



School Governance and Operations Division  
**SCHOOL MONITORING CHECK LIST**

Name of School Head: \_\_\_\_\_

Date \_\_\_\_\_

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

Monitored by: \_\_\_\_\_

A. Special Programs and Projects	Remarks
Division Initiated Projects:	
<b>1. RBU</b>	
___ Conducted reading sessions regularly	
___ Borrowed/utilized reading books from the library hub	
___ Prepared and implemented action plan	
<b>2. SUGILANON SA KAHANGINAN</b>	
___ Monitored students and teachers' participation	
___ Initiated related innovations in the school	
___ Conducted follow-up activities	
___ Prepared and implemented action plan	
<b>3. AGAKAY ( for High Schools)</b>	
___ Student beneficiaries were properly screened	
___ Student beneficiaries were given/ assigned foster parents	
___ Foster parents have signed the MOA	
___ Students beneficiaries' academic performance is monitored	
___ Prepared action plan	
<b>4. ANAK ( for Pre-school)</b>	
___ Prepared and implemented action plan	
___ Conducted school initiated activities	
___ Provided conducive class rooms for learning	
<b>5. Project MTS ( Culture and Arts)</b>	
___ Prepared and implemented Action plan	
___ Prepared quarterly accomplishment report	
___ Initiated related innovations in the school	
___ Participated in community culture and arts related activities	
<b>DepEd mandated Programs and Projects/Activities</b>	
___ Conducted advocacy campaign	
___ Presented list of partners with proposals	
___ Documented/signed MOA/MOU	
___ Conducted regular monitoring and evaluation of activities	
___ Documented all activities undertaken	
___ Crafted action/ intervention plan	
<b>B. Disaster Risk Reduction Management (DRRM)</b>	
___ Prepared and Implemented DRRM Action plan	
___ Listed Stakeholders with areas of support	
___ Accomplishment Report with documentation	
___ Itemized accomplishment report of Earth quake drill, RADAR, Fire Drill	
___ Hazards free learning environment	
<b>C. School Improvement Plan/AIP</b>	
___ Approved SIP by SDS and SGC	
___ Adjusted AIP based on SIP	
___ Progress Monitoring Report of Physical and Financial accomplishment	
<b>D. School Monitoring Evaluation and Adjustment (SMEA)</b>	
___ Accomplished SMEA forms 1, 2, 3, 4	
___ Designed intervention and Adjustment Plan	
___ Updated School segmentation of school performance indicators	
___ organized SMEA Team	

<b>E. Teacher performance</b>	
<input type="checkbox"/> Inspected records formative test, summative test, assignment note books of teachers	
<input type="checkbox"/> Listed project requirements of teachers per subject area	
<input type="checkbox"/> Prepared accomplishment reports on the conduct of portfolio day	
<input type="checkbox"/> Prepared status report of remediation plan	
<input type="checkbox"/> Inspected updated records of log plan /lesson plan (appraisal form 4,5)	
<input type="checkbox"/> Updated records on instructional material utilization and production	
<input type="checkbox"/> Recorded Classroom management and instructional observation (appraisal form 1,2)	
<input type="checkbox"/> Recorded record management of the teachers (appraisal form 3)	
<b>F. School Achievement/Learning outcomes</b>	
<input type="checkbox"/> Recorded number of students/pupils not meeting expectations per subject area	
<input type="checkbox"/> Recorded Awards received during the quarter	
<input type="checkbox"/> Recorded activities participated in during the quarter	
<b>G. Health Programs and Nutrition Services</b>	
Monitored the following:	
<input type="checkbox"/> Deworming /Vaccination Status Report and clinic referrals	
<input type="checkbox"/> Functional Clinic/ NDEP/Guidance Services	
<input type="checkbox"/> Well maintained Herbal Garden	
<input type="checkbox"/> Solid waste Management	
<input type="checkbox"/> School Beautification and landscaping	
<input type="checkbox"/> Functional regular hand washing and tooth brushing facilities	
<input type="checkbox"/> water and sanitation facilities	
<input type="checkbox"/> updated of Health records of school and canteen personnel	
<input type="checkbox"/> Supplementary Feeding Report	
<input type="checkbox"/> School Vegetable Gardening	
<b>H. School Management and Operation</b>	
<input type="checkbox"/> School Managed canteen	
<input type="checkbox"/> Teacher -Coop Canteen	
<input type="checkbox"/> TLE Laboratory Canteen	
<input type="checkbox"/> Private Operated Canteen	
<input type="checkbox"/> Item sold in compliance with DepEd Or. #8, s. 2007	
<b>I. Physical Facilities</b>	
<input type="checkbox"/> Prepared adequate seats are evident in all classrooms	
<input type="checkbox"/> Provided conducive classrooms	
<input type="checkbox"/> Maintained clean and odourless comfort rooms	
<input type="checkbox"/> Maintained clean and organized Laboratories and e-class room	
<b>J. MOOE Utilization and Other Source of Funds</b>	
<input type="checkbox"/> Updated transparency board	
<input type="checkbox"/> Recorded of Prompt Liquidation of downloaded MOOE and other source of funds	
<input type="checkbox"/> Utilized appropriately downloaded MOOE based on AIP	
<input type="checkbox"/> Utilized properly other school generated funds	
<b>K. Human Resource Management</b>	
<input type="checkbox"/> Recorded teachers' absences, tardiness and whereabouts	
<input type="checkbox"/> Prepared Grievance Machinery	
<input type="checkbox"/> Recorded trainings attended by teachers( submitted to HRIDS)	
<input type="checkbox"/> Updated records of Teachers' Portfolios	
<input type="checkbox"/> Listed student/pupil organization	