

Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

November 4, 2024

DIVISION MEMORANDUM
SGOD-DM - 600 S. 2024

**HEALTHY LEARNING INSTITUTION (HLI) PROGRAM:
SELF - APPRAISAL CHECKLIST (SAC)**

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Divisions
Public Schools District Supervisors/In-Charge of the District
Public Elementary and Secondary Heads
All Others Concerned

1. In accordance with the regional memorandum no. 01290 s. 2024, this office, through SGOD- School health and Nutrition Unit, requests all schools to accomplish the Self-Appraisal Checklist (SAC) and be collected and ranked according to the scores. The purpose of accomplishing the said form is to evaluate how near or far are the schools in achieving the standards of a Healthy Learning Institution.

2. The mechanics of filling out of the SAC form are as follows:

- Download the soft copy of the SAC through this link: <https://bit.ly/OKD-HLI>
- Please write the date SAC was accomplished and the name of the school head or authorized representative who accomplished the form.
- Answer only the "Applicant" portion with the score according to the status of your school to each component standard indicated in the form
- **The mechanics of scoring are "1" if the item is fully in place. "0.5" if partially in place and "0" if absent**
- At the end of each portion, add the scores per indicator. An indicator is only given a score of "1" if all of its component standards score 1. A score of 0.5 and 0 in any standard will result in the indicator scoring of 0.5.
- In the event of clarification of concern, please write it on an extra sheet of paper indication the number Indicators and standard/Descriptions of the item in question.
- After filling out, please have it scanned along with extra sheet with comments/ remarks/concerns (if any). Please send the form to your respective Schools division Office for consolidation and ranking.



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Submission of consolidated SAC's will be on or before **November 29, 2024**

- Please submit your completed form using this link:
<https://tinyurl.com/SACsubmitNov2024>

3. For information, guidance and compliance of all concerned.


CECILE C. FERRO, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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