



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula



**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
DIVISION OF ZAMBO. DEL NORTE  
CITY 7100

Unnumbered Memorandum

To : Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Elementary and Secondary School Heads  
All Others Concerned

**RELEASED**

01 JUN 2018  
DATE

From : Office of the Schools Division Superintendent

Subject : **CONDUCT OF SCHOOL VISIT ON THE FIRST WEEK OF  
CLASSES FOR SCHOOL YEAR 2018-2019**

Date : June 1, 2018

1. The Department of Education, in its intention to ensure that all public schools across the country are safe, conducive and ready for the opening of classes and that issues and concerns of encountered by the public at the start of the school year are properly addressed, has initiated and implemented *Brigada Eskwela* and *Oplan Balik Eskwela* respectively.
2. The Schools Division of Zamboanga del Norte has exhausted efforts and initiatives to ensure that all elementary and secondary schools throughout the division are in full compliance in support to the aforementioned program.
3. In line with this, this Office hereby organized and authorized the Division Monitoring Composite Teams to conduct school visit on the first week of classes for School Year 2018-2019, and using the School Readiness Validation Checklist, will check if the indicators of the said checklist are already in-place, implemented and/or provided.
4. The School Readiness Validation Checklist is attached as Enclosure A and the composition and district assignment of the Division Monitoring Composite Teams as Enclosure B.
5. Expenses that may be incurred relative herein are chargeable against Division MOOE/Local Funds subject to the usual government accounting and auditing rules and regulations.
6. For strict compliance.

  
**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent



**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

**SCHOOL READINESS VALIDATION CHECKLIST**

District: \_\_\_\_\_

Date: \_\_\_\_\_

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

**A. Compliance to Policies**

Indicators	Y/N	Remarks
1. School Signage		
2. No Collection Policy		
3. Transparency Board		
4. Citizen's Charter		
5. Vision, Mission and Core Values		
6. School/Annual Improvement/Implementation Plan		
7. School Operating Budget (SOB)		
8. School Child Protection Policy Handbook		
9. School Report Card		
10. Class Program/Schedule		
11. Teachers' Load Assignment/Directory		
12. Teachers Attendance		
13. School Safety and Preparedness		

**B. Transparency Board**

Indicators	Y/N	Remarks
14. MOOE Utilization Updated Report		
15. PTA Fund Utilization Updated Report		
16. SPG/SSG Fund Utilization Updated Report		
17. Brigada Eskwela Report of Donation		
18. Child Protection Committee Composition		
19. School Year Calendar of Activities		

**C. Enrolment**

Indicators	School Year 2017-2018		School Year 2018-2019		Remarks
	Male	Female	Male	Female	
20. Total Enrolment					
21. Kinder /Grade 7					
22. Grade I /Grade 8					
23. Grade II /Grade 9					
24. Grade III /Grade 10					
25. Grade IV /Grade 11					
26. Grade V /Grade 12					
27. Grade VI					

**D. Learning Resource and Facilities**

Indicators	Functional	Needed	Remarks
28. Classroom			
29. Furniture			
30. School Clinic			
31. School Canteen			
32. Computer Laboratory			
33. Guidance Office			
34. Comfort Room/Tollet			

Prepared: \_\_\_\_\_

Conformed: \_\_\_\_\_

Noted: \_\_\_\_\_

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
School Head

\_\_\_\_\_  
District Supervisor