DIVISION MEMORANDUM
NO. 04 S. 2012

MONITORING OF SCHOOLS ON THE OPENING DAY

To: Asst. Schools Division Superintendents
    Education Program Supervisors/Coordinators
    Public Schools District Supervisors
    Heads of Public Elementary and Secondary Schools

1. Teams composed of the Assistant Schools Division Superintendents, and Education Program Supervisors/Coordinators of this division will monitor the schools during the first day of school year 2012-2013. (list of team leaders and members is attached as Inclosure 1)

2. This activity is aimed at determining the extent of readiness of our schools for the opening day.

3. The following aspects shall be considered by the monitoring team: school heads'/teachers' (attendance, uniform), instructional materials (books, lesson plan/journal, etc.), classrooms, furniture and other facilities. Moreover, pupils'/students' attendance shall, likewise, be monitored.

4. The travel and other incidental expenses of the monitoring teams relative to this activity shall be charged against the division MOOE subject to usual accounting and auditing rules and regulations.

5. For your information and guidance.

EUFROSINA P. SABANDO
Asst. Schs. Div. Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent