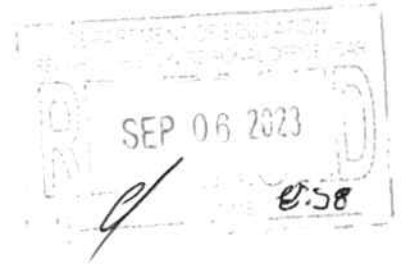




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



05 September 2023

**REGIONAL MEMORANDUM**  
No. 495.2023

**SUSTAINING THE CONDUCT OF THE REGULAR SCHOOL VISITS AND  
PROVISION OF INTERVENTION BY SCHOOLS DIVISION OFFICES**

To: Assistant Regional Director  
Schools Division Superintendents  
All Other Concerned

1. Relative to Office of the Assistant Secretary for Operations Memorandum (OASOPS) No. 2023-092, **“Conduct of the Regular School Visits and Submission of Data on the Issues and Concerns Raised and Interventions Provided”**, the Regional Office through the Field Technical Assistance Division (FTAD) encourages the Schools Division Offices (SDOs) to sustain this directive.
2. The SDOs must visit schools and document information gathered. In each SDO three schools are to be visited per week – two schools for Public School District Supervisors (PSDS) and one school for Education Program Supervisors (EPS). Visits to schools must cover different schools which were not previously visited or maybe visited subject to the discretion of the Schools Division Superintendents (SDS).
3. The attached tool is to be filled with the data gathered on issues and concerns raised, including the interventions provided weekly. The result shall be submitted regularly every **Friday in each week at 5:00 p.m.** by encoding directly through the link: **[https://docs.google.com/spreadsheets/d/1H\\_UebCiiWH6PwPPgQejoGreb68VFuTHT7hpfHad1Ao/edit?usp=share\\_link](https://docs.google.com/spreadsheets/d/1H_UebCiiWH6PwPPgQejoGreb68VFuTHT7hpfHad1Ao/edit?usp=share_link)**.
4. For further inquiries and clarifications, please contact FTAD through email address **car.ftad@deped.gov.ph**.
5. For compliance and immediate dissemination.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director



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DepEd Tayo Cordillera



<https://depedcar.ph>



**Republic of the Philippines**  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION

**Enclosure No. 1 495.2023**

Republic of the Philippines <b>Department of Education</b> Cordillera Administrative Region Division of _____									
<b>TOOL FOR SCHOOL VISITS</b>									
Issues and Concerns During School Visits									
Date of Visit	Name of Schools Visited	Address	Issues and Concerns Raised		Quick Interventions Provided SDO/RO	Planned Interventions	Name of PSDS	Name of EPS	Other SDO/RO
			By the School	By the Teachers			District	Subject /FD	Position
	1.								
	2.								
	3.								
	<i>**Add more number if needed</i>								
	Checked by	CID Chief	Notes/ Explanations for not meeting the targeted 3 schools to be visited in their SDO within the week in no school visits were conducted.						
	Online monitoring done by	DepEd CAR FTAD	Color/shape legend on status of weekly report.						

**Legend:** Color/shape on status of weekly report

- green *Tool were properly filled with information on: Number of visited school for the week. Names of schools visited. Data on issues, concerns and interventions. When no issues were raised the SDO indicated "no issues" in the appropriate column. Names and positions of personnel that conducted the weekly visit.*
- yellow *Visited 2 schools or below . Visits were conducted to 3 or more schools but data were not indicated and there were lacking informations not indicated in the tool..*
- blue *No schools visited for the week. Explanations were indicated in lieu of school visits.*
- red *No report or explanation indicated*

**Instructions:** The person conducting the visits will encode directly to this tool in the online link indicating all data gathered to: [https://docs.google.com/spreadsheets/d/1H\\_UebCIiWH6PwPPgQejoGreb68VFuTHT](https://docs.google.com/spreadsheets/d/1H_UebCIiWH6PwPPgQejoGreb68VFuTHT)



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