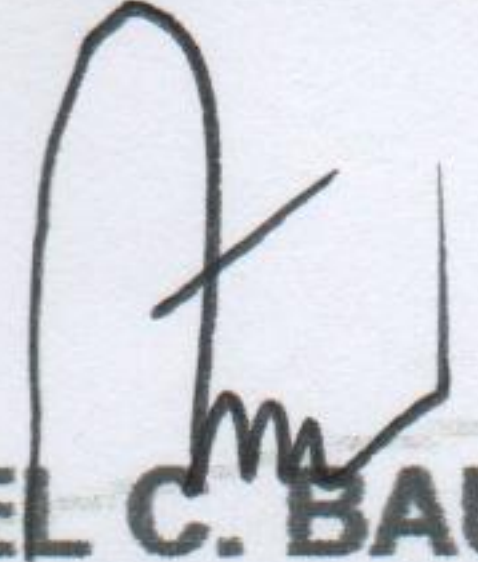


MEMORANDUM

TO : Public Schools District Supervisors
Public Secondary School Heads
Div. Senior HS Coordinators
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **SUBMISSION OF CHECKLIST TO MONITOR THE READINESS OF SENIOR HIGH SCHOOL**

DATE : March 28, 2016

Please find the attached "Checklist to Monitor the Readiness of Senior High School" which will be used to assess the preparedness of your school for Senior HS. Kindly complete the needed data and submit to the Planning Office c/o Mr. Alfonso Abogado (Senior Program Specialist-Planning and Research) on or before Thursday, March 31, 2016.

Be reminded to keep an extra copy for your school so that you will be guided on the needed areas to work on for its full implementation comes next school year. The same checklist will also be used by the division personnel during the monitoring of your school for Senior High School.

For your information and compliance.

CHECKLIST TO MONITOR THE READINESS OF SENIOR HIGH SCHOOL

BASIC INFORMATION

School: _____
 Address: _____
 School Head: _____

Division: _____
 SHS Category: _____
 Contact Number: _____

Curriculum Offering:

Track	Strand	Specialization
<input type="checkbox"/> Academic	<input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS	
<input type="checkbox"/> Technical-Vocational	<input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT	<i>Please specify.</i> _____ _____ _____
<input type="checkbox"/> Arts and Design	<input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production	<i>Please specify.</i> _____ _____
<input type="checkbox"/> Sports		

Remarks: _____

A. LEARNERS ENLISTED

Course Offering	Enrolment	No. of Sections provided	No. of LIS Registrants
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS			
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT			
Arts & Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production			
Sports			

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

Remarks: _____

B. TEACHERS HIRED & TRAINED

Course Offering	No. of Sections provided	No. of Specialized Teachers needed	No. of Specialized Teachers trained	No. of Specialized Teachers Needed in the pooling
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS				
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT				
Arts & Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production				
Sports				

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

Remarks: _____



C. PRINCIPALS DULY TRAINED AND GIVEN WITH FINAL ASSIGNMENT

Nature of Assignment of Principal	Have been trained under SHDP-SHS?	
	Yes	No

Remarks: _____

D. CURRICULUM GUIDES (CGs)

Course Offering	Availability of Curriculum Guide verified from www.deped.gov.ph (Put ✓)
Academic <input type="checkbox"/> STEM <input type="checkbox"/> GA <input type="checkbox"/> HUMMS	
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT	
Arts & Design <input type="checkbox"/> Performing Arts <input type="checkbox"/> Arts Production	
Sports	

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

Remarks: _____

E. CLASS/INSTRUCTIONAL ROOMS, WORKSHOPS & OTHER ANCILLARY SERVICES

Please check the items applicable by course (tracks/strands/specialization) offered

No. of Sections provided	Facility	No. of Rooms available	Functional and well-structured? (Put ✓)
	Instructional rooms		
	Computer laboratory		
	Science laboratory		
	General Science		
	Biology		
	Chemistry		
	Physics		
	Workshop room		
	Studio		
	Library, LRC		
Internet facility	- n.a. -		
Other ancillary services, pls. specify			

Remarks: _____

F. CHAIRS AND FURNITURES

Enrolment	No. of Chairs available	No. of Sections/ Classrooms provided	No. of Teacher's Table, Chair, etc. available

Remarks: _____

G. TVL TOOLS & EQUIPMENT DELIVERED

Course Offering	Have the tools and equipment been delivered? If Yes, state if "sufficient" and if not, write the shortage.
Technical-Vocational <input type="checkbox"/> AFA <input type="checkbox"/> IA <input type="checkbox"/> HE <input type="checkbox"/> ICT	

Note: Add sub-bullets under Strands in indicating the Specializations if necessary.

Remarks: _____



H. IMMERSION VENUES, ASSESSMENT CENTERS, OTHER STAKEHOLDERS' SUPPORT

Please check the items applicable by course (tracks/strands/specialization) offered

Partnership Commitment	Name of Partner Organization/Firm	With finalized Memorandum of Agreement already? (Put ✓)
Work Immersion		
Assessment Center		
Curriculum design (localization, need-based assessment, etc.)		
Assistance in the provision of curriculum materials		
Apprenticeship		
Assistance in Research		
Provision of equipment: laboratories, workshops and other facilities		
Career guidance		
Additional financial assistance (for students)		
TOTAL		

Remarks: _____

I. CURRICULUM MAPS AND CLASS PROGRAMS

Curriculum Maps available (Put ✓)	Class Programs available (Put ✓)

Remarks: _____

Over-all Remarks/Evaluation: _____

Monitored by: _____

Noted: _____

QAD/esg

