

MONITORING FORM FOR THE OPENING OF CLASSES
School Year 2013-2014

School: _____ District: _____ ESA: _____

School Head: _____ Date: _____

A. General Curriculum

1. How did the school welcome the children?

_____ held a program _____ conducted supplementary feeding
 _____ put up a streamer/poster/placard _____ invited parents and community leaders
 _____ conducted orientation of the school _____ others (specify) _____

2. How many teachers are there in the school? Please specify: Regular/Perm. _____ LGU Paid/Volunteer _____

Total _____

What is the Teacher Pupil Ratio? _____; How many excess teachers? _____; How many teachers are still needed? _____

3. What is the enrolment as of the date?

| Grade | Male | Female | Total | Year | Male | Female | Total |
|--------------|------|--------|-------|----------------------|------|--------|-------|
| Kindergarten | | | | Gr. VII | | | |
| Grade I | | | | Gr. VIII | | | |
| Grade II | | | | 3 rd Year | | | |
| Grade III | | | | 4 th Year | | | |
| Grade IV | | | | | | | |
| Grade V | | | | | | | |
| Grade VI | | | | | | | |
| TOTAL | | | | TOTAL | | | |

4. How many classes are accommodated in the following rooms?

| Grade/Year | Standard Clrm.(DepEd) | PTCA Built Clrm. | HE Bldg. | IA Bldg. | Others (Specify) |
|--------------------------|-----------------------|------------------|----------|----------|------------------|
| Kindergarten | | | | | |
| I/VII | | | | | |
| II/VIII | | | | | |
| III/3 rd Year | | | | | |
| IV/4 th Year | | | | | |
| V | | | | | |
| VI | | | | | |
| TOTAL | | | | | |

5. Are there enough desks, sets of tables and chairs, armchairs and blackboards?

| Grade/Year | Existing Number of | | | | Need | | | |
|--------------------------|--------------------|-------------------------|-----------|-------------|-------|-------------------------|-----------|-------------|
| | Desks | Sets of Tables & Chairs | Armchairs | Blackboards | Desks | Sets of Tables & Chairs | Armchairs | Blackboards |
| Kindergarten | | | | | | | | |
| I/VII | | | | | | | | |
| II/VIII | | | | | | | | |
| III/3 rd Year | | | | | | | | |
| IV/4 th Year | | | | | | | | |
| V | | | | | | | | |
| VI | | | | | | | | |
| TOTAL | | | | | | | | |

6. Are there enough textbooks for use?

| Grade/Year | Existing Number of Textbooks | Need |
|--------------------------|------------------------------|------|
| Kindergarten | | |
| I/VII | | |
| II/VIII | | |
| III/3 rd Year | | |
| IV/4 th Year | | |
| V | | |
| VI | | |
| TOTAL | | |

a. Are books distributed to the pupils? _____ If no, why? _____

b. What is the textbook/pupil ratio? _____

c. Have teachers given tips to the pupils on the proper use/care of books and other school facilities? _____

If no, why? _____

7. Are the following instructional materials prepared/ready for utilization?

| Instructional Materials | Kindergarten | I/ VII | II/ VIII | III/ 3 rd yr. | IV/ 4 th yr. | V | VI | Remarks |
|----------------------------|--------------|-----------|-------------|-----------------------------|----------------------------|---|----|---------|
| 1. Lesson Plan/Log | | | | | | | | |
| 2. PELC/PSLC | | | | | | | | |
| 3. Budget of Work | | | | | | | | |
| 4. Form I | | | | | | | | |
| 5. Class Record | | | | | | | | |
| 6. Teachers' Manual/Guides | | | | | | | | |
| 7. Attendance Chart | | | | | | | | |
| 8. Initiation Board | | | | | | | | |
| 9. PAST Notebook/Journal | | | | | | | | |
| 10. Anecdotal Record | | | | | | | | |
| 11. Textbooks | | | | | | | | |
| 12. IMs(pictures,etc.) | | | | | | | | |

8. Do teachers show child-friendly behavior and pro-poor attitude to learners? Yes _____ No _____ How?
 ___ accept all pupils even those with temporary credentials, but require it within the year
 ___ do not require a notebook for each subject area/complete school supply at the start of the school year.
 ___ do not require kindergarten or day care experience before admitting Grade I pupils
 ___ do not collect contributions during enrollment period
 ___ others (specify) _____

B. For Grade I and Kindergarten

- a. Are the following instructional materials available?

- | | |
|--|---|
| ___ 8-Week ECE Curriculum | ___ Bigbooks (Story telling, songs,etc) |
| ___ National Kindergarten Curriculum Guide | ___ Unit blocks (white) |
| ___ Table blocks (colored) | ___ Tool benches |
| ___ Lacing beads | ___ Counting names/abacus |
| ___ Picture dominoes | ___ Colored spindle |
| ___ Counting Frame | ___ Tangrams |
| ___ Wooden Jigsaw | ___ Wooden beads |
| ___ Teacher's Guide/Instructional Manual | ___ Cubes |
| ___ Developing Reading Skills | ___ Others (Specify) _____ |
| ___ Sinugbuanong Binisaya Workbooks | |

- b. For Kindergarten Regular Program (KRP), please fill-out the required data in the table below:

| Name of Teacher | Date of Appointment | No. of Kindergarten Classes/Sessions Handled | Other Class/Grade Handled | Remarks for Handling Only 1 Kindergarten Class/Session |
|-----------------|---------------------|--|---------------------------|--|
| | | | | |

- c. Did the Grade I teachers conduct the School Readiness Assessment (SRA) to all Grade I entrants without Kindergarten experience?
 Yes _____ No _____ If no, why? _____

C. Significant observations which are not covered in the tool

D. Issues and Concerns

 PSDS/CP/AREA CONSULTANT/EPS 1/DIVISION COORDINATOR

Note: This tool shall be given to all the schools during the opening of classes. PSDS/CP shall facilitate its accomplishment, consolidation and submission to the area consultant on or before June 14, 2013.