



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

June 16, 2026

DIVISION MEMORANDUM
No. **202**, s. 2026

**UTILIZATION OF MONITORING AND EVALUATION (M & E) TOOLS
FOR LEARNER RIGHTS AND PROTECTION PROGRAM**

TO: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Public Schools District Supervisors and OIC- PSDSs
School Heads of Public Secondary
All Others Concerned

1. Pursuant to **Regional Memorandum No. 00801, s. 2026, titled "Monitoring and Evaluation (M & E) Tools for Learner Rights and Protection Program in Region V**, this Office through the School Governance and Operations Division informs all Public Elementary and Secondary Schools shall submit the necessary data required of the following Monitoring and Evaluation (M&E) tools:
 - a. Child Protection Committee (CPC) Functionality Assessment Tool, which evaluates the functionality and operational capacity of School Child Protection Committees in carrying out their mandates and responsibilities; and
 - b. School-Based Anti-Bullying Monitoring and Evaluation Tool, which assesses schools' compliance with existing child protection and anti-bullying policies, including reporting and referral mechanisms, intervention programs, documentation processes, and support services provided to learners.
2. This aims to assess the effectiveness, efficiency, and responsiveness of child protection programs, projects, and activities implemented across schools.
3. In line with this, the deadline for submission of the required data is **on or before June 22, 2026**. The accomplished monitoring and evaluation tools shall be submitted **using only your DepEd email** through this google drive link or QR code:



<https://tinyurl.com/melrpsorsogon>



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700
Landline: (056) 211-6461
Email: sorsogon@depd.gov.ph
Website: depedsorsogon.com.ph



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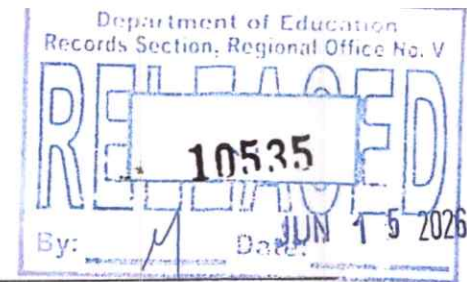
- a. You may also access the monitoring and evaluation templates through the link provided.
 - b. The accomplished forms must be in PDF format, with a file name per school (Name of School) e.g. Rizal Elementary School. All electronic copies shall be uploaded an encrypted file (zip file, RAR file, etc.)
4. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

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Republic of the Philippines
Department of Education
REGION V - BICOL



11 June 2026

REGIONAL MEMORANDUM
No. 00801, s. 2026

MONITORING AND EVALUATION (M & E) TOOLS FOR LEARNER RIGHTS AND PROTECTION PROGRAM IN REGION V

To : Schools Division Superintendents
School Governance and Operations Division Chiefs
Division LRP Focal Persons
All Others Concerned

1. Pursuant to the Regional Memorandum No. 00541 s. 2026 on the Utilization of the Monitoring and Evaluation (M&E) Tools for ESSD- Led Programs, Projects and Activities (PPAs) in Region V, this Office reiterates the utilization of the Learner Rights and Protection Program that serves a vital mechanism for assessing the effectiveness, efficiency, and responsiveness of child protection programs, projects, and activities implemented across divisions and schools.
2. In this regard, the following Monitoring and Evaluation (M&E) Tools shall be utilized:
 - a. Child Protection Committee (CPC) Functionality Assessment Tool, which evaluates the functionality and operational capacity of School Child Protection Committees in carrying out their mandates and responsibilities; and
 - b. School-Based Anti-Bullying Monitoring and Evaluation Tool, which assesses schools' compliance with existing child protection and anti-bullying policies, including reporting and referral mechanisms, intervention programs, documentation processes, and support services provided to learners.
3. Division consolidated findings and recommendations generated from the monitoring and evaluation activities shall serve as basis for technical assistance, implementation of capacity-building interventions, formulation of policy and appropriate measures aimed at strengthening learner protection systems in schools. All accomplished reports and relevant documentation shall be submitted through lrp.rov@deped.gov.ph on or before **June 30, 2026**.
4. Enclosed with this Memorandum are for consolidation, review and appropriate action. Monitoring and evaluation tools that shall be utilized by the Schools Division Offices and schools during the conduct of monitoring and assessment activities.
5. For information, guidance and immediate dissemination.


GILBERT A. SADSAD
Regional Director



Republic of the Philippines
Department of Education
REGION V - BICOL

**MONITORING AND EVALUATION TOOL FOR THE IMPLEMENTATION OF
SCHOOL-BASED ANTI-BULLYING POLICY IN REGION V**

Instructions: This monitoring tool is designed for use by DepEd Regional Office V and SDO personnel who will monitor selected elementary and secondary schools in Region V as they implement the Department of Education's Anti-Bullying Policy in Region V. The anti-bullying policy is aligned with DepEd's broader Child Protection Policy (DepEd Order No. 40, s. 2012), which requires schools to have a Child Protection Committee (CPC). This is the primary law mandating that all elementary and secondary schools in the Philippines adopt policies to prevent and address bullying. The IRR also outlines the required components of school policy, including prevention programs, intervention strategies, mechanisms for reporting, fact-finding procedures, and sanctions. It mandates that schools submit their anti-bullying or child protection policy to the Division Office and requires schools to report annually on bullying incidents.

While the primary source of information is the school head/principal and school counselors/guidance designates, and significant data can be generated through interviews/conversations with them, the Monitor must also visit the classrooms and confer with the class advisers and subject teachers who are directly implementing the anti-bullying activities in various grade levels to observe, validate, and synchronize the school data.

In Part I, the monitor should fill in the needed data on the school profile, including the checklist of anti-bullying program resources. In Part II, the column that is appropriate to the practice (evident / not evident) should be checked, while significant observations can be noted in Remarks/Notes alongside the indicator, if applicable.

Part III should be filled in with specific challenges/issues and corresponding solutions that have been implemented. Part IV also documents the best practices carried out by the implementing school.

Data Privacy Statement: All data generated will be treated with utmost confidentiality and shall be governed by Republic Act 10173, otherwise known as the Data Privacy Act of 2012.



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>



PART 1. SCHOOL PROFILE and DATA OF REPORTED BULLYING INCIDENTS

Instructions: This part aims to gather significant data about the school implementing the Anti-Bullying Policy. Check the appropriate responses, and fill in the data with specific numbers when needed.

A.School Profile

School: _____

School Year: _____

School Head: _____

District: _____

Division: _____

School Guidance Counselor/Designate: _____

B. School Enrollment

Please fill out all that apply. Put N/A if not applicable.



C.
Bullying

Grade Level	Male	Female	Grand Total
<i>Elementary</i>			
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
<i>Junior High School</i>			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
<i>Senior High School</i>			
Grade 11			
Grade 12			

School Reported

Incidents/Cases

Please fill out all that apply. Put N/A if not applicable.

Elementary

Type/s of Bullying	Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Total
1. Physical								
2. Verbal								
3. Social								
4. Cyber								
5. Sexual								
6. Gende-Based								

Junior High School

Type/s of Bullying	Grade 7	Grade 8	Grade 9	Grade 10	Grand Total
1. Physical					
2. Verbal					
3. Social					
4. Cyber					
5. Sexual					
6. Gende-Based					

Senior High School

Type/s of Bullying	Grade 11	Grade 12	Grand Total
1. Physical			
2. Verbal			
3. Social			
4. Cyber			
5. Sexual			
6. Gende-Based			

PART II. PROGRAM IMPLEMENTATION

Functionality Indicators	Findings					REMARKS
	MODE OF VERIFICATION	FULLY EVIDENT	PARTIALLY EVIDENT	NOT EVIDENT	NOT APPLICABLE	
I. Policy Implementation and Dissemination						
1. The school is implementing a contextualized Anti-Bullying Policy aligned with the DepEd Child Protection Policy.	<p><i>MOV's</i></p> <p><i>a. School's Contextualized Anti-Bullying Policy Signed by School Head & SDS</i></p> <p><i>b. School Handbook/ Manual</i></p>					
2. The Anti-Bullying Policy is integrated into the School Improvement Plan (SIP).	<p><i>MOV's</i></p> <p><i>a. School Implementation Plan</i></p>					
3. Copies of the policy are posted in visible areas (e.g classrooms, bulletin boards, guidance office).	<p><i>MOV's</i></p> <p><i>Posted in:</i></p> <p><i>a. Classrooms</i></p> <p><i>b. Bulletin board</i></p> <p><i>c. Guidance Office</i></p>					
4. The policy is disseminated to teachers, learners, parents and non-teaching staff at the start of every school year.	<p><i>MOV's</i></p> <p><i>a. Proposal</i></p> <p><i>b. Attendance Sheet</i></p> <p><i>c. Documentation/ Pictures</i></p>					
5. Orientation sessions/training on anti-bullying policy are conducted for:	<p><i>MOV's</i></p> <p><i>a. Proposal</i></p> <p><i>b. Attendance Sheet</i></p> <p><i>c. Documentation/ Pictures</i></p>					
1. school personnel,						
2. parents,						
3. learners						
II. Coordination and Implementation Indicators						
6. A Child Protection Committee (CPC) is organized and functional.	<p><i>MOV's</i></p> <p><i>a. Designation / Appointment Orders</i></p> <p><i>b. Organizational Chart</i></p>					

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	<p>c. <i>CPC Profile/Directory</i></p> <p>d. <i>CPC Annual Plan of Activities</i></p>					
7. The CPC regularly meets and documents discussions on bullying cases and prevention programs.	<p>MOVs</p> <p>a. <i>Minutes of CPC Meetings</i></p> <p>b. <i>Attendance Sheets</i></p> <p>c. <i>Meeting Notice/ Invitation</i></p>					
8. The school maintains a referral mechanism for bullying incidents (LGU, PNP-WCPD, NGO if needed).	<p>MOVs</p> <p>a. <i>Referral Flow Chart for Bullying/ Child-at-Risk Cases</i></p> <p>b. <i>CPC Referrals Protocol</i></p> <p>c. <i>Memorandum of Agreement or partnership papers with agencies and NGOs.</i></p>					
9. A reporting system is in place and accessible to learners.	<p>MOVs</p> <p>a. <i>Flowchart of the reporting process</i></p> <p>b. <i>Student Handbook</i></p> <p>c. <i>Photos of reporting hotlines</i></p> <p>d. <i>Child Protection/Anti-Bullying Corner</i></p> <p>e. <i>Report Boxes</i></p>					

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<p>10. Bullying cases are documented and monitored, with timely interventions and follow-up actions.</p>	<p><i>MOVs</i> <i>a. Action Taken Reports</i> <i>b. Accomplished Bullying Incident Reports</i> <i>c. Written complaints filed by learners/parents</i> <i>d. Case Action Plan with timelines</i></p>					
<p>III. Capacities and Resources</p>						
<p>11. Seeks immediate assistance on how the Anti-Bullying Policy can develop a yearly capacity building activity for: 1. teaching, 2. non-teaching staff, 3. parents, and 4. learners.</p>	<p><i>MOVs</i> <i>a. Request letter/s</i> <i>b. Documentation of coordination meetings</i> <i>c. Proposal/s</i></p>					
<p>12. Project/program implementer of the Anti-Bullying Policy has received training based on their capacity needs.</p>	<p><i>MOVs</i> <i>a. Certificate/s of participation</i> <i>b. Program of the training</i> <i>c. Documentation photos</i></p>					
<p>13. Initiated plans and requests for technical assistance or capacity building activities from DepEd, LGU, CSWDO, MNWD, PNP, and other partner NGOs and stakeholders.</p>	<p><i>MOVs</i> <i>a. Letter of request/s</i> <i>b. Meeting agenda/logbook</i> <i>c. Documentation Photos</i></p>					
<p>14. CPC members are capable of rolling out the training</p>	<p><i>MOVs</i></p>					

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modules among teachers, administrators, and non-teaching personnel.	<i>a. Certificate of participation to training/s</i> <i>b. Slides/Handouts</i> <i>c. Documentation Photos</i>					
15. The School, PTA, LGU, and LSB are coordinating to ensure budget allocation for the strategic and annual investment program of the CPC.	<i>MOVs</i> <i>a. Minutes of Meeting</i> <i>b. Budget Proposal</i> <i>c. Accomplishment report/s</i>					
16. School generates funds from external sources.	<i>MOVs</i> <i>a. Letter of request/proposal</i> <i>b. Notice of allotment of fund</i> <i>c. Budget utilization/Liquidation reports</i>					
IV. Service Delivery						
<i>i. Prevention programs: Information dissemination program, and organizing activities for the protection of children from bullying or peer abuse.</i>						
17. The school has wide initiative and classroom-level initiative.	<i>MOVs</i> <i>a. Proposal/s</i> <i>b. Documentation Photos</i> <i>c. Banners/Tarpaulins, posters displayed</i>					
18. Parents, NGOs, and other stakeholders involved in bullying prevention activities.	<i>MOVs</i> <i>a. Letters/Memos sent to attendees</i>					

	<p>b. Documentatio n Photos</p> <p>c. Attendance sheet</p>					
19. The school has a monitoring of vulnerable students who may engage in aggressive acts.	<p>MOVs</p> <p>a. Profile/ list of learners-at- risk</p> <p>b. Counseling intake forms</p> <p>c. Referral forms from teachers/peer s/parents</p>					
ii. Response Mechanism for Anti-Bullying						
20. School activities that will address acts of bullying.	<p>MOVs</p> <p>a. Annual plan of Anti- Bullying Activities</p> <p>b. Documentati on photos</p>					
21. School emphasizes formative and corrective measures rather than punishment.	<p>MOVs</p> <p>a. CPC Guidelines with specified interventions for misconduct</p> <p>b. Guidance Counseling notes (no personal identifiers)</p>					
22. Help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences.	<p>MOVs</p> <p>a. Intervention Documentatio n/Report</p> <p>b. Parent- Learner conference notes/ attenda nce</p> <p>c. Follow-up reports</p>					

<p>23. Provide opportunities to practice pro-social behavior.</p>	<p>MOVs <i>a. Peer mentoring documentation</i> <i>b. Accomplishment report/s of activities conducted</i> <i>c. Photo documentation</i></p>					
iii. Referral System, case management and monitoring, and documentation of cases						
<p>24. The CPC is drafting a school-based referral and monitoring system to address bullying in school.</p>	<p>MOVs <i>a. Draft referral system</i> <i>b. Action plan with timelines</i> <i>c. Minutes of consultation meetings</i></p>					
<p>25. Seeks immediate assistance on how to establish a case conference.</p>	<p>MOVs <i>a. Formal letter request</i> <i>b. Minutes of meeting</i></p>					
<p>26. Meetings with other agencies or service providers are conducted to discuss the referral system and case management.</p>	<p>MOVs <i>a. Meeting invitation letter/s with confirmation</i> <i>b. Minutes of meeting</i> <i>c. Attendance sheets</i></p>					
<p>27. 100% of incidents/cases of bullying were managed according to the quick response and referral system.</p>	<p>MOVs <i>a. Bullying Incident Report forms</i> <i>b. Referral forms</i> <i>c. Narrative report/s</i></p>					

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V. Accountability and Performance							
28. Seeks immediate assistance on how to generate Data or Statistical reports on Bullying Cases handled by the school.	<p>MOVs</p> <p>a. <i>Formal request letter/s</i></p> <p>b. <i>Minutes of CPC meetings/planning session/s</i></p>						
29. CPC fills out intake sheets and other monitoring and reporting forms on bullying.	<p>MOVs</p> <p>a. <i>Intake sheets</i></p> <p>b. <i>Learner referral forms</i></p> <p>c. <i>CPC Monitoring/ logs</i></p>						
30. Regularly submits updated consolidated reports on bullying to the division office.	<p>MOVs</p> <p>a. <i>Signed consolidated bullying report forms</i></p> <p>b. <i>Statistical summary sheets</i></p> <p>c. <i>Narrative reports</i></p>						
31. CPC situation on bullying is discussed among teachers, administrators, non-teaching staff, and parents of learners.	<p>MOVs</p> <p>a. <i>Minutes of meeting</i></p> <p>b. <i>Attendance sheets</i></p> <p>c. <i>Documentation photos</i></p>						
VI. Monitoring and Evaluation Indicators							
32. Year-end reports on bullying cases and interventions are submitted to the DepEd Division Office.	<p>MOVs</p> <p>a. <i>Consolidated Year-end report</i></p> <p>b. <i>Statistical summary sheets</i></p>						

	<i>c. Narrative reports</i>					
33. Data trends on reported bullying cases are analyzed to guide school interventions.	<i>MOV's</i> <i>a. Bullying Incident Intake Forms</i> <i>b. Statistical summary sheets</i> <i>c. Narrative analysis report</i>					
34. Review and update the policy every three (3) years.	<i>MOV's</i> <i>a. Minutes of CPC Meetings</i> <i>b. CPC Action Plans</i> <i>c. Board or committee resolutions</i> <i>d. Documentation Photos</i>					
Grand Total Count						
Comment/s						
Recommendation/s						

PART III. Issues / Challenges Encountered and Solutions in the Implementation of the Anti-Bullying Policy

Issues/ Challenges Encountered	Solutions Implemented

PART IV. Best Practices in the Implementation of the Anti-Bullying Policy

Signature Over Printed Name of Monitor/Designation

Date of Monitoring: _____

Conforme:

Signature Over Printed Name of the School Head / Principal





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REGION V - BICOL

CHILD PROTECTION COMMITTEE FUNCTIONALITY MONITORING TOOL

Brief Description:

This Monitoring Results and Compliance Report is accomplished in line with the implementation of **DepEd Order No. 40, s. 2012**, also known as the **Child Protection Policy**, which mandates all public and private elementary and secondary schools to establish and maintain a **safe, child-friendly, and rights-based learning environment** for all learners. The policy underscores the Department of Education's commitment to protect children from all forms of abuse, violence, exploitation, discrimination, bullying, and other acts that may harm their physical, mental, and emotional well-being.

In adherence to this directive, the Monitoring Team conducted an on-site evaluation to determine the school's level of compliance with child protection standards, including the presence and functionality of the **Child Protection Committee (CPC)**. The results of this monitoring aim to guide the school in sustaining a safe and nurturing environment that upholds the rights and best interests of every child.

Instructions: This monitoring tool is designed for use by SDO personnel who will monitor public and private elementary and secondary schools within the Division as they implement the Child Protection Committee Functionality in school. The monitoring team includes Division Child Protection Focal and Alternate, Private School Coordinator and EPS II and SEPS for SMME.

The primary source of information is the school heads, guidance counselor, guidance designate, and child protection committee members. Significant data can be generated through school records/interviews/conversations.

In Part I, the monitor should fill in the data needed. In Part II column shall be checked to verify if the stated means of verification are available and to determine whether the indicator is evident or not.

In Part III, it should be filled in if specific challenges/issues and corresponding solutions have been implemented. Part IV also documents the best practices carried out by the implementing school.



Address: Regional Center Site, Rawis, Legazpi City, 4500
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Data Privacy Statement: All the data to be generated will be treated with utmost confidentiality and shall be governed by Republic Act 10173, otherwise known as the Data Privacy Act of 2012.

PART I. SCHOOL INFORMATION:

DATE OF MONITORING:
DIVISION/ DISTRICT:
NAME OF SCHOOL:
SCHOOL ADDRESS:
SCHOOL ID:
NAME OF CPC CHAIRPERSON:
CONTACT NUMBER:

Part II. PROGRAM IMPLEMENTATION

INDICATORS	MOVs	EVIDENT	PARTIALLY EVIDENT	NOT EVIDENT
I. Organization Structure				
A. The school has organized CPC with designated members.	Designation Order/Memorandum			
B. The CPC conducts 2 regular meetings (1 per semester).	Minutes of the Meeting Attendance Sheets			
C. The CPC has a clear organizational chart.	Visible Organizational Chart Posted in School			



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II. Policies and Guidelines				
<p>A. There is a localized child protection policy crafted by the CPC, school handbook including the code of conduct for learners, personnels, visitors and stakeholders.</p>	<p>Approved School Child Protection Policy and School Handbook with Code of Conduct Minutes of meeting of consultation or activity report, reviewed and approved by the SDO</p>			
<p>B. The CPC Disseminate CPP in schools.</p>	<p>Posters in bulletin boards, posting on school social media</p>			
<p>C. The CP referral pathway is established and accessible to teaching and non-teaching personnel, learners and parents.</p>	<p>Copy of Referral pathway posted in the bulletin board and school social media account</p>			
<p>III. Capacity Building and Resources</p>				



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<p>A. Schools conduct Training/ Orientation for CPC members, teachers, parents and learners.</p>	<p>Training/ activity report, certificates, proposal, memo, attendance sheet</p>			
<p>B. The school attended/participated in CPC related activities initiated by DepEd or LGU-led capacity development activities.</p>	<p>Attendance sheet, Invitation Letter, certificates, activity report</p>			
<p>C. The School allocates funds for capacity building and school activities.</p>	<p>Copy of AIP/SIP, approved proposal with budget, accomplishment report</p>			
<p>IV. Case Management</p>				
<p>A. The school have proper documentation and handling of child-at-risk (CAR) and</p>	<p>Incident Report Individual, Case folder with Name Label and with tag "Its Confidential"</p>			



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children in conflict with the law (CICL), and cases of abused				
B. Recording, reporting and referral of child protection cases	Copy of Incident report/intake sheet/logbook/indorsement to SDO/copy of referral form/letter			
C. Timely and appropriate interventions provided to learners				
D. Case Management Meeting	Minutes of Meeting, Progress Report			
V. Advocacy				
A. Child Protection campaigns and activities conducted (anti-bullying, positive discipline, awareness drive)	Program of activities, photos, reports			
B. Participation of learners in protection-	Attendance sheets, activity report, photos			



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related activities				
C. Integration of child rights education in classroom discussions and co-curricular activities	Activity report, photos			
VI. Reporting Mechanism				
A. The school submits Incident Report, Intake Sheet and intervention plan to SDO if there are CP related cases. Division/Region/CO	Copy of incident reports, intervention plan and action taken			
B. Monitoring of cases (Resolved/For Monitoring/Referred)	Monitoring report/record book			

PART II. SCHOOL/ DIVISION INITIATED ACTIVITIES

TITLE OF ACTIVITY CONDUCTED	FUNDING SOURCE	DATE CONDUCTED	NO. OF PARTICIPANTS	EXTERNAL STAKEHOLDERS (if any)
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PART III.

ISSUES/CONCERNS	RECOMMENDATIONS

PART IV.
BEST PRACTICES:

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MONITORED BY:

CONFORME:

POST-MONITORING RESULTS AND COMPLIANCE REPORT

POST-MONITORING RESULTS AND COMPLIANCE REPORT
(to be accomplished by the Monitoring Team)

I. GENERAL INFORMATION

School Name:	
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School ID:	
District:	
Date of Monitoring Visit:	

Monitoring Team Members:

II. REFERENCE/TOOL USED

- Monitoring and Evaluation Tool
- Program/Project Implementation Monitoring Tool
- Child Protection/Anti-Bullying Compliance Tool
- Other: _____

III. SUMMARY OF FINDINGS

Commendable Practices Observed:

- _____
- _____
- _____

Gaps/Areas Needing Immediate Action:

- _____
- _____
- _____

IV. DETAILED FINDINGS AND REQUIRED ACTIONS

Indicator / Area Monitored	Findings / Observations	Evidence/Documentation Presented	Required Action / Recommendation	Person Responsible	Timeline

V. DOCUMENTS REQUIRED / FOLLOW-UP COMPLIANCE

Required Submission	Purpose	Deadline	Status (Pending/Submitted)

VI. OVERALL REMARKS OF THE MONITORING TEAM

- ✓ Fully Compliant
- ✓ Partially Compliant



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Needs Immediate Technical Assistance

Narrative Remarks:

VII. ACKNOWLEDGMENT AND RESPONSE OF THE SCHOOL

I hereby acknowledge receipt of this Post-Monitoring Results and Compliance Report and commit to act on the required actions indicated.

School Head/Authorized Representative:

Name: _____

Signature: _____

Date: _____

VIII. SIGNATURE OF MONITORING TEAM

Name	Position/Designation	Signature



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