



OUAD00-0321-00 41
To authenticate this document,
please scan the QR Code



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0321-0041
MEMORANDUM
04 March 2021

For: **Secretary Leonor Magtolis Briones**
Assistant Secretary Salvador C. Malana III
Schools Division Superintendents (Antipolo City & Rizal)
School Health Division
Youth Formation Division
Education Facilities Division
Asset Management Division

Subject: **TRANSMITTAL – INSPECTION AND MONITORING REPORT**

The Office of the Undersecretary for Administration (OUA) respectfully transmits to the Secretary and concerned offices the attached Inspection and Monitoring Report (IMR) from the Inspectorate Team led by OIC-Director Lope B. Santos.

The inspection was conducted from 15-17 February in the Divisions of Antipolo City and Province of Rizal and focused on major programs under the OUA Strand, particularly those under the Bureau of Learner Support Services (BLSS).

For the Secretary's perusal.


ALAIN DEL B. PASCUA
Undersecretary



Scan this QR Code to view
Videos and Magazines
of Major Programs



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo

INSPECTION & MONITORING REPORT (IMR)

DIVISIONS OF
**ANTIPOLO CITY &
PROVINCE OF RIZAL**
FEBRUARY 15-17-2021



INSPECTION AND MONITORING REPORT
Division of Antipolo City and Division of Rizal
February 15-17, 2021

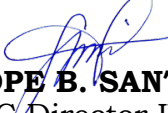


Republic of the Philippines

Department of Education

BUREAU OF LEARNER SUPPORT SERVICES

FOR : **ALAIN DEL B. PASCUA**
Undersecretary for Administration

FROM :  **LOPE B. SANTOS III**
OIC Director IV
Bureau of Learner Support Services

SUBJECT : **INSPECTION AND MONITORING REPORT (IMR)**
In the Division of Antipolo City and Division of Rizal
Region IV-A

DATE : 2 March 2021

Submitting herewith the **Inspection And Monitoring Report (IMR)** in the Division of Antipolo City and Division of Rizal, Region IV-A.

This report contains (i) the list of schools visited and projects inspected and monitored, (ii) summary of findings and observations, (iii) summary of recommendations, (iv) photo-documentation, and (v) list of key persons met during inspection and monitoring.

Led by the OIC Director of BLSS, the inspection and monitoring (IM) was carried out with the participation of personnel from, OUA, BLSS-OD, SHD, YFD, Region IV-A Office, Division of Antipolo City, and Division of Rizal.

For your information and guidance.

Table of Contents

A.	Background	1
B.	Schools/Institutions Visited	1
C.	SUMMARY OF FINDINGS AND OBSERVATIONS	2
1.	School-Based Feeding Program	2
2.	School Dental Health Care Program	3
3.	Gulayan sa Paaralan	4
4.	School Inside a Garden	4
5.	Gabaldon Restoration	5
D.	SUMMARY RECOMMENDATIONS AND SUGGESTIONS	6
1.	School-Based Feeding Program	6
2.	School Dental Health Care Program	7
3.	Gulayan sa Paaralan	8
4.	School Inside a Garden	8
5.	Gabaldon Restoration	8
E.	Other Concerns and Observations	8
	Annex 1. Photo Documentation	Error! Bookmark not defined.
	Annex 2. List of Key Persons Met During Inspection and Monitoring	9
	Annex 3. List of Central Office Personnel Participated in Inspection and Monitoring	11

INSPECTION AND MONITORING REPORT

Division of Antipolo City and Division of Rizal

February 15-17, 2021

A. Background

In accordance with the OUA Memorandum on the Inspection and Monitoring (IM) of Programs, Activities and Projects (PAPs) under OUA strands, an Inspection and Monitoring Team (IMT) was dispatched to Divisions of Antipolo City and Province of Rizal.

The IMT was headed by the BLSS OIC Director in cooperation with the staff of the Office of Undersecretary for Administration (OUA), School Health Division (SHD), Youth Formation Division (YFD), the Public Affairs Service (PAS), Regional Office IV-A, Division of Rizal, and Division of Antipolo City. The team visited nine schools (See Item B) and inspected and monitored (i) School Based Feeding Program, (ii) School Dental Health Care Program, (iii) Gulayan sa Paaralan, (iv) School in a Garden (SIGA), and (v) Gabaldon Restoration.

The team employed rapid appraisal approach through field observations, review of records, key informant interviews with focal persons and post activity conferences with concerned school heads and focal persons, Division Superintendents, Assistant Superintendents, Supervisors and Focal Persons on health, youth, sports, and school facility.. Likewise, the team have discussions with the suppliers of Nutritious Food Products and Fresh Milk (pasteurized/sterilized).

The team used an IM Tool or Checklist to capture and document the observations, findings and recommendations. Below is the summary of the Inspection and Monitoring Report (IMR)

B. Schools/Institutions Visited

Date of Visit	Name of School/ Institution	School ID	Division
February 15, 2021	School Divisions of Rizal Office	-	Rizal
February 15, 2021	Patricio Jarin Elementary School	109515	Rizal
February 16, 2021	Taytay Elementary School	109535	Rizal
February 16, 2021	Bagong Nayon IV Elementary School	109321	Antipolo City
February 16, 2021	Mayamot Elementary School	109331	Antipolo City
February 16, 2021	Juan Sumulong Elementary School	109327	Antipolo City
February 17, 2021	Tomas Claudio Elementary School	109444	Rizal
February 17, 2021	San Guillermo Elementary School	109442	Rizal
February 17, 2021	Lagundi Elementary School	109435	Rizal
February 17, 2021	CMV Orchard and Eco-park, Inc.		Rizal
February 17, 2021	Morong National High School (for the exit conference/consultation)		Rizal

C. SUMMARY OF FINDINGS AND OBSERVATIONS

1. School-Based Feeding Program

The over-all impression on the monitoring activities in the Schools Division of Rizal and Antipolo City were very satisfactory. Over all observation points that SDO personnel, particularly, the health and nutrition staff, conduct regular monitoring to ensure efficient and effective program implementation. The monitoring team validated reports/documents such as list of beneficiaries, acceptance reports, etc.

Interviews/dialogue/conferences were also conducted with the feeding coordinators, school officials, as well as parents who were there to receive their children's ration for the week. The team also observed the actual distribution of milk and Enutribun in some of the schools such as Taytay ES, Bagong Nayon IV ES, Mayamot ES, Tomas Claudio ES, San Guillermo ES, and Lagundi ES. The



Team was likewise given an opportunity to visit a Milk Supplier -CMV Farm – to observe milk production and the sanitation and quality standards of the farm.

In all the schools visited, it was observed that the School Heads and SBFP Coordinators worked together with other teachers to form a team per grade level, to coordinate with the parents and partners for the distribution, alleviating the burden of implementation of the program. It was also worthy not note that the distribution of food commodities were compliant with food safety standards and with IATF protocols against COVID-19. The breads were hygienically-packed in food-grade plastics, the fruits were in good quality, the milk packs were packaged in clean containers filled with ice cubes to maintain its freshness. However, the Team noted a difference in the quality of milk served in Taytay ES and T. Claudio ES which will be discussed with NDA and PCC. It was also noted in T. Claudio ES, San Guillermo ES, and Lagundi ES that the bottles used in the milk were returned to the supplier for recycling into seedling containers for a more sustainable environment.





The Juan Sumulong Elementary School has earlier operated a Central Kitchen. The 2nd floor of the building also served as school feeding area. They were serving hot meals prior to pandemic. The school hired 11 cooks and helpers for the operation of the central kitchen.

There were issues and concerns on how to implement this with the on-going Community Quarantines and other factors but these divisions were able to solve these issues in order

to deliver the food commodities to learners and feed them.

Some of the problems/issues encountered by the implementers are as follows: 1. Some parents were not able to pick-up the food commodities because their residence were in far-flung areas, but still the teachers were able to deliver the food rations by renting tricycles; 2. Some teachers find it difficult to distribute the food commodities because they need to wear face masks, face shields, and PPEs just to protect themselves from acquiring COVID-19. They also need to check temperature of the people entering the schools and make them fill up necessary forms like health declarations in compliance to the government regulations. They also practice 'No Contact Policy' in food distribution to protect themselves.

2. School Dental Health Care Program

Upon visitation to the newly refurbished central school clinic of Taytay Elementary School, many observations, mostly positive and some were opportunities for improvement, that were noted, particularly, on the physical aspects. From the outside of the clinic, it seemed like a regular room, but the inside was spacious, tidy, and well-ventilated (these were crucial especially in this time where we face a global health threat). The clinic has a private space designated for medical-dental services; the medical/treatment room is equipped with important medical supplies/facilities/equipment which include, but not limited to, functional first aid equipment and over-the-counter (OTC) medicines, examining table. The dental services boast its newly acquired/installed functional dental chair as well as its complete dental supplies sufficient enough to cater to the basic dental needs of the members of the school community. Per the Dentist-in-charge, 12 dental chairs have been delivered to the entire division of Rizal and only 2 more dental chairs are to be delivered once the identified central school clinics are refurbished. Also, the school clinic has functional lavatory and water system for handwashing and cleaning needs, supply of potable water is ensured; functional comfort room/restroom; and waiting area for other patients. Referral system with the nearest RHU is well-established



Other minor observations noted were the following: No space designated for isolation room and/or lactation/breastfeeding area; There was no partition or a separate door/divider between medical-dental services; No clinic bed/s; Logging/recording of daily cases/patients coming in not consistent (based on the previous years' data before Pandemic); No assigned area for filing of Medical-Dental Health Records of personnel and learner, "Healthcard" or students' health record are kept by the advisers only.

Generally, the school clinic is really conducive for treating/addressing minor health conditions/illnesses.

3. Gulayan sa Paaralan

- Each school has established Gulayan with crop integration of leafy, root and herbal plants.
- The use of organic composting material is evident
- There are seeds production area for sustainability planning
- The land area ranges from 100 square meter to 300 square meter inside the school area.
- Only Tomas Claudio Memorial ES has lighthouse and crop museum



4. School Inside a Garden

- All schools are implementing School Inside the Garden
- Trees areas was identified
- Schools utilized container and vertical gardening
- Proper labeling and inventory of trees is not yet done

5. Gabaldon Restoration

Visited the restored Gabaldon in Juan Sumulong Elementary School, Division of Atnipolo City. The building was already turned over and accepted. While there are already modifications, the restored building is now functional and generally in accordance with the required restoration specifications.



Gabaldon restoration in Tomas Claudio Elementary School, Division of Rizal is ongoing. The contractor said that the restoration will be completed in three months period. The duration of restoration was also delayed and affected due to COVID-19 Pandemic. The teachers likewise said that they kept some records and pictures of the old building



Another Gabaldon building under restoration in Jarin Elementary School, Division of Rizal was visited by the team. There are already observed modifications in the building like floor tiles. It is already in the advance stage of restoration and near completions. Generally, the restoration is in order but already adopting to the earlier modifications

D. SUMMARY RECOMMENDATIONS AND SUGGESTIONS

1. School-Based Feeding Program

The monitoring team recommends the use of local fruits to be included in the cycle menu such as papaya, pineapple, saba, dalandan, kaimito, etc. and root crops such as kamote, gabi, etc. instead of serving fruits imported from other countries. Secondly, it is recommended for the RO and SDOs to prioritize/ensure the serving of Enutribun if supply is available. These were developed by FNRI, thus there is an assurance that this is more nutritious than ordinary bread. These concerns shall be further discussed with FNRI-DOST and DA. Lastly, the implementers are discouraged from using containers that are not sustainable and eco-friendly, like styrobox and plastic bags, and switch to more durable ones like insulated coolers and eco-bags. Likewise, the following recommendation were generated from the field:

- a. The Medical Officer and School Superintendent of Division of Rizal suggested that for the meantime that there is pandemic, SBFP can allow distribution of powdered milk instead fresh milk to avoid frequent contacts among parents and teachers when they get milk ration twice a week. The same nutrition can be provided by the powdered milk as substitute to fresh milk. But they emphasized that this is only during the pandemic and can return to fresh milk once the face to face classes resumed.



- b. The Assistant Division Superintendent of Antipolo City suggested that downloading of funds for SBFP including milk shall be done earlier so that they can procure the NFP and milk on time.



- c. For the OUA-OASPA-BLSS-SHD to review SBFP Guidelines. Both Divisions of Antipolo City and the Province of Rizal downloaded SBFP funds to Schools. The schools handled the procurement of NFP. In Antipolo City, 41 out of 46 schools directly procured their respective NFPs and only for five schools the Division procured NFP where the supplier is from San Pablo City, Laguna. The same supplier also serves the schools under the Division of San Pablo City. The guidelines shall be reviewed in line with the practicality of procurement, downloading of funds as well as the tapping of SMEs and local suppliers
- d. Allow engagement of Accounting Assistants to assist the schools in the preparation of financial statements and liquidation but only during the period of SBFP implementation. The cost can be charged to SBFP support fund.

2. School Dental Health Care Program

Upon clinic visit and during interview of Dr. Caiña, Dentist-in-charge, Ms. Belaran, Clinic Teacher alongside the other Division health personnel raised some suggestions for the operational sustainability of their school clinic and the following have emerged: Increase human resources (more dentist) to match the number of personnel/learners served (As per the Dentist-in-charge, there are only 8 dentists in 14 central school clinics); Deloading and training of teachers who will be assigned as clinic teachers on clinic operations/management and basic health-related competencies; school clinic should have its own spineboard and wheelchair in case of emergency.



The monitoring team has captured some notable issues/concerns raised by the Dentist-in-charge, clinic teacher, and the Division Dentist and Nurse combined with the observations made upon clinic visit which have led the team to recommend the following:

- Intensify Health education and promotion advocacy to increase awareness of the learners and their parents to the importance of the different Health and Nutrition programs;
- Strengthen partnerships with GOs, NGOs, and Health Organizations (e.g., PMA, PNA, PDA, PSHOA, PAPSDI), volunteer public and private health professionals, and local private sector groups that are committed to support the program as reference for the schools in selecting their partner health service providers and to augment the needed human resources for health services delivery;
- Capacity building of Clinic Teachers and School Health Personnel to develop essential competencies and commit to lifelong learning on the effective management and operations of the school clinics; and
- Institutionalize a system for record keeping of the personnel and learners' health records within the school clinic like the daily logs of those who visited the clinic, Medical-Dental records, "Healthcards", among others. Health records are confidential documents that should be kept only in a health facility, in our case, the school clinic and managed/regulated by health professionals or their designates for document control.

3. Gulayan sa Paaralan

- Allocate additional land area at the back of the building to be use as garden area./ backyard gardening
- Emphasis on vegetables that is quick and easy to grow
- Establish a crop museum to conserve varieties of vegetables / crops
- Implement a year round green community activities or a green school project.
- Allotment of additional personnel or teacher as in Tapat Ko Garden Ko to execute GPP and SIGA
- Training for all the teachers to engage in planting and maintaining the garden both GPP and SIGA
- Partnership building with the local government unit like agriculture department and NGO like Rotary, KIWANIS and others to support the gardening program
- Elevated garden bed for flood prone school



4. School Inside a Garden

- Makes an inventory of the trees and plants
- Put labels on each trees and plants for laboratory and learning purposes
- Engage the faculty in maintaining the beauty of plants
- Combination of gulay and small trees in the path walk
- Additional edible flowers vegetables in school boarder and flowering plants in frontage like sunflower

5. Gabaldon Restoration

- For EFD-OUA or Division of Rizal to closely monitor the restoration of the Gabaldon Building to ensure that it will be in accordance with specification particularly in Thomas Claudio Elementary School where there remain substantial works remaining.
- Historical background and old memorabilia and pictures shall be collected and place in the walls or corners.

E. Other Concerns and Observations

- 1 The Division of City School is asking why they have no allocation yet of Van vehicle as other divisions have already obtained their respective van service. Suggest that OUA inform the division the reason why they don't have allocation yet.
- 2 The team also observed that the local government units have invested substantial assistance to DepED as evident in the school buildings and covered court y funded by LGUs.

Annex 2. List of Key Persons Met During Inspection and Monitoring

NAME	RDO/SDO/ SCHOOL	DESIGNATION
Region Offices		
Eduarda M. Zapanta	RO IV-CALABARZON	Chief
Neil B. Evangelista	RO IV-CALABARZON	ND II
Robert B. Perez	RO IV-CALABARZON	Engineer III
Edilberto A. Damiles Jr.	RO IV-CALABARZON	Engineer
Wilbert C. Ulpindo	RO IV-CALABARZON	PDO II
Division Offices		
Cherrylou D. Repia	School Division Office of Rizal	SDS
Dr. Georgina C. Tubon-Reyes	SDO Rizal	Medical Officer
Joan Ramos	SDO Rizal	Nurse I
John Alexis Cruz	SDO Rizal	Nurse II
Christopher R. Diaz	SDO Antipolo City	SDS
Juan R. Arajo. Jr.	SDO Antipolo City	ASDS
Phanny S. Ramos	SDO Antipolo City	RN- SBFP
Noel Merino	SDO Antipolo City	DRRM
Elaine Calacday	SDO Antipolo City	RN- WINS
Louie Baculo	SDO Antipolo City	Youth Formation
Engr Madiel Verzola	SDO Antipolo City	Engr. III/ Gabaldon
Elementary Schools		
Dr. Erwin P. Acorda	Bagong Nayon IV Elementary School	Principal III
Dr. Romeo G. Rodriguez Jr.	Juan Sumulong ES	Principal IV
Ferdinand B. Millan	Mayamot ES	Principal IV
Melvin C. Cruz	Tomas Claudio Memorial ES - Rizal	Principal II
Sharon SG. Cruz	MNHS Rizal	Teacher III
Grace S. Ancheta	DepEd Morong Sub-Office	District Supervisor
Frederick SJ. Roxas	Morong SO	Teacher I/OIC
Mariam D. Dela Cruz	Morong SGES	Teacher I
Remedios C. Buenaventura	Morong San Guillermo ES	Principal
Clarita F. Rino	Lagundi ES	Principal I
Wilma G. Arellano	Taytay ES	Principal
Lolita d. De Leon	Patricio Jarin ES	Principal
Suppliers		
Myra Frogosa	CVM Orchard and Eco-park, Inc.	Accounting Officer

NAME	RDO/SDO/ SCHOOL	DESIGNATION
Sherlyn S. Castronuevo	CVM Orchard and Eco-park, Inc.	Farm Secretary
Gemma Nunag	Nutribun Supplier of Bagong Nayon IV ES - Gem See's Cakeshop	Owner
Reginald Nunag	Nutribun Supplier of Bagong Nayon IV ES - Gem See's Cakeshop	Owner

Annex 3. List of Central Office Personnel Participated in Inspection and Monitoring

NAME	OFFICE	DESIGNATION
Lope B. Santos III	BLSS-OD	OIC Director IV
Fritz Jayrald Escudero	BLSS-OD	Administrative Support II
Milliecent Ann Salazar	BLSS-OD	Administrative Support II
Lineth Lapie	BLSS-OD	Administrative Support II
Eric Nullan	BLSS-OD	Administrative Aide IV
Billy Boy Navarro	OUA	Senior Technical Assistant IV
Nolan Banda	OUA	Senior Technical Assistant IV
Nonnie Jeruta	OUA	Senior Technical Assistant III
Orlando Balbido	OUA	Executive Assistant III
Magdalene Portia T. Cariaga	SHD	OIC-Assistant Chief
Vonerich B. Berba	SHD	Education Program Specialist II
Ferdinand M. Nuñez	SHD	Technical Assistant II
Gail Hariette C. dela Rosa	SHD	Technical Assistant I
Jennette J. Lozano	YFD	Teacher III
Romel C. Mendoza	YFD	Technical Assistant II
Jerico Bilaran	PAS	Videographer
Harold Rodriguez	PAS	Photographer
Jerome Calayag	PAS	Writer