' Logbook and Visitors' Log			
7. Partial copy of Enrolment (old Form 3)			
8. Updated School Organizational Flow Chart			
9. LIS Encoding			
<b>C. PHYSICAL PLANT FACILITIES</b>			
1. School Ground is clean/spick and span			
2. Classrooms are arranged in order with a seat plan			
3. Electrical wirings are installed properly.			
4. Availability of garbage receptacles/cans with labels			
5. Trees are properly pruned/ornamental plants are trimmed.			
6. The school gate is repaired and repainted			

Challenges Encountered	Action Taken by the School	TA provided/Recommendation

Monitored by:

Conformed:

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 School Head