



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**TOOL FOR THE MONITORING AND EVALUATION CONDUCTED BY PSDS and EPS IN THE IMPLEMENTATION OF LRCP**

Name of School: \_\_\_\_\_ Date Monitored: \_\_\_\_\_  
School Principal: \_\_\_\_\_ Monitoring Personnel: \_\_\_\_\_  
Rater: \_\_\_\_\_

**Instructions:** This tool is to be used by Public Schools District Supervisors and Education Program Supervisors to check on School Heads as they monitor and evaluate the implementation of blended learning in their respective schools.

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

Rate the PPA indicated using the following responses:

4	Meets the Standard	Criteria is met, parts are complete, and contents are accurate.
3	Nearly meeting the standard	Criteria is nearly met, few of the parts are not found, few of the contents are not accurate.
2	Partially meeting the standard	Criteria is partially met, half of the parts are incomplete, half of the contents are not accurate.
1	Not meeting the standard	Criteria is not met, several parts are not found, majority of the contents are not accurate.

Check on the space provided the corresponding numerical value in rating each item.



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Indicators/Standards	Meets the Standard (4)	Nearly Meeting the Standard (3)	Partially meeting the standard (2)	Not Meeting the standard (1)	Remarks
<b>I.</b>	<b>Collects the data that indicates observable effectiveness of the school and home-based learning delivery</b>				
1. Checks on data on students' learning based on the following assessment results:					
1.1 formative assessment					
1.1.1 individual					
1.1.2 collaborative					
1.2 summative assessment					
1.2.1 written works					
1.2.2 performance tasks					
1.3 externally produced assessment					
1.4 national assessment					
1.5 international assessment					
2. Uses online and offline platforms are to gather information about the school, district and division.					
3. Uses valid and reliable tools to assess the following:					
3.1 effectiveness of PPAs					
3.2 learning gaps					
3.3 Performance of personnel					



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3.3 Observations					
4. Uses other data collection methods to gather information on students' attitudes, motivation, and self-regulation, and Social and Emotional learning through:					
4.1 focus-grouped discussion (FGD)					
4.2 survey questionnaire					
4.3 informal interview					
4.4 observations					
4.5 documents					
4.6 rating scale					
5. Checks information about teacher's performance based on:					
5.1 availability of Learning Resources (LR) for learners					
5.2 the in-time distribution and retrieval of LR					
5.3 availability and appropriateness of supplementary learning resources used by teachers					



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5.4 interactive strategies in teaching					
5.5 mean rating of teachers in COT					
5.6 records on the submission of quarterly grades					
5.7 records on the distribution of report cards with parents' feedback					
5.8 other competency-based assessment results					
5.9 analysis of the pre-and post-tests results with findings and recommendations					
6. Collects other sources of students' learning such as attitude, motivation, and self-regulation, and Social and Emotional Learning.					
7. Collects data on the implementation and outcome of PPAs.					
8. Observes the following during class visits:					
8.1 scheduling the date of visit					
8.2 pre-conference with the teacher					



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8.2.1 review of the instructional plan					
8.2.2 checking of the learning resources to be used					
8.2.3 discussion of the COT Criteria					
8.3 actual observation is conducted through the following:  8.3.1 class visit/joining in the online class					
8.3.2 review of IMs					
8.3.3 interview of learners/parents					
8.3.4 accomplishing the COT Form					
8.3.5 recording observation Notes					
8.4 conduct of post conference					
8.4.1 presents the findings of the observation					
8.4.2 gives opportunity for the teacher to reflect on the result					
8.4.3 agrees on the needed TA					



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8.4.4 allows the teachers to commit to the TA provided					
9. Checks the implementation of the PPAs through the following:					
9.1 ensures that there is an action plan					
9.2 reviews and approves the project proposal					
9.3 tracks the implementation vis-a-vis the plan					
9.4 provides feedback on the implementation, on strengths and areas needing improvement					
10. Implements the quality assurance process on the development of the following:					
10.1 classroom-based Assessment					
10.2 instructional plans					
10.3 instructional materials					
11. Checks on the quality of the classroom-based assessment, instructional plans, and instructional materials by:					
11.1 using a set of criteria					
11.2 providing corrections					
11.3 reviewing the accuracy of					



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the content					
11.4 ensuring the appropriateness to the grade level					
11.5 considering the abilities and types of learners					
12. Implements a mechanism to check on the teacher's department on the following:					
12.1 attendance of teaching and non-teaching personnel					
12.2 punctuality					
12.3 attendance at meetings and other activities					
12.4 participation in Learning and Development activities					
12.5 prompt submission of reports					
13. Checks on the teacher's implementation of monitoring learners' progress through:					
13.1 home visitation					
13.2 distribution and retrieval of SLMs					
13.3 regular collection and checking of SLM/LAS/output					



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13.4 delivery of feedback to learners					
13.5 communication with parents and home learning partners					
<b>II.</b>	<b>Analyses Data</b>				
1. Analyzes the data collected with findings and recommendations.					
2. Summarizes the data by reporting any of the following when appropriate:					
2.1 central tendency (mean, median and mode)					
2.2 variability (standard deviation, range and quartile deviation)					
2.3 frequencies and Percentages					
2.4 quantities gained from the baseline data					
II.5 significant findings when gains and impact are required					
3. Reports clearly the analysis to stakeholders by presenting:					
3.1 tables (figures)					
3.2 graphs (illustrations)					



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4. Provides the interpretation for the analysis conducted.					
5. Generates a report explaining the purpose of the PPAs, method, results and interpretations.					
<b>III.</b>	<b>Uses the data gathered to continuously improve the delivery of the school and home-based learning</b>				
1. Uses data to plan for the direction of the technical assistance provided for the teachers.					
2. Presents data showing the performance of the learners and the appropriate intervention for them.					
3. Encourages stakeholders to agree on the appropriate intervention for the learners.					
4. Uses the data collected as basis for formulating policies and guidelines.					
5. Uses the data collected as bases in designing capacity building for teachers through INSET or LAC that will enhance their instructional skills.					



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6. Uses the data collected for setting the goals and objectives for different plans:					
6.1 AIP					
6.2 SIP					
6.3 Supervisory plans					
6.4 Strategic plans					
6.5 Action Plans					
6.6 DEDP					
6.7 LRCPs					
6.8 DLPs					
7. Uses the data collected to inform the areas that need to be improved in the implementation of the PPAs.					
8. Uses the data collected to inform the decision-making processes to be undertaken.					
<b>IV.</b>	<b>Communicates and utilizes the findings of the evaluation to school heads, teachers and stakeholders</b>				
1. Presents the data to stakeholders in the following modes:					
1.1 meetings					
1.2 Conferences					



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1.3 for a					
1.4 other gatherings					
2. Reports the data on the progress of performance during regular/periodic monitoring and evaluation.					
3. Reports the progress showing the data collected on the following scheme:  3.1 Division Level – Quarterly reporting of interventions conducted					
3.2 District level – Monthly reporting of interventions conducted					
3.3 School-level – weekly and monthly reporting of interventions conducted					
4. Recommendations are submitted based on the M & E analysis, results, findings, and interpretations.					
5. Presents the findings of the data collected to the stakeholders when necessary, during:  5.1 Staff Conference					
5.2 SLACs (ELLNP, L&D, Assessment, etc.),					
5.3 Parents Forum					



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6. Uses the findings from the analysis to recommend the sustainability of PPAs.					
	<b>OTHER FINDINGS/SUGGESTIONS</b>				

*Indicate below the scores for each of the areas. Add the score provided to each item and divide it with the total number of items. Write the average for each part below:*

	Average	Interpretation
I. Collects Data		
II. Analyzes Data		
III. Uses Data Gathered		
IV. Communicates and Utilizes Findings		
<b>TOTAL</b>		

**Interpretation**

3.70 – 4.00	Meets the Standard
3.50 – 3.69	Nearly meeting the standard
3.00 – 3.49	Partially meeting the standard
0.00 - 2.99	Not meeting the standard



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\_\_\_\_\_  
Signature over Printed Name of Monitoring Personnel

**CONFORME:**

\_\_\_\_\_  
Signature over Printed Name of School Head



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