



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

30 Jan 2026

DIVISION MEMORANDUM

No. **013** , s. 2026

DISSEMINATION OF REGIONAL MEMORANDUM FTAD-2026-003
MONITORING TOOL ON THE CONDUCT OF EARLY REGISTRATION AND
SCHOOL READINESS MONITORING AND PROVISION OF TECHNICAL
ASSISTANCE

To: Assistant Schools Division Superintendent
Public Schools District Supervisors concerned
Public and Private Secondary School heads

1. For the information and guidance of all concerned, enclosed is a copy of Regional Memorandum FTAD-2026-003 dated January 27, 2026, titled Monitoring Tool on the Conduct of Early Registration and School Readiness Monitoring and Provision of Technical Assistance.
2. For more inquiries, please kindly coordinate with the planning office—Mr. Bualan Y. Abid Jr. at 0928-438-2483.
3. Widest dissemination of this memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS
CORRESPONDENCE

Adriano A. Daligdig/SGOD/DM – dissemination of regional memorandum ftad-2026-003
monitoring tool on the conduct of early registration and school readiness
monitoring and provision of technical assistance

0092/January 30, 2026



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27 Jan 2026

REGIONAL MEMORANDUM
FTAD-2026-003

**MONITORING TOOL ON THE CONDUCT OF EARLY REGISTRATION AND
SCHOOL READINESS MONITORING AND PROVISION OF TECHNICAL
ASSISTANCE**

To: Schools Division Superintendents

1. In reference to Regional Memorandum FTAD-2026-001 on the Early Registration and School Readiness Monitoring and Provision of Technical Assistance, all RFTATs, DFTATs and other concerned are hereby informed of the **monitoring tool** to be utilized during the conduct of the activity.
2. Attached is the prescribed monitoring tool for reference and guidance.
3. For details, contact Agney C. Taruc, OIC-Chief-FTAD through email: agney.taruc@deped.gov.ph
4. For the information and compliance of all concerned.

Digitally signed by
Rocafort Carlito Dalisay
Adobe Acrobat Reader
version: 2023.006.20380

CARLITO D. ROCAFORT
Director IV

Encls: As stated
References: RM FTAD-2026-001
Allotment: None
To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION

ACT/FTAD/RM-MONITORING TOOL ON THE CONDUCT OF EARLY REGISTRATION AND SCHOOL READINESS MONITORING AND
PROVISION OF TECHNICAL ASSISTANCE
006/January 12, 2026



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ON-SITE MONITORING TOOL

School: _____ **Division:** _____ **Date:** _____

School ID No: _____ **School Head:** _____

Contact Number of School Head: _____

Direction: Deployment of RFTATs is an opportunity to engage and facilitate sharing by moderating collaborative sessions where school staff exchange enrollment insights, best practices, and challenges to drive equity in Region XII. It is encouraged that the spirit of Kumustahan will act as the strategic monitoring tool in the framework of DepEd-RO-XII's Early Registration for School Year 2026-2027. Furthermore, RFTATs are encouraged to follow a process using the suggested time allotment:

- a. Preliminaries (15 minutes)
- b. Document, Observation, and Discussion (60 minutes)
- c. Exit Conference (15 minutes)
 - i. Collect the following documents:
 - ❖ Attendance Sheet
 - ❖ Client's Feedback Form
 - ii. Conduct the Survey of FTAD Client Feedback thru the link: <https://bit.ly/4a62mYo> or access it thru the QR code.



Part I. Kindly gather the following data:

A. COMPARATIVE DATA OF ENROLLMENT

GRADE LEVEL	S.Y. 2025-2026			S.Y. 2026-2027 (as of _____)		
	Male	Female	Total	Male	Female	Total
Kindergarten						
Grade 1						
Grade 7						
Grade 11						
TOTAL						

B. ICT EQUIPMENT

GRADE LEVEL	Number of Functional Desktops	Number of Functional Laptops	Ratio of Desktop per learner	Ratio of Laptop per learner	Ratio of laptop per teacher
Elementary					
Junior High School					



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Senior High School					
TOTAL					

C. TEACHERS' PROFILE

GRADE LEVEL	NUMBER OF TEACHERS' PLANTILLA POSITION						No. of Teachers Promoted via ECP System
	Teacher I	Teacher II	Teacher III	Master Teacher I	Master Teacher II	Master Teacher III	
Elementary							
Junior High School							
Senior High School							
TOTAL							

Part II. Instruction: Put a **check mark (/)** next to the items if observed or not, by selecting **YES** or **NO**. Kindly identify the Bottlenecks, Lags, Issues and Concerns (**BLICs**) and the technical assistance provided.

NO.	INDICATOR	YES	NO	Identified BLICs	Technical Assistance Provided
A. Conduct of Early Registration					
1.	The school is prepared for the conduct of Early Registration Days.				
2.	It has an intensified advocacy program prior to the conduct of Early Registration Day.				
3.	Process flow of Early Registration is posted in the entrance of the school or in any conspicuous area/s.				
4.	Help desk is organized.				
5.	Friendly school staffs are assigned to assist the registrants.				
6.	There is a well-established mechanism to ensure that all learners from 5-17 years old and out-of-school children and youth are registered.				



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7.	Tasks and responsibilities are shared with education stakeholders during the conduct of Early Registration Day.				
8.	Strong collaboration of school heads, teachers, parents and stakeholders is evidently noticed.				
B. Administrative Services					
1.	The school has a substitute or backup staff.				
2.	The school has a clear workflow for handling new and transferring of learners.				
3.	The school updates its property and equipment inventory.				
4.	The school is compliant with procurement and requisition procedures.				
5.	The school is compliant with "No Collection Policy".				
C. Curriculum and Instructions					
1.	The school implements Special Curricular Program and Inclusive Education Programs.				
2.	School head was oriented with the implementation of the Revised K to 10 Curriculum.				
3.	The school has implemented initiatives focusing on ARAL, literacy, and numeracy.				
4.	The school adopts Alternative Distance Modality using learning modules during the preparation for SRAA, and other regional/division activities.				
5.	The school is prepared for the full implementation of Strengthened Senior High				



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	School (for pilot implementing schools).				
6.	The school conducts International, National and Classroom Assessments (NCAE, ALS etc)				
7.	Learning materials such as Math manipulatives are used.				
D. Supports and Services					
1.	Classrooms and Furniture are enough for teaching, non-teaching personnel and learners.				
2.	Signage of "This School is a Zone of Peace" " <i>Huwag kaming idamay sa anumang kaguluhan</i> " is clearly posted in the entrance of the school.				
3.	Oplan Kalusugan sa DepEd (OKD) Programs are implemented.				
4.	Functional Child Protection Committee: List of members and contact numbers were posted in conspicuous area; records of child abuses endorsed and acted upon.				
5.	The school conducted the Learners Government Elections (SELG/SSLG)				
E. Financial Management					
1.	A copy of School/Annual Implementation Plan is available.				
2.	The school adheres to the financial management policies and procedures.				
3.	The school gains financial support from LGU and other stakeholders.				
4.	Updated report on financial expenditures is posted on the Transparency Board.				
F. School Governance Council Functionality					



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1.	The school had self-assessed its SBM degree of manifestation.				
2.	A functional SGC is evident.				
3.	The school has best practices on the implementation of SBM and SGC functionality.				
G. Human Resource Development					
1.	Teachers were trained in the Revised K to 10 Matatag Curriculum				
2.	Teachers were trained in TEACEP for KS 1 and 2.				
H. Planning and Research					
1.	The school considered its PPMP and Early Registration Plan in the crafting of SIP and AIP.				
2.	The school is compliant with data inputs to LIS/BEIS				
3.	Proposed/Completed Action Research (BERF/ Non-BERF) are available.				
4.	Mid-year Review of OPCRf & IPCRFs for SY 2025-2026 was conducted.				
I. Quality Assurance					
1.	Specialized curriculum program offerings are compliant with the national standards and requirements with approved endorsement from the Regional Director.				
2.	The school adheres to the conduct of quarterly Program Implementation Review, implements its purposes, processes and documented information requirements after the PIR such as but not limited to Catch-up Plan for any delays of implementation based on AIP/SIP.				



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