



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division  
Superintendent  
Division Memorandum  
No. 143 s. 2023

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Date: April 14, 2023

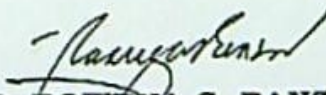
Subject: **SCHOOL VISITATION AND CARPET SUPERVISION**

The Department of Education establishes the Basic Education Monitoring and Evaluation Framework (BEMEF) to ensure that the agency's plan, policies, system and processes are geared towards the alignment of the organizational outcomes. It sets the performance for the agency where all operating units are expected to contribute.

In support to this policy, the SDO-Dagupan City will conduct the school visitation and carpet supervision from April 17, 2023 to May 9, 2023 which explicitly identifies and articulates the indicators and targets for managing performance in the development of flow and policies of the division that subscribes to the intermediate and enabling meaningful outcomes.

The Team composes of the following: Schools Division Superintendent and Assistant Schools Division Superintendent.

Please be guided accordingly.

  
**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent



Address: DepEd SDO, Burgos St., Dagupan City  
Telephone No.: (075)615-2645/615-2641  
Website: [depeddagupan.com](http://depeddagupan.com)  
Email Address: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division  
Superintendent

SDS Rowena C. Banzon, CESO V and ASDS Marciano U. Soriano Jr., CESO VI

I. SBM DIMENSION	COMPOSITE TEAM
1. LEADERSHIP	<b>Team Leader: Dr. Edwin R. Ferrer</b> Members: PSDS by District
2. GOVERNANCE AND ACCOUNTABILITY	<b>Team Leader: Dr. Edilberto R. Abalos</b> Members: 1. Myrel Angela N. Lopez 2. Tatum Grace L. Manzano
3. CURRICULUM AND INSTRUCTION	<b>Team Leader: Dr. Maria Linda R. Ventenilla</b> Members: 1. Renata G. Rovillos 2. Liezl S. Cancino 2. Joann L. Jimenez
4. LEARNING ENVIRONMENT	<b>Team Leader: Dr. Jaime C. Slapno</b> Members: 1. Dr. Cherry A. Cayabyab 2. Dr. Leonarda J. Manansala
5. HUMAN RESOURCE AND TEAM DEVELOPMENT	<b>Team Leader: Jennette A. Sison</b> Members: 1. Mitchellene V. Rivo 2. Alfred B. Gonzales
6. FINANCE AND RESOURCES	<b>Team Leader: Dr. Harking C. Reyes</b> Members: 1. Zenaida Peralta 2. Magdalena Calulut 3. Gilliane Jessa Casaclang
II. RESULTS BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)	<b>Team Leader: Ronie G. Bona</b> Members: 1. Jane T. Cajayon 2. Edwin R. Ferrer 3. Vicky S. Antonio

**SECRETARIAT COMMITTEE**

**Team Leader:** Isagani D. Rosario

**Members:**

SBM Dr. Edgar T. Timbol

SocMob Dr. Valdimir C. Parayno



Address: DepEd SDO, Burgos St., Dagupan City

Telephone No.: (075)615-2645/615-2641

Website: [depeddagupan.com](http://depeddagupan.com)

Email Address: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

SCHOOL-BASED MANAGEMENT CHECKLIST

DIMENSION NO. 1 LEADERSHIP		
	Evident/Not Evident	Technical Assistance Provided
1. Approved Organizational Structure of Stakeholders with defined Roles and Responsibilities		
2. Copy of School Manual or Handbook		
3. Published/ List of Distributed School Paper		
4. List of Continual Improvements or Projects.		
5. Document on Creation of school and community recognized networks like social media networks with documentation and easy access to the school community		
6. Progress Report on Learning and Development Program		
7. Copies of long-term training and development plans		
8. Others (Copy of Staff Development Plan, IPCRF, OPCRF, SLAC Session Plan, INSET, Training Matrix and Photo with Narratives).		

Team Remarks on Documentation Analysis and Observations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SCHOOL-BASED MANAGEMENT CHECKLIST



Address: DepEd SDO, Burgos st., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph



Management System  
ISO 9001:2015





Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

DIMENSION NO. 2 Governance and Accountability		
	Evident/Not Evident	Technical Assistance Provided
1. Approved Enhanced School Improvement Plan		
2. Approved Annual Implementation Plan		
3. Signed Resolution on Programs, projects and activities initiated by the Stakeholders.		
4. Functional SGC, PTA, SPG/SSG, Child Protection Committee, Grievance Committee, and Bids and Awards Committee.		
5. Canteen Management and Transparency, financial statements of receipts and expenditures, allocation of canteen resource fund, etc.		
6. Monthly MOOE liquidation report duly signed by the DO Accountant regularly posted on School's Transparency Board.		
7. School Year End Reports/Accomplishment Reports/SMEA/School's Best Practices with Narrative Report.		
8. Others (Implementation of Oplan Kalusugan (OK sa DepEd): NDEP, WINS Program, Bright Smile, Tobacco Control, Feeding Program, Physical Facilities, etc.)		

Team Remarks on Documentation Analysis and Observation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SCHOOL-BASED MANAGEMENT CHECKLIST



Address: DepEd SDO, Burgos st., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph



Management System  
ISO 9001:2015  
www.csl.com.ph





Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

DIMENSION NO. 3 Curriculum and Instruction		
	Evident/Not Evident	Technical Assistance Provided
1. Compilation of Test Papers with Table of Specifications, MPS/PLM.		
2. School-Based Remedial Reading Program with Narrative Reports.		
3. Accomplishment Reports on Curriculum Reports and Projects.		
4. Compilation of Localized Curriculum, and Teaching Devises and Materials.		
5. Teachers Daily Lesson Log with Integration of Localized and Contextualized Curriculum.		
6. Developed Self-Learning Modules of Teachers in Different Learning Areas.		
7. Reports on Classroom Observation Reports/ Copy of Needs Assessment Reports and Recommendations.		
8. Others (Calendar of School Activities, Functional Library, Reading Corner and Audio Visual Materials etc.)		

Team Remarks on Documentation Analysis and Observation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SCHOOL-BASED MANAGEMENT CHECKLIST



Address: DepEd SDO, Burgos st., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph



Management System  
ISO 9001:2015





Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

DIMENSION NO. 4 Learning Environment		
	Evident/Not Evident	Technical Assistance Provided
1. Conducive, well-ventilated, well-lighted classrooms.		
2. Secured School-premises, provision of security forces, clean surroundings and CCTV installed in strategic locations.		
3. Availability of Guidance Center with Guidance Designate and prefect for discipline.		
4. Availability of School Clinic with designate nurse, first aid kit and medical apparatus (BP Apparatus, Spine Board, Weigh Scale etc.)		
5. Functional School Organization (School Paper, Barkada Kontra Droga, SSG/SPG, Sports Clubs and Sing and Dance Trope)		
6. Posted Evacuation Plan, Fire Exit Plan, Provision of Fire Extinguishers and Fire Certification Certificate (DRRM Plan).		
7. Reports on Home Visitations, and MOA with Stakeholders/Parents.		
8. Others (Community Learning Centers ALS, Availability of Hand Wash Area, Clean Comfort Rooms etc.)		

Team Remarks on Documentation Analysis and Observation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SCHOOL-BASED MANAGEMENT CHECKLIST



Address: DepEd SDO, Burgos st., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph



Management System  
ISO 9001:2015  
www.tuv.com  
TUVRheinland





Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

DIMENSION NO. 5 Human Resource and Development		
	Evident/Not Evident	Technical Assistance Provided
1. Provision of Trainings and Seminars for Newly Hired Teachers with narrative reports.		
2. SLAC Session Plan, INSET, and Teachers' Capacity Building		
3. Availability of Profiling for School Teachers with Advancement (Graduate and Post Graduate Studies)		
4. Availability of Profiling for School Teachers with Capacity/Enhancement Training Needs		
5. Adequate Teacher to Students/Pupils Ratio.		
6. Accomplishment Reports on Scholarships Participated by Teachers (PNU LISQuP, SEMEO, UP)		
7. Reports on No. of Master Teachers Proposed and Conducted Full or Action Researches.		
8. Others (No. of Teachers promoted through ERF, Natural Vacancy, and No. of Registered Guidance Counselor, No. of Substitute Teachers and No. of Practice Teachers etc.)		

Team Remarks on Documentation Analysis and Observation:

---



---



---

SCHOOL-BASED MANAGEMENT CHECKLIST



Address: DepEd SDO, Burgos st., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph



Management System  
ISO 9001:2015



Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_



Republic of the Philippines  
Department of Education  
REGION I

SCHOOLS DIVISION OF DAGUPAN CITY

DIMENSION NO. 6 Finance and Resource Management		
	Evident/Not Evident	Technical Assistance Provided
1. Updated Transparency Board with Financial Statement, and Monthly Liquidation of MOOE signed by DO Accountant located in strategic place.		
2. Inventory List of School Facilities and Equipment (Serviceable and Non-Serviceable)		
3. Inventory of Learning Resources (Tablets, Computers, Printed Modules and Printed Test Papers)		
4. Financial Statement on Miscellaneous and Other Income Generating Projects (Rentals of Stall/Booth inside School Premises).		
5. Inventory of Sports Supplies and Equipment.		
6. Accomplishment Reports on GAD expenditures with narrative and documentation.		
7. Reports on School Minor Repairs, Bids and Awards Committee.		
8. Others (Income from Canteen, Donations, Fund Raising Activities/Advertisements, PTA Fund etc.)		

Team Remarks on Documentation Analysis and Observation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Address: DepEd SDO, Burgos st., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph



Management System  
ISO 9001:2015







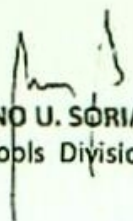
REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION I  
DAGUPAN CITY DIVISION

SCHEDULE OF SCHOOL VISITATION AND CARPET SUPERVISION

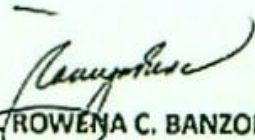
<b>APRIL 17, 2023</b>	<b>April 18, 2023</b>
AM	AM
Federico N. Ceralde Integrated School	Bonuan Boqui National High School
BLISS Elementary School	Bonuan Boqui Elementary School
Leon Francisco Maramba Elementary School	Gregorio G. Del Pilar Elementary School
	North Central Elementary School
<b>APRIL 19, 2023</b>	<b>APRIL 20, 2023</b>
AM	AM
Sabangan Elementary School	Juan P. Guadiz Elementary School
Victoria Q. Zarate Elementary School	West Central Elementary School I
Pantal Elementary School	West Central Elementary School II
<b>APRIL 21, 2023</b>	<b>APRIL 24, 2023</b>
AM	AM
Bacayao Sur Elementary School	East Central Integrated School
Pascuala G. Villamil Elementary School	Pogo-Lasip Elementary School
	Lasip Grande Elementary School
<b>APRIL 25, 2023</b>	<b>APRIL 26, 2023</b>
AM	AM
Bolosan Elementary School (ALS)	Salisay Elementary School
Judge Jose De Venencia Senior Technical Vocational Secondary School	Mamalingling Elementary School
<b>APRIL 27, 2023</b>	<b>APRIL 28, 2023</b>
AM	AM
Tambac Elementary School	Tebeng Elementary School
Mangin-Tebeng Elementary School	Caranglaan Elementary School
<b>MAY 2, 2023</b>	<b>MAY 3, 2023</b>
AM	AM
Dagupan City National High School	Juan L. Siapno Elementary School
	Malued Elementary School
	Lucao Elementary School

MAY 4, 2023		MAY 5, 2023	
AM		AM	
Sult Elementary School		Salapingao Elementary School	
Pugaro Integrated School		Salapingao National High School	
		Lomboy Elementary School	
MAY 8, 2023		MAY 9, 2023	
AM		AM	
T. Ayson Rosario Elementary School		Carael Elementary School (ALS)	
Calmay Elementary School		Carael National High School	

Prepared by:

  
**DR. MARCIANO U. SORIANO JR., CESO VI**  
 Assistant Schools Division Superintendent

Approved:

  
**DR. ROWENA C. BANZON, CESO V**  
 Schools Division Superintendent