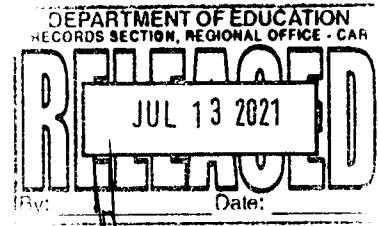




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



July 13, 2021

**REGIONAL MEMORANDUM**  
 No. 291.2021

**SUBMISSION OF CONSOLIDATED REPORT ON HOMEROOM GUIDANCE  
 MONITORING AND EVALUATION**

To: OIC-Assistant Regional Director  
 Schools Division Superintendents  
 Regional EsP Supervisor  
 Division EsP Supervisors and Homeroom Guidance In-Charge  
 School Heads and Homeroom Guidance In-Charge  
 All others concerned

1. Pursuant to DM-OUCI-2021-144, "Implementation of Homeroom Guidance (HG) during Crisis Situation, DepEd CAR through the Curriculum and Learning Management Division (CLMD) requests the submission of the following reports:

Reports	Person/s Responsible	Template to be used	Date of Submission
HG Monitoring and Evaluation Report	School Heads	See enclosure to this memo	July 16, 2021 to the PSDS to consolidate
Consolidated District Report on HG Monitoring and Evaluation	Public Schools District Supervisor	Use the same template indicating your DISTRICT instead of the school.	July 20, 2021 to the SDO EsP Supervisor to consolidate
Consolidated Division Report on the HG Monitoring and Evaluation	SDO EsP Supervisors	Use the same template indicating the SDO instead of the District.	July 22, 2021 to the Regl EsP Supervisor thru clmd.depedcar@gmail.com or corazon.alos@deped.gov.ph

- Please see the **Enclosure** for the template of the report.
- Immediate dissemination and compliance to this memorandum is desired.

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

CLMD/CFM/gcd



**Enclosure to Regional Memorandum No. \_\_\_\_\_ s. 2021**

**Homeroom Guidance Monitoring and Evaluation Tool (SDO Level)**

Name of School: \_\_\_\_\_ District: \_\_\_\_\_  
 School Head: \_\_\_\_\_ Date of Monitoring: \_\_\_\_\_

Directions: Check the box that corresponds to your answer in each item using the legend below.

**LEGEND:** E- Evident      EI- Evident but Inadequate      NE- Not Evident  
 NA- Not Applicable

<b>AREAS TO BE MONITORED</b>	<b>EVIDENCE</b>	<b>E</b>	<b>EI</b>	<b>NE</b>	<b>NA</b>
<b>I. Curriculum Implementation and Compliance</b>					
1. HG MELCs is being followed properly.	Class schedule and learner's output / portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re HG's impact on learners				
<b>II. Delivery Process</b>					
1. HG Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter	Letter to parents prepared by Adviser regarding the competencies for the quarter (Based on Learner's Development Assessment Annex C)				
3. Class Advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
<b>III. Evaluation of Learner's Development</b>					
1. Learners are oriented on the learning objective and how their development will be evaluated.	Documentation of learner's orientation about the learning objectives and evaluation of their development				
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	Documentation of conference with the learners about their development				
3. Learners can keep track of their progress in the program	Learners' checklist of competencies with remarks of adviser and parent				

<b>IV. Supervision of Homeroom Guidance Implementation</b>					
<b>AREAS TO BE MONITORED</b>	<b>EVIDENCE</b>	<b>E</b>	<b>EI</b>	<b>NE</b>	<b>NA</b>
1. A clear Monitoring Plan (Guidance Counselor/Designate and School Head) before the start of the program is evident.	Monitoring Plans of School Head and Guidance Counselor/Designate				
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery.	Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool (School Level)				
4. Monitoring results are utilized to improve the program delivery.	Matrix of Monitoring Results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of Meeting and Post Conference documentation				
6. Capacity building for HG is being conducted.	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
<b>V. Administrative Concerns</b>					
1. Orientation for learners and their parents is conducted by the School before the start of School Year.	Documentation of learners and parents' orientation (e.g. attendance sheet, photos etc.)				
2. An adequate budget is allotted for HG expenses.	Approved budget vs Financial Report of HG (e.g materials, training expenses etc.)				
3. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers of HG.	Inventory of supplies and materials vs reports of utilization				
4. The learning modality is appropriate and conducive for the conduct of the program.	Number of learners in each learning modality				
5. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
6. Correct reports are submitted.	Mid-year and year-end reports by the school				
7. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				

**SUMMARY OF RESULTS**

Write the total number of checks per area and identify those that are not evident and evident but inadequate which merit actions to be taken.

<b>AREAS TO BE MONITORED</b>	<b>EVIDENT</b>	<b>NOT EVIDENT</b>	<b>EVIDENT BUT INADEQUATE</b>	<b>NOT APPLICABLE</b>
<b>I.</b> Curriculum Implementation and Compliance				
<b>II.</b> Delivery Process				
<b>III.</b> Evaluation of Learner's Development				
<b>IV.</b> Supervision of Homeroom Guidance Implementation				
<b>V.</b> Administrative Concerns				

<b>AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE</b> <i>To be filled up by Monitor</i>	<b>ACTIONS TO BE TAKEN</b> <i>To be filled-up at the Post-Conference by School Head with the School HG Implementer</i>	<b>ACCOUNTABLE PERSON &amp; POSITION</b>	<b>FOLLOW UP</b> <b>Date:</b> <hr/> <i>Indicate whether actions to be taken are <u>Implemented</u> or <u>Not Implemented</u> in the next monitoring</i>
Ex. Curriculum Guide is being followed properly.	Ensure that CG will be followed properly	Juan de la Cruz, School Head	
Ex. Issues and concerns based on the reports are acted upon.	To draft an action plan addressing the issues and concerns from the reports		

This certifies that the monitoring and evaluation results have been discussed with me. I understand that my signature does not necessarily indicate agreement, but acknowledges receipt of the report, and that I may respond to any and all issues contained in this evaluation. Written response must be submitted to the undersigned supervisor within 10 working days of date noted below.

Prepared by: