



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

February 22, 2024

DIVISIONAL MEMORANDUM

No. *068* , s. 2024

**MONITORING TOOL ON THE IMPLEMENTATION
OF CATCH-UP FRIDAYS**

TO: OIC, Assistant Schools Division Superintendent
Chief Education Supervisors (CID/SGOD)
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All others Concerned
This Division

1. In reference to DepEd Memorandum No. 001 s. 2024, **Implementation of Catch-Up Fridays**, this Office, through the Curriculum Implementation Division, disseminates the attached monitoring tool to ensure effective implementation of the aforesaid activity.
2. This monitoring tool aims to guide school heads and teachers in the field in enhancing learners' academic performance, particularly, in improving their reading skills.
3. School Heads are advised to submit a narrative report on the implementation of Catch-Up Fridays which may include but not limited to the activities conducted, best practices, issues and concerns, challenges encountered and actions taken on or before May 31, 2024, attention: Angelita M. Maribojoc, EPS/Division Reading Coordinator.
4. Immediate and wide dissemination of this Memorandum is desired.

NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Pp: **DIONESIO L. LIWAGON, JR., CESE**
Assistant Schools Division Superintendent



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Encl: As stated

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

MONITORING TOOL CATCH-UP

RCV / DM 2024 - Monitoring Tool on the Implementation of Catch-Up Fridays
____/Feb. 22, 2024



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MONITORING TOOL ON THE IMPLEMENTATION OF CATCH-UP FRIDAYS

School: _____ Date of Monitoring: _____
 School Head: _____ Teacher: _____

Directions: Put a check mark (/) on the appropriate column for every indicator. Write additional information under “Remarks/Observations” if necessary.

Indicators	Evident	Not Evident	Remarks/ Observations
A. Supervisory Areas			
1. The school head supervised the implementation of Catch-up Fridays. <i>MOV: school consolidated report/accomplished monitoring tool</i>			
2. Proper time allocation for each learning area was in place. <i>MOV: class program</i>			
3. Teachers engaged in collaborative expertise sessions such as LAC/meetings and other professional development activities to share effective practices and prepare materials together for the effective implementation of Catch-up Fridays. <i>MOV: attendance, minutes of meeting, other proof (messenger chat group, etc)</i>			
B. Reading Interventions			
4. Teachers implemented “Suggested Activities for Reading Intervention”/ “Suggested Routine for Reading Enhancement” (Pre-reading, During, Post-reading activities) as outlined in DepEd Order 001 s. 2024. <i>MOV: teaching guide/list of learners under “Intervention” and “Enhancement” reading activities</i>			
C. Themes and Sub-themes			
5. Values, Health, and Peace Education revolved around monthly themes/subthemes based on the basic education curricular framework and standards. <i>MOV: teaching guide</i>			
6. Teachers narrowed down and devised/contextualized additional sub-themes aligned to the quarterly themes. <i>MOV: teaching guide</i>			
7. Issues discussed were aligned to the themes and topics. <i>MOV: teaching guide</i>			
8. Teachers employed integrative approach focusing on reading/values/peace/health <i>MOV: teaching guide</i>			
D. Availability of Learning Resources			
9. Teachers used online, offline, printed and other reading materials to support the implementation of Catch-up Fridays. <i>MOV: teaching guide/LR materials (offline), books and other printed materials</i>			



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Indicators	Evident	Not Evident	Remarks/ Observations
10. Teachers utilized reading activities that are appropriate to learners' key stage. <i>MOV: teaching guide</i>			
E. Feedback Mechanism			
11. Teachers ensured that student journals, reflections and records of attendance are kept. <i>MOV: documentation report, sample journal/portfolio</i>			
12. Teachers kept track of learners' reading progress/performance. <i>MOV: documentation report</i>			
F. Stakeholders' Engagement			
13. School forged and strengthened stakeholder engagement to gather support and ensure sustainability of Catch-up Fridays. <i>MOV: MOA/any documentation</i>			
G. Issues and Concerns in the implementation of Catch-up Fridays			
<i>Issues/Concerns</i>	<i>Solutions Made/Action</i>		
H. Best Practices			

Comments/Suggestions:

Monitored by: _____
 SH/ EPS/PSDS

Concurred: _____
 Teacher/School Head



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