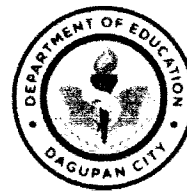
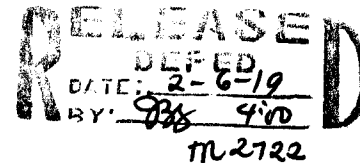


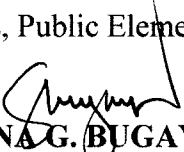
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



Division Memorandum No. 052, s. 2019



TO : Heads, Public Elementary and Secondary Schools

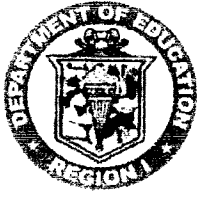
FROM :   
**LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent

SUBJECT : Validation & Planning Standards Monitoring Tool

DATE : February 6, 2019

Please submit the Validation & Planning Standards Monitoring Tool as of December 31, 2018 both elementary and secondary level at the Research & Planning Unit, DepEd Division Office (c/o Joann L. Jimenez - SGOD) not later than February 22, 2019. Each school is required to submit one (1) hardcopy and softcopy for each of the above mentioned documents. The template should be emailed to [dagupancity.planning@gmail.com](mailto:dagupancity.planning@gmail.com).

Widest dissemination of this memorandum is desired.



**Field Data Validation and Planning Standards Monitoring Tool**  
**As of 4<sup>th</sup> Quarter, SY 2018-2019**

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

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

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

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

**A. ENROLMENT**

	As of December 31, 2018	No. of 4Ps Learners	No. of ALIVE/ Muslim Learners	No. of IP Learners
Male				
Female				
<b>Total</b>				

**B. CRUCIAL NEEDS**

	No. of Teachers with Plantilla					Non-Teaching with Plantilla	
	T1	T2	T3	MT1	MT2	Number	Designation
Male							
Female							
<b>Total</b>							

	Number of Existing Instructional Classrooms						
	K	G1/G7	G2/G8	G3/G9	G4/G10	G5/G11	G6/G12
In Good Condition							
Needs Minor Repair							
Condemnable							

	Number of Available Non-Instructional Classrooms					
	Principal's Office	Canteen	Science Lab	Computer Room	Library	HE Room
In Good Condition						
Needs Minor Repair						
Condemnable						

	Number of Available Non-Instructional Classrooms				
	WASH Facilities Outside the Room	WASH Facilities Inside the Room	Comfort Room Outside the Room	Comfort Room Inside the Room	Clinic
In Good Condition					
Needs Minor Repair					
Condemnable					

	Number of Available Learning Materials Issued by DepEd						
	K	G1/G7	G2/G8	G3/G9	G4/G10	G5/G11	G6/G12
Text Books							
Teacher's Guide							
Others							

	Number of Seats							Source (CO, RO, DO, Donor)
	K	G1/G7	G2/G8	G3/G9	G4/G10	G5/G11	G6/G12	
Plastic								
Wood								
Wood/Steel								
Teacher's Table & Chair								

Number of Toilets								
K	G1/G7	G2/G8	G3/G9	G4/G10	G5/G11	G6/G12	Outside the Rooms	Donors (if any)

**C. PLANNING NORMS/PARAMETERS**

**Class Size**

Grade Level	Parameters	Compliance		Remarks
		Yes	No	
Kindergarten	25 in a class, max of 30			
Grade 1	35 in a class, max of 40			
Grade 2				
Grade 3	40 in a class, max of 45			
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11	40-45 students/class			
Grade 12				
Multi-Grade	At most 30 per class of 2 consecutive grades			

**Shift Session**

Grade Level	Parameters	Compliance		Remarks
		Yes	No	
Kindergarten	2 sessions (AM/PM)			
Grade 1	Double			
Grade 2				
Grade 3	Single			
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				
Multi-Grade	1			

**Teachers**

Grade Level	Parameters	Compliance		Remarks
		Yes	No	
Kindergarten	1 per 2 classes			
Grade 1	1 per 2 classes *			
Grade 2				
Grade 3	45 in a class, max of 50			
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11	45-50 students/class			
Grade 12				
Multi-Grade	At most 30 per class of 2 consecutive grades			

\* the higher total enrolment between Grade 1 and 2 is used to compute the requirement

**Learning Materials**

Grade Level	Parameters	Compliance		Remarks
		Yes	No	
Kindergarten	1 per pupil			
Grade 1	1 per learner per learning area			
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11	1 per learner per subject			
Grade 12				
Multi-Grade	1 per learner per learning area			

### Classrooms and Seats

Grade Level	Parameters	Compliance		Remarks
		Yes	No	
Kindergarten	1 classroom per 2 classes 1 seat per learner			
Grade 1	1 per 2 classes* 1 seat per learner			
Grade 2				
Grade 3	1 classroom per class with set of school seats			
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				
Multi-Grade				

\* the higher total enrolment between Grade 1 and 2 is used to compute the requirement

### Multimedia Set (laptop, overhead projector, LCD projector, sound system, etc.)

Grade Level	Parameters	Compliance		Remarks
		Yes	No	
Kindergarten	1/12 sections			
Grade 1	1 per school (1 per 6 sections)			
Grade 2				
Grade 3				
Grade 4	1 per 6 sections			
Grade 5				
Grade 6				
Grade 7	1 per 8 sections of 45 students (1 per 6 sections)			
Grade 8				
Grade 9				
Grade 10				
Grade 11	1 per 5 sections of 40 students			
Grade 12				
Multi-Grade	1 per school			

**Science and Math Kit (issued by Central Office/Region Office)**

Grade Level	Parameters	Compliance		Remarks
		Yes	No	
Kindergarten	1 per school (1 per 6 sections)			
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11	1 per school composed of 2 classrooms			
Grade 12				
Multi-Grade	1 per school			

**Science and Math Equipment (issued by Central Office/Region Office)**

Grade Level	Parameters	Compliance		Remarks
		Yes	No	
Kindergarten	1 per school (1 per 6 sections)			
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11	1 per school composed of 2 classrooms			
Grade 12				
Multi-Grade	1 per school			

**Planning Unit**

Indicators	Yes	No	Remarks
<b>BEIS MODULE 1: BEIS-Quick Counts</b> (Data on enrolment, teachers, instructional room and seats, pupil-student-teacher analysis, instructional room analysis and school furniture analysis)			
<b>BEIS MODULE 2: School Statistics</b> (enrolment by sex and by grade/year level, age profile, repeaters, dropouts, teachers' workloads, locally-hired teachers, etc.)			
<b>BEIS MODULE 3: BEIS Performance Indicators</b> (downloaded at the EBEIS (5 years back)			
School Form 1 (2013-present)			
School Form 2 (2013-present)			
School Form 3 (2013-present)			
School Form 4 (2013-present)			
School Form 5 (2013-present)			
School Form 6 (2013-present)			
School Form 7 (2013-present)			
GESP/GJHSP/GSHSP (2013-present)			
Inventory of School Building			
Are all School Forms kept in dry and safe place?			
Available School Data Management Team			
Available School Planning/EMIS/BEIS Office			

Prepared by:

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Certified True and Correct:

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School Head

Monitored and Validated by:

**JOANN L. JIMENEZ**

Planning Officer III

Noted:

**MARIA LINDA R. VENTENILLA**

Chief Education Supervisor, SGOD

**Note:**

*The attached form is not an evaluative tool. This will not be the basis to gauge the performance of your school. Data gathered through the form will be used as basis to come up with approaches/methods to improve our SDO. Planning & Research, and other Management actions.*