



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

SEP 18 2023

**DIVISION MEMORANDUM**

No. 318 s. 2023

**DIVISION MONITORING IN THE CONDUCT OF SCHOOL GENERAL ASSEMBLY AT THE BEGINNING OF SY 2023-2024**

To: Asst. Schools Division Superintendent  
Chiefs, CID/SGOD  
EPSvrs, SEPS, EPS II, PDOs  
Planning Officer, Engineer  
Public Elementary and Secondary School Heads  
Unit Heads

1. With reference to Regional Memorandum No. 0634, s. 2023 dated September 4, 2023 entitled "Monitoring Tool For The Conduct of School General Assembly at the Beginning of SY 2023-2024" this office will monitor the conduct of school general assemblies utilizing the tool attached in the said memorandum.
2. Schools Governance and Operations Division personnel are assigned to monitor and submit report of the same to the regional office through the Division M&E. Attached is the SGA schedule per school /cluster with the corresponding monitor.
3. School Heads shall also see to it that classes are recited accordingly utilizing alternative modes for shortened hours.
3. Immediate and wide dissemination of and compliance with this Memorandum are desired.





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**Office of the Schools Division Superintendent**

For the SDS:

**CASIANA P. CABERTE Ph.D, CESO VI**  
Schools Division Superintendent

**ATTY. ESTER A. FUTALAN, Ed.D**  
Assistant Schools Division Superintendent



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(Enclosure No. 1 to Division Memorandum No. \_\_\_\_s. 2023)

**SGA SCHEDULE AND ASSIGNED MONITORING PERSONNEL**

<b>NORTH</b>	<b>Monitor</b>	<b>WEST</b>	<b>Monitor</b>
<b>September 19 3:00pm</b>		<b>September 21 3:00pm</b>	
ADMES	Prim Rose S. Santiago	BALES	Angelo Sayson
BATES	Sean Adrian T. Guardiano	CADES	Elena D. Zerna
CAMES	Cherry Lita D. Bulata	JES	Cherry Lita D. Bulata
CANDES	Elena D. Zerna	WCES	Lilybeth P. Estrosos
MMES	Lilybeth P. Estrosos	WC-SES	Prim Rose S. Santiago
NCES	Angelo Sayson	WC-ECLC	Lunedi F. Naldoza
<b>SOUTH</b>	<b>Monitor</b>	<b>SECONDARY</b>	<b>Monitor</b>
<b>September 20 3:00pm</b>		<b>September 22 3:00pm</b>	
CALES	Elena D. Zerna	CNHS	Cherry Lita D. Bulata
CANTES	Angelo Sayson	DCNHS	Angelo Sayson
CCES	Lunedi F. Naldoza	JNHS	Cherry Lita D. Bulata
HFGMES	Lilybeth P. Estrosos	HFGMHS	Lilybeth P. Estrosos
SCES	Cherry Lita D. Bulata	PHS	Prim Rose S. Santiago
BBJBES	Prim Rose S. Santiago	RTPM-DSHS	Elena D. Zerna
		TNHS	Lunedi F. Naldoza

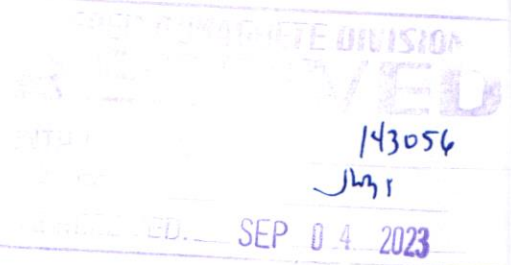


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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

SEP 04 2023

REGIONAL MEMORANDUM  
No. **0634**, s.2023

**MONITORING TOOL FOR THE CONDUCT OF SCHOOL GENERAL ASSEMBLY  
AT THE BEGINNING OF THE SY 2023-2024**

To: **Schools Division Superintendents**  
All Others Concerned

1. Considering DepEd Order No. 22, s. 2023, "Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024", in relation to Regional Memorandum No. 0621, s.2023, "Orientation Cum Validation of the Monitoring Tool for the Conduct of School General Assembly" this Office, through the Policy, Planning, and Research Division, hereby announces the utilization of the monitoring tool for the conduct of the school general assembly at the onset of the current school year. Be it noted that the said tool has undergone content validation by the SGOD Chiefs, Senior Program Education Specialists, and Division Planning Officers last August 31, 2023.
2. The development of the monitoring tool herein attached is conceived following the mandate of the aforementioned Order which requires the Regional Office and Schools Division Offices, through the Policy, Planning, and Research Division (PPRD) and SGOD, respectively, to submit M&E reports to the Planning Service of the DepEd Central Office.
3. The SDO monitoring team may add indicator/s to each variable if it is believed substantial for the effective conduct of the school general assembly.
4. The SDO shall submit M&E report to the Office of the Regional Director which includes number of public schools in the division (disaggregate), percentage of schools conducting general assembly in their respective divisions and the issues and concerns encountered by the evaluating team relative to monitoring activities. The M&E report template will be communicated to the Division Planning Officers soon.
5. For the information and guidance of all concerned.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/FYA/PPRD/BDT



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