

## VP Monitoring Checklist for VP Participating SHS

### Monitoring Documents

- Class Records** with specified Date of Written Works and Performance Tasks signed by the subject teacher and by the subject area coordinator/principal.
- Fully accomplished **DepEd School Form 1 (SF-1) or School Register** signed by the adviser and by the subject area coordinator or principal **Alphabetically arranged by track then by grade level.**
- Fully accomplished **DepEd School Form 2 (SF-2) or Daily Attendance of Learners** signed by the adviser and by the subject area coordinator or principal. **Alphabetically arranged by track then by grade level.**
- PSA Birth Certificate** of **all Voucher Program Beneficiaries (VPB)** with legible information and **alphabetically arranged by track then by grade level, regardless of sex.**

### For all VPBs who transferred-out or dropped-out prior to the monitoring schedule

- Proof of Transferring Out
- Proof of Dropping Out

### Compliance with Program Guidelines

- Attendance Report on VP Orientation of Parents and VPBs
  - List of Attendees
- VP Orientation Program
  - Screenshot of online meetings are allowed as documentation
- VPB Folders for at least 10 VPBs

### Note:

Please ensure that all monitoring documents are readable, and all VPBs are accounted for in all monitoring documents. This form shall be submitted to the PEAC Monitoring Team during the actual monitoring activity.

Certification	
This is to certify that the documents listed above and presented to the PEAC Monitoring Team are true and correct.	
Prepared and certified by:	
Name and Signature of School Official	Designation

To be filled out by the PEAC Monitoring Team Leader:

Received by:	
Name and Signature of Monitoring Team Leader	Date of Monitoring Activity