



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Quality Assurance Division

REGIONAL ONSITE INSPECTION MONITORING AND EVALUATION TOOL
NEWLY CONVERTED / ESTABLISHED AND ADDITIONAL CURRICULUM GRADE LEVEL OFFERINGS

Name of Converted / Established School : _____
 Head of School : _____ Position : _____
 School Address : _____
 District : _____ Name of PSDS : _____
 Schools Division : _____
 Contact Numbers : Head of School _____ PSDS : _____

A. School Development Plan / Structures, Furniture and Fixtures

	Complied	Not Complied	Remarks
A.1 School Development Plan / School Site of the converted / established Schools including propose school building layout			
A.2 Excess classrooms, tables, chairs, and other furniture to be used for the school expansion			
A.3 Water Installation and Facilities			
A.4 Electrical Installation / Wiring Status			
A.5 School Site Title / Tax Declaration			
A.6 Evidence of Ancillary Services Structures and Fixtures (Clinic, Canteen, etc.			
Onsite Inspection Team and School Head Agreement :			

B. Curriculum / Instructional Leadership and Supervisions

B.1 Evidence of Teachers Individual Class Program			
B.2 Evidence of Master Program / Supervisory Plan			
B.3 Head of School Class Observation Report / Tool			
B.4 Evidence of Quarterly MPS and Utilization (LAC)			
B.5 Annual Implementation Plan (AIP)			
B.6 Head of School Financial Disbursement Report (MOOE)			
B.7 Inventory Report of Learning Material by Grade Level			
Onsite Inspection Team and School Head Agreement :			



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C. School Operations

C.1 LIS (School ID)			
C.2 Beginning of School Year Report			
C.3 Year-End Enrolment Report			
C.4 Drop-Out Rate			
C.5 Retention Rate			
C.6 Promotional Rate			
Onsite Inspection Team and School Head Agreement :			

D. School Physical Environment Safety Compliance

D.1 Mines and Geosciences Bureau Compliance Recommendation (School Site, Building Constructions / Others.)			
D.2 Evidence of Early Warning System / Devices			
D.3 School Hazard Map			
D.4 Evidence of School Building Status Appraisal Report (No. of Classrooms for rehab / repair)			
D.5 Water Source (s)			
Onsite Inspection Team and School Head Agreement :			

E. Disaster Preparedness Compliance

E.1 Evidence of School Entrance / Exit			
E.2 School Hazard Map			
E.3 Fire Extinguishers			
E.4 First Aide Kit			
E.5 Communication Facilities (Handheld Radio, Telephone, Etc)			
E.6 Traffic Signages (National High Located Schools)			
Onsite Inspection Team and School Head Agreement :			





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F. Implementation Challenges

F.1 Fielding of Borrowed Teachers

F.2 Fiscal Management

F.3 Instructional Supervisions

F.4 Stakeholders Linkages

Printed Name and Signature (Dev't Plan, Structures, Furniture/Fixtures) Assessor	Printed Name and Signature (Curr./ Instr'l Leadership and Supervision) Assessor	
and Signature (Sch. Envi. Safety Comp. Insp.)	Printed Name and Signature (Sch. DRR Insp.)	Printed Name

Onsite Inspection Date : _____



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Effectivity		Page	3 of 3

