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Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

BY: \_\_\_\_\_

**04 Dec 2023**

**DIVISION MEMORANDUM**

SGOD-2023-196

ON-SITE MONITORING AND EVALUATION OF THE O.K. SA DEPED PROGRAM,  
COMPREHENSIVE SCHOOL SAFETY PROGRAM, AND STRUCTURAL  
INTEGRITY OF SCHOOL BUILDINGS IN THE MUNICIPALITIES  
OF MALAPATAN AND GLAN, SARANGANI PROVINCE

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors Concerned  
Public Elementary and Secondary Schoolheads Concerned

- The School Governance and Operations Division (SGOD) will conduct an **On-site Monitoring and Evaluation of the O.K. sa DepEd Program, Comprehensive School Safety Program, and Structural Integrity of School Buildings in the Municipalities of Malapatan and Glan, Sarangani Province** on December 6-7, 2023.
- The activity aims to monitor the internal progress and process evaluation of the schools' implementation of the O.K. sa DepEd Program, Disaster Risk Reduction and Management Programs, and the structural integrity of school buildings affected by the recent earthquakes.
- Below is the list of the Division Monitoring Team.

NO.	NAME	POSITION
1.	Ma. Shirley M. Cardinal	SGOD Chief/Team Leader
2.	Marlon P. Agad	PDO II, DRRM/Co-Lead
3.	Melodie M. Demabildo	EPS, SGOD Proper
4.	Araceli J. Dinopol	SEPS, SMMES
5.	Romeo L. Martin	SEPS, SMNS
6.	Felipe B. Tuyogon Jr.	SEPS, PRS
7.	Edgar Devera	Engineer III, EFS
8.	Bualan Abid Jr.	Planning Officer III, PRS
9.	Nathaniel C. Galopo	EPS II, SMMES
10.	Madina Laguioyman	EPS II, HRDS
11.	Christine Mae D. Bartolaba	DPE, EFS
12.	Junae Rain D. Poncardas	DPE, EFS
13.	Junelle D. Mabunga	PDO I, YFS
14.	Kirstine Jayne B. Palma	PDO I, YFS
15.	Cristine L. Dela Peña	Medical Officer III, SHS
16.	Monette Faye P. Macamay	Dentist II, SHS
17.	Michael Salting	Dentist II, SHS
18.	Estylinda Tudayan	Nurse II, SHS





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19.	Rangelyn Samoya	ADAS III, SMNS
20.	Maribel J. Ortibano	ADAS III, SGOD Proper
21.	Jinel Fermasis	ADAS III, SHS
22.	Elmer Cenas Jr.	ADAS II, EFS
23.	Jordan G. Casing	ADAS II, HRDS
24.	Roy J. Detoyato	ITO I, ICTU
25.	All District Nurses in Malapatan and Glan, Sarangani Province	

4. Enclosed are the groupings of the DMT and the M&E tool for easy reference.
5. Expenses relative to the conduct of this activity shall be charged against local funds or any available funds subject to the usual accounting and auditing rules and regulations.
6. For inquiries, contact Mr. Marlon P. Agad at 09663585680.
7. For the information and guidance of all concerned.

  
**RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:

MONITORING AND EVALUATION  
PROGRAMS  
SCHOOL BUILDING

MPA/SGOD-SMNS/MLA – on-site monitoring and evaluation of the o.k. sa deped program, comprehensive school safety program, and structural integrity of school buildings in the municipalities of malapatan and glan, sarangani province

1241/December 4, 2023

**(Enclosure No. 1 to DM-SGOD-2023-196)**

ON-SITE MONITORING AND EVALUATION OF THE O.K. SA DEPED PROGRAM,  
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December 6-7, 2023

**GROUPINGS OF DIVISION MONITORING TEAM**

**December 6, 2023: Glan Districts**

<b>Team A</b>	Glan 1	Tanao Bantilan Tao NHS
Ma. Shirley M. Cardinal		Baliton ES
Edgar Devera		Macatimbol ES
Christine L. Dela Peña		Roque Adarna IS
Maribel J. Ortibano		GSAT
		Glan CISSC
<b>Team B</b>	Glan 2	Esther B. Yap ES
Melodie Demabildo		Jose Ah Young IS
Kirstine Jayne Palma		Hadji Musa IS
Madina Laguioyman		Glan Padidu CES
Michael Salting		Glan Padidu NHS
		A. Escobar ES
<b>Team C</b>	Glan 3	San Vicente ES
Felipe B. Tuyogon Jr.		San Vicente NHS
Jordan Casing		Kiogam CES
Elmer Cenas Jr.		Tamala ES
Estylinda Tudayan		Tangan IS
<b>Team D</b>	Glan 4	Gilbert Young ES
Romeo L. Martin		Leonard Young NHS
Rangelyn Samoya		Margus CES
Monette Faye Macamay		Pangyan NHS
Roy J. Detoyato		Pangyan CES
<b>Team E</b>	Glan 4	Mingkat Gampal ES
Araceli J. Dinopol		Nicomedes Tolentino ES
Jinel Fermasis		Tonga Lim Siao Sr. IS
Bualan Abid Jr.		Calatungan ES
Junellete D. Mabunga		Severino Ibon Sr. ES
		D. Masalon Y Recto ES
<b>Team F</b>	One-way trip	Calabanit ES
Marlon P. Agad		Sufatubo ES
Christine Mae D. Bartolaba		Tampus IS
Junae Rain D. Poncardas		Miasong IS
		Lumigo IS

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December 6-7, 2023

**GROUPINGS OF DIVISION MONITORING TEAM**

**December 7, 2023: Malapatan Districts**

<b>Team A</b>	Malapatan 1	Malapatan CES
Ma. Shirley M. Cardinal		Malapatan NHS
Edgar Devera		Mama Nawa ES
Christine L. Dela Peña		Datu Pangolima IS
Roy J. Detoyato		

<b>Team B</b>	Malapatan 2	PH Millona CIS
Melodie Demabildo		Francisco Cagang IS
Kirstine Jayne Palma		Tuyan IS
Madina Laguioan		Tocablao ES
Michael Salting		

<b>Team C</b>	Malapatan 3	Daan Suyan IS
Felipe B. Tuyogon Jr.		Naidas T. Opong ES
Jordan Casing		
Elmer Cenas Jr.		
Estylinda Tudayan		

<b>Team D</b>	Malapatan 2	Libi IS
Romeo L. Martin		Calay IS
Rangelyn Samoya		
Monette Faye Macamay		

<b>Team E</b>	Malapatan 3	H. Diamalod ES
Araceli J. Dinopol		Lun Padidu CES
Jinel Fermasis		Lun Padidu NHS
Bualan Abid Jr.		
Junellete D. Mabunga		

<b>Team F</b>	Malapatan 3	Amado Quirit Sr. Annex
Marlon P. Agad		Kinam ES
Christine Mae D. Bartolaba		Kinam NHS
Junae Rain D. Poncardas		

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**LOCALIZED MONITORING AND EVALUATION TOOL**  
IMPLEMENTATION OF DISASTER RISK REDUCTION AND MANAGEMENT (DRRM),  
CLIMATE CHANGE ADAPTATION (CCA) AND PEACE BUILDINGS  
AT THE SCHOOL LEVEL

**Name of School:** \_\_\_\_\_  
**School ID:** \_\_\_\_\_ **District:** \_\_\_\_\_

**School Safety and Preparedness Guide**

**Rating Guide for A, B, and C:**

- 0 pt. Non-Compliance**
- 1 pt. Partially Complied**
- 2 pts. Completely Complied**

<b>INDICATOR</b>	<b>MOVs</b>	<b>Rating</b>
<b>A. Safe Learning Facilities</b>		
1. Facilitate the assessment of the electrical system to make necessary repairs and/or upgrades to prevent fire incident	Inspection Report duly signed by the authorized personnel (BFP, Brgy. Electrician, Mun. Electrical Engr., etc.);	
2. Repair minor classroom damages such as broken windows, doors, blackboards, roofs, ceilings, etc.	Accomplished student-led watching and hazard mapping checklist in DO 23; pictures of repairs before during and after	
3. Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water resources, and other indigenous materials	Presence of fire extinguisher or indigenous fire suppression materials (bucket of sand and water in school and every classroom); stand-by buckets of at least 10 per school or drum	
4. Make sure that corridors and pathways are obstructed and that all sharp protruding objects which may cause harm to students are removed.	Clear flowerpots/ garbage bins at the pathways	
5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.	Putting up of warning signages (potential risks)	
6. Cordon off and post safety signage for ongoing construction, unfinished, damaged, and condemned buildings.	Putting up of warning signages, if applicable	
7. Secure cabinets and drawers and ensure that heavy objects are below head level.	Breakable objects/ tv are below head level	
8. Post-safety measures in laboratories and workshops.	Post signage at computer labs and other laboratories	

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**Rating Guide for A, B, and C:**

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**1 pt. Partially Complied**  
**2 pts. Completely Complied**

INDICATOR	MOVs	Rating
<b>A. Safe Learning Facilities</b>		
9. Prepare an evacuation/exit plan and directional signage on every floor of the building	Putting up evacuation signages/maps, routes, fire exits, warning signages, DRRM structure, and early warning system in conspicuous places; presence of DRRM information corner in every classroom	
10. Identify Evacuation Areas and classrooms that can be used as Temporary Learning Shelters/Spaces during disasters and emergencies	Post signages of Evacuation routes and TLSs	
11. Prune trees to avoid entanglement with electrical wirings and potential harm to life and property.	Pictures; cutting of trees to avoid entanglement of electrical wirings	
<b>B. School Disaster Management</b>		
1. Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school	DRRM information corner in every classroom (evacuation map, hotline numbers, learning materials, teachers-learners kits, first aid/emergency kits/bags, IECs, etc.)	
2. Establish early warning mechanisms and inform all students and personnel on this.	Early Warning Plan Tarpaulin posted at the entrance of the school; DRRM Structure; Hotline Numbers, Child Protection Committee, School Zone of Peace, etc.	
3. Equip the school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergency. Ensure that these items can be easily located and accessed.	Presence of first aid kits in every classroom, capacity building and skills training programs conducted, drills every quarter accomplishment report	

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**School Safety and Preparedness Guide**

**Rating Guide for A, B, and C:**

- 0 pt. Non-Compliance**  
**1 pt. Partially Complied**  
**2 pts. Completely Complied**

<b>INDICATOR</b>	<b>MOVs</b>	<b>Rating</b>	
<b>B. School Disaster Management</b>			
4. Identify alternative sources and/or maintain a supply of drinking water within the school	Pre-positioned readily available drinking water in every classroom or within the school premises		
5. Ensure that students, teachers, and personnel have identification cards with relevant information	Students and personnel should wear ID all the time		
6. Create a database of students and their family contact details	Posting of Student Family Reunification Protocol Form		
7. Secure vital school records and store them in safe locations	Putting up labels and number/color schemes to all school and other vital records		
8. Coordinate with Brgy. Officials on Pedestrian Safety of Students	MOAs/MOUs and Road Safety Signages		
9. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures	Incident logbook and file Incident Narrative Reports		
<b>C. Disaster Risk Reduction in Education</b>			
1. Identify storage for the safekeeping of vital school records, textbooks, teaching manuals, computers, and other equipment	Storage of DRRM booklet manuals, IEC materials, session guides, textbooks, and other equipment		
<b>Total Score (A, B, and C)</b>			
<b>D. Other Notes to School Safety Preparedness Guide:</b>		<b>Points</b>	<b>Rating</b>
a. Updated School Disaster Risk Reduction and Management Plan		<b>2</b>	
b. School Action Implementation Plan SY 2023-2024		<b>1</b>	
c. Accomplishment Reports - Quarterly Conduct of Simultaneous Earthquake Drills		<b>2</b>	
d. Accomplishment Report - National Disaster Resilience Month (in July 2023)		<b>1</b>	
e. After Activity Reports - Training Programs, Symposium, other related activities		<b>2</b>	
<b>Total Score (D)</b>			
<b>Grand Total (A, B, C, and D)</b>			

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**Rating Scale:**

<b>0-10</b>	<b>Very Low Capacity</b>
<b>11-20</b>	<b>Low Capacity</b>
<b>21-30</b>	<b>Moderate Capacity</b>
<b>31-40</b>	<b>High Capacity</b>
<b>41-50</b>	<b>Very High Capacity</b>

Vetted/Certified Correct:

\_\_\_\_\_  
Signature Over Printed Name of the Assessor

\_\_\_\_\_  
Position/ Designation

\_\_\_\_\_  
Date of Assessment