



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 Schools Division OF NEGROS ORIENTAL

**Office of the Schools Division
 Superintendent**

03 APR 2024

DIVISION MEMORANDUM

No. *0245*, s. 2024

**PROGRAM IMPLEMENTATION AND PERFORMANCE REVIEW OF
 HOMEROOM GUIDANCE (HG) PROGRAM**

To: Assistant Schools Division Superintendent
 Chief, CID and SGOD
 Division Education Program Supervisors & Division Coordinators
 Public Schools District Supervisors/ District In-Charge
 District Homeroom Guidance Coordinators
 All Others Concerned

1. The Schools Division of Negros Oriental will conduct a **Program Implementation and Performance Review of Homeroom Guidance Program** on the following dates, venue and participants.

DATE & VENUE	PARTICIPANTS
April 5 4 25, 2024 Plaza Maria Luisa Suites Inn	Homeroom Guidance Core Team and PMT (please see attached list)
April 25, 2024 Plaza Maria Luisa Suites Inn	1 District Elementary Homeroom Guidance Program Coordinator 1 District JHS Homeroom Guidance Program Coordinator 1 District SHS Homeroom Guidance Program Coordinator

2. Each District is required to prepare the following to be uploaded on the link <https://tinyurl.com/2p8ktawf> on or before April 22, 2024:

- a. LARDO Report for SY 2023-2024
- b. Homeroom Guidance Accomplishment Report for SY 2023-2024 in PPT format.
 - Pictures with caption
 - Data based on Annex 2
 - Concerns, Issues and Gaps for SY 2023-2024
 - MOVs (videos, etc.)

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
 Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644



DepEd TAYO SDO Negros Oriental



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- c. HG Monitoring and Evaluation Tool (Annex 2- please see attached File)
 - Deadline of submission of Schools to District- April 17, 2024
 - Deadline of submission of District Consolidated Report -April 22, 2024
3. Members of the Training Team (pls see enclosure 1) are directed to convene at **Plaza Maria Luisa Suites Inn** on **April 5 and 25, 2024** for the preparation and facilitation of the above-mentioned activity.
4. Food (lunch and 2 snacks), materials and accommodation of the Training Team and participants shall be charged to HRTD 2024 funds, while travelling and other incidental expenses of the participants and Training Team shall be charged to School MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
5. This serves as **AUTHORITY TO TRAVEL**.
6. For Technical Assistance you may contact Ms. Iryll through (035) 422-8511.
7. For the information and compliance of all concerned.


NERI C. GJASTRO EdD, CESO V
Schools Division Superintendent

NCO/EQA-RVAV/SGOD/REP/msm
April 2, 2024



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**PROGRAM IMPLEMENTATION AND PERFORMANCE REVIEW OF
HOMEROOM GUIDANCE (HG) PROGRAM**

April 5 and 25, 2024
Plaza Maria Luisa Suites Inn, Dumaguete City

PARTICIPANTS

PROGRAM MANAGEMENT TEAM

Consultants	Dr. Neri C. Ojastro	SDS
	Mr. Ernesto Q. Alas-as, Jr.	OIC-ASDS
	Mr. Romel Victor A. Villahermosa	OIC-ASDS
	Dr. Rachel B. Picardal	Chief, SGOD
	Dr. Carmelita A. Alcala	OIC-Chief, CID
Homeroom Guidance Focal Person	Ms. Iryll Mae S. Macahig	SEPS-HRDS
Facilitators	Rosyl Geraldine M. Partosa, RGC	CORNHS, San Jose
	Kathleen D. Omoso, RGC	SNHS, Sibulan 1
	Marichyle P. Lajato	NOHS
	Maria Jezreela R. Kinkito	SNHS, Siaton 2
	Mary Judith R. Cuevas	DNHS, Dauin
	Jonalyn A. Tolete	MNHS, Manjuyod 1
	Pelluchie L. Manila	VNHS, Valencia
Secretariat	Dr. Geraldine B. Olmillo	EPS II- HRDS
	Roy M. Cadinan	ADAS II
	Michaela T. Grampon	HRDS
	Charry Que D. Laurente	HRDS
Documentation/Video	Ninonito D. Divino	Admin Aide VI-ICT
QATAME	Mr. Dennis Charl F. Andalajao	SEPS- M&E
	Mr. Teofan C. Gallosa	EPS II-M&E
Medical/Welfare Team	1 Division Nurse	School Health Section



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Annex 2: Homeroom Guidance Monitoring and Evaluation Tool

District Consolidation on Monitoring and Evaluation of HGP Implementation

District: _____ Date: _____
 PSDS: _____ Elementary: _____ Secondary: _____

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

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
I. Curriculum Implementation and Compliance					
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				
II. Delivery Process					
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 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				
III. Evaluation of Learner's Development					
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 advisers and parents				
IV. Supervision of Homeroom Guidance Implementation					
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				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
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				
V. Administrative Concerns					
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 report 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				



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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.

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

Prepared by:

District Homeroom Guidance Coordinator

Noted by:

Date Signed: _____

Name and Signature of PSDS