



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 02 2026

**DIVISION MEMORANDUM**  
No. 314, s. 2026

**MONITORING OF SCHOOLS FOR THE MONTHS OF JULY,  
AUGUST AND SEPTEMBER**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary Principals  
All Others Concerned

1. In line with the continuing efforts of the Schools Division Office of Bataan to strengthen instructional delivery, ensure systematic monitoring, and provide timely interventions, this Office announces the conduct of school monitoring and technical assistance following this schedule and focus areas:

Month	Focus per Month
July	Enrollment, Class Program, Learning Resources, and Intervention Materials/Activities for the Post-test Results (Frustration and Emerging levels) from last year's CRLA, Phil-IRI and RMA Results (Literacy and Numeracy)
August	Alignment of 1 <sup>st</sup> Term Assessment with Learning Competencies, School Intervention Programs
September	1st Term Assessment Results and School Intervention Programs

2. The Schools Division Office of Bataan underscores the importance of timely preparation, accurate monitoring, and effective interventions to address learners' needs. All concerned are enjoined to comply with the above directives to ensure quality education delivery across districts.
3. Further, Alternative Learning System Learning Centers shall also be monitored during the said period.



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4. Further, the following shall be the Division Monitoring Team:

District	Education Program Supervisors	Public Schools District Supervisors	ALS Focal Persons
Hermosa	Evelyn V. Mendoza	RESPECTIVE PUBLIC SCHOOLS DISTRICT SUPERVISORS	Jean A. Lintag, Jeric C. Lopez and Bernadette B. Bantigue
Limay	Jean A. Lintag		
Dinalupihan East and West	Edwin R. Bermillo		
Orani	Danilo C. Caysido		
Abucay	Edgar E. Garcia		
Orion and Pilar	Jacqueline C. Tuazon		
Samal	Mila D. Calma		
Mariveles	Teodoro E. Batiles		
Bagac	Jethro M. Nocom		
Morong	Jesus B. Franco		

- The Education Program Supervisors and Public Schools District Supervisors in-charge must coordinate with one another to form teams of two and finalize their monitoring schedule per district. Further, the Division Monitoring Team must accomplish the enclosed monitoring tool (*see Enclosure*) for the schools under their supervision.
- This Memo shall serve as the Travel Authority of all concerned for the duration of the monitoring.
- On the other hand, the Division Monitoring Team and schools are reminded to comply with the provisions of Regional Memorandum No. 164, s. 2022 titled, "Prohibiting Serving of Meals and Giving of Tokens in the Conduct of School Monitoring, Validation, and other Official Visits of Regional and Schools Division Office Personnel".
- Immediate and wide dissemination of and strict compliance with this Memorandum are desired.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

  
C19/jmn

## MONITORING TOOL

**Focus Areas:** Enrollment, Class Program, Learning Resources, and Learning Intervention Implementation

**School Year: 2026–2027**

School: \_\_\_\_\_

District: \_\_\_\_\_

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

Date of Monitoring: \_\_\_\_\_

Monitoring Team: \_\_\_\_\_

### A. ENROLLMENT

Indicator	Means of Verification (MOV)	Status (✓/X)	Findings/Remarks	Technical Assistance Needed
1. Enrollment data updated in LIS	LIS Enrollment Report			
2. Enrollment compared with previous school year	Comparative Enrollment Report			
3. Percentage of enrolled learners vs. target	School Enrollment Summary			
4. Late enrollees properly accommodated	Enrollment Records			
5. Learners requiring intervention identified (Literacy/Numeracy)	Learner Master List			
6. List of transferees, returnees, and Balik-Aral learners available	Enrollment Forms			

### General Findings:

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### B. CLASS PROGRAM

Indicator	Means of Verification	Status	Findings/Remarks	Technical Assistance Needed
1. Approved class program available	Class Program			
2. Teacher teaching loads are complete	Teaching Load Matrix			
3. Class advisers designated	School Assignment Order			
4. Reading and Numeracy intervention periods integrated in class program	Class Program			

Indicator	Means of Verification	Status	Findings/Remarks	Technical Assistance Needed
5. Learning intervention schedule posted	Intervention Schedule			
6. Intervention teachers/focal persons identified	School Memorandum			

**General Findings:**

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**C. LEARNING RESOURCES**

Indicator	Means of Verification	Status	Findings/Remarks	Technical Assistance Needed
1. Textbooks distributed to learners	Distribution Records			
2. Teacher's Guides available	Inventory			
3. Self-Learning Materials available	Inventory			
4. Reading materials available	Reading Corner/Inventory			
5. Numeracy materials available	Inventory			
6. Supplementary learning resources prepared	Samples			
7. ICT resources functional	Inspection			
8. Science/Math manipulatives available (if applicable)	Inventory			

**General Findings:**

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**D. INTERVENTION MATERIALS AND ACTIVITIES**

**(Based on Previous School Year's CRLA, Phil-IRI, and RMA Results)**

**D.1 Learner Profiling**

Indicator	Yes	No	Remarks
Master list of learners at Frustration Level available			
Master list of learners at Emerging Level available			
Learners classified based on CRLA results			
Learners classified based on Phil-IRI results			

Indicator	Yes	No	Remarks
Learners classified based on RMA Numeracy results			
Individual learner profiles prepared			

## D.2 Intervention Plan

Indicator	Yes	No	Remarks
School Reading Intervention Plan prepared			
School Numeracy Intervention Plan prepared			
Intervention schedule prepared			
Parents informed of intervention program			
Intervention teachers assigned			

## D.3 Intervention Materials

Indicator	Available	Not Available	Remarks
Decodable Reading Materials			
Leveled Reading Books			
Big Books			
Flashcards			
Reading Activity Sheets			
Numeracy Activity Sheets			
Number Cards			
Manipulative Materials			
Learning Games			
Teacher-made Intervention Materials			

## E. DATA VALIDATION

### Previous Assessment Results

Assessment Tool	No. of Frustration Learners	No. of Emerging Learners	Intervention Started?	Remarks
CRLA				
Phil-IRI				
RMA - Literacy				
RMA - Numeracy				

## F. BEST PRACTICES OBSERVED

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## G. GAPS IDENTIFIED

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### Overall School Readiness Rating

Area	Rating (1-4)	Remarks
Enrollment		
Class Program		
Learning Resources		
Reading Intervention Readiness		
Numeracy Intervention Readiness		

### Rating Scale

Rating	Description
4	Fully Ready – All indicators complied with and evident.
3	Ready – Minor gaps that can be immediately addressed.
2	Partially Ready – Several gaps requiring technical assistance.
1	Not Ready – Major gaps requiring immediate intervention.