



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
TANGGAPANG PANREHIYON XI

Lungsod ng Dabaw
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May 29, 2018


REGIONAL MEMORANDUM

No. 116 s. 2018

CLASSROOM READINESS CHECKLIST FOR SCHOOL YEAR 2018-2019

To : Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, Schools Division Offices

1. Pursuant to DepEd Memorandum No. 050, s. 2018 entitled **2018 OPLAN BALIK ESKWELA**, this Office directs all Schools Division Offices and schools to ensure readiness of each school and classroom for school year 2018-2019.
2. To ensure readiness of public classrooms and teachers, this Office hereby issues by way of suggestion and guidance the attached sample "**Classroom Readiness Checklists**" such as:
 - a. **Classrooms of each school**
 - b. **Classrooms of Project EAGLE Implementers**
3. For clarity purpose, this Office further informs that expenses to be incurred relative to the preparation of the classroom readiness shall be charged to the school's Maintenance and Other Operating Expenses (MOOE). It is strongly discouraged that teachers will use their personal funds to purchase materials for classroom structuring/readiness.
4. The Schools Division Offices are hereby directed to facilitate the immediate release of the school's MOOE particularly those public schools not considered as Independent Units (IUs) and do not have financial management authority.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV

Incl.: As Stated.

Reference: DepEd Memorandum No. 050, s. 2018 dated March 15, 2018

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


BALIK ESKWELA

CLASSROOM

LEARNERS

TEACHERS

ROC12/arp/CLMD

DEPARTMENT OF EDUCATION - ROXI
RECORDS SECTION
RELEASED


CLASSROOM READINESS CHECKLIST for SY 2018-2019

DIVISION : _____
 SCHOOL : _____
 TEACHER : _____
 GRADE/SECTION: _____

AREAS		YES	NO
A.	CLASS INFORMATION FEATURES:		
1	Signage : " Welcome Back to School"		
2	Class Schedule		
3	Class list posted outside the door with name of teacher		
4	Announcement Board/Paskilan		
5	Calendar of Activities (Monthly)		
6	Class rules/classroom in support to child protection policy		
7	Name tags of the learners		
8	Teacher's ID (CSC prescribed)		

B.	DOCUMENTS FEATURES		
1	School Forms (SF)		
2	Class Records		
3	Lesson Plan (DLL/DLP)		
4	Curriculum Guide per learning area		
5	Grade Book		
6	Form 138 (Cards)		
7	Form 137 (Permanent Records)		
8	ECD Checklist & Progress Report for Kindergarten		
9	PSA/NSO for new entrants learners		
10	Classroom evacuation plan		

C.	PHYSICAL FACILITIES FEATURES		
1	Standard height of chalkboard		
2	Enough light and ventilation		
3	Functional comfort room with water supply		
4	Lavatories/sink with working functional faucet		
5	Work and play area (for Kindergarten)		
6	Enough desk/armchairs/tables for the learners		
7	First Aid kit		
8	Free from hazards		
9	Personal care and grooming area		
10	Garbage bins		

D.	LEARNING RESOURCE FEATURES		
1	Reading area with enough reading materials		
2	LMs/TGs per learning area		
3	Manipulative toys, activity cards, books		
4	Multimedia and computer aided materials		

AREAS		YES	NO
E.	BASIC SCHOOL SUPPLIES (FOR TEACHERS ONLY)		
1	Pencil with sharpener		
2	Rubber eraser		
3	Marking/pentel pens		
4	Correction pen/tape		
5	Adhesive/Scotch Tape		
6	Push pins/thumb tacks		
7	Pair of scissors		
8	Stapler with staple wires		
9	Folders and envelope		
10	Chalk and chalkboard eraser		
11	Glue/paste		
12	Paper clips		
13	Meeting/conference notebook		
14	Bond Papers		
15	Manila papers		
16	Ruler		
17	Crayon/coloring pen/pencil		
18	Calendar and time piece		
19	Meta cards		
20	Colored/construction papers		

TOTAL : 48	YES	NO
SUMMARY OF CHECKS:		
PERCENTAGE OF READINESS		

Prepared by:

Name and signature of Teacher

Date: _____

Verified:

Name and signature of School Head

Date: _____



SCHOOL READINESS CHECKLIST Project EAGLE Implementers



SCHOOL ID: _____ **NAME OF SCHOOL:** _____
 Province: _____ District: _____ City/Municipality: _____ Barangay: _____
 Division: _____ Superintendent: _____
 Name of Principal/School Head: _____
 Contact No./Cellphone No.: _____ E-mail: _____
 Name of Project EAGLE School Coordinator: _____
 Contact No./Cellphone No.: _____
 Tel. No. (of the school): _____ Fax No. _____ E-mail: _____

KINDERGARTEN AND GRADE 1

AREA OF CONCERN		INDICATORS	YES	NO
ENROLMENT		1:25 or a maximum of 35 / Learning Class – Kindergarten 1:40 or maximum of 45/ learning class – Grade 1		
CLASSROOM AREA	1	7m x 9m floor area		
	2	Located on the ground floor, must be next to the nearest entry and/or exit access points		
	3	with natural & electrical lightings (have at least (2 pcs) 40-watt fluorescent lamps and 1 wide window)		
FURNITURE AND EQUIPMENT	1	5 sets of child-sized tables and chairs (5 tables and 30 chairs, 6 tables and 35 chairs – Kindergarten 40 sets of armchairs – Grade 1		
	2	1 set teacher's table and chair		
	3	1 unit teacher's cabinet		
	4	1 unit kindergarten cubby for the learners personal belonging		
	5	1 open shelf for the learners materials		
	6	1 open shelf for storybooks		
	7	1 open shelf for manipulative toys		
	8	Blackboard/whiteboard within eye level and reach of children		
	9	Multi-media equipment compatible with kindergarten multi-media materials and assistive technology (CD & DVD players, sound system, TV, computer, monitor, laptop, etc.)		
	10	4 x 4 Mats or throw pillows for rest periods		
	11	1 unit ceiling fan		
	12	2 units wall fan		
HEALTH FACILITIES	1	One child-sized toilet bowl for every 25 children at one time inside the classroom or nearby 10-15 meters from the classroom		

SCHOOL READINESS CHECKLIST
Project EAGLE Implementers

	2	NKCG Vol 1 & 2 (as reference)		
	3	Safe drinking tap water.		
	4	First Aid kit with thermometer, ice pack, cotton balls, alcohol, adhesive strip, itch lotion, iodine solution, spirit of ammonia, gauze, medical tape, triangular bandage, and basic medicines		
ACTIVITY CORNERS	PERSONAL CARE & GROOMING CORNER			
	1	mirror, comb, towel, toothbrush, soap, toiletries, nail cutter, tissue paper, etc...		
	LANGUAGE ARTS CORNER			
	BOOKS - (picture story books, picture concept books, wordless books, science/nature books, Filipiniana, student or teacher-made books), and other reading materials displayed on open shelves			
	* area should be covered with mat or carpet, have pillows and small stuffed toys			
	3 SENSORY-PERCEPTUAL & NUMERACY SKILLS CORNER/ SCIENCE & MATH CORNER			
	magnifying glass, counters, beads, number cards, nature tables, etc...			
	4 MOTOR & CREATIVE DEVELOPMENT CORNER			
percussion instruments, bamboo castanets, coconut maracas, tambourine, xylophone, wood block) open-ended materials (big blocks, small blocks, clay, etc...				
5 WORK AREA / ACTIVITY AREA				
* Tables, chairs, art and school supplies				
6 DRAMATIC PLAY / ACTIVITY AREA				
* Household play items, costumes, or dress me up items, etc...				
INSTRUCTIONAL MATERIALS	1	Manipulative Toys (table blocks, lacing beads, tangrams, counting frame, picture dominoes, jigsaw puzzles, and counters (such as stones, shells, seeds, bottle caps, leaves, and twigs)		
	2	Activity Cards/board games (cover all and call out games: upper case letters, lower case letters; colors, numbers, shapes, connecting games, picking up games, etc...)		
	3	Learner's Materials (Readiness Activity Sheets) and Teacher-Made activity sheets		

SCHOOL READINESS CHECKLIST
Project EAGLE Implementers

	4	Books (read aloud books or big books, small books, picture story books, wordless picture books, concept books, board books, etc...) per week		
	5	Open-ended sensory materials (sand and water, clay or home-made playdough, etc.		
	6	Multimedia and computer-aided materials such as songs, rhymes, movies in CD/DVD, interactive educational games		
	7	Localized /Indigenized instructional materials		
	8	Standards and Competencies for 5 year Old Filipino Children (budgeted quarterly)		
	9	NKCG Vol 1 & 2 (as reference) - Kindergarten Curriculum Guides and Teaching Guides – Grade 1		
	10	ECCD Guide Checklist		
	11	With updated Daily Lesson Log (DLL)		
EMERGENCY EQUIPMENT & TOOLS & DRRM PROVISIONS	1	Fire extinguisher		
	2	Flashlight		
	3	Whistle		
	4	Fire/Earthquake exit plan		
	5	Free from hazards such as digging, stairways, pools, open electric wires, and unsafe electrical outlets		
OUTDOOR PLAYGROUND AREA	1	At least 360 sq. m (should have a balance of sunny and shaded areas, it should be clean, safe, and well-maintained)		
PLAYGROUND EQUIPMENT		should have but not limited to:		
	1	Balance Beam, swing, seesaw, monkey bars, sand and water play equipment, simple obstacle, and slides are recommended		
	2	HOUSE & GARDEN CARE AREA (gardening tools, shovel, spade, pails, sprinklers, cleaning tools, etc...)		
DOCUMENTATION		Keeps accurate and up-to date records of pupils progress		
	1	ECCD Checklist		
	2	Portfolio		
	3	Health Records		
	4	School Forms		
	5	ECCD Form 1 (class/school report)		
6	ECCD Form 2 (class/school report)			
SCHOOL HEAD SUPERVISION	1	Meets the Kinder Teacher at least once a month for information dissemination and address their concerns		
	2	Observe kindergarten classes with observation Report		
COMMUNITY	1	Conducts quarterly parent consultation & reporting of pupils		

SCHOOL READINESS CHECKLIST
Project EAGLE Implementers

LINKAGES		progress		
	2	Conducts home visitation		
	3	Conducts mapping of learners		

Based on the assessment above, the school is:

- Ready All indicators (1-56) were satisfactorily met
- Partially Ready At most 5 of the 56 indicators are not met
- Not Ready At least 6 of the 56 indicators are not met

RECOMMENDATIONS:

ASSESSED BY:

CONCURRED BY:

(Name and signature of Regional Monitors)

(Name and signature of School Head)