Republic of the Philippines  
Department of Education  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY  
GRACEVILLE ELEMENTARY SCHOOL  
BRGY. GRACEVILLE, SAN JOSE DEL MONTE CITY

September 08, 2021

SCHOOL MEMORANDUM  
NO. 056 s.2021

To: Teachers  
All concerned

GUIDELINES FOR BEST IN CLASSROOM FOR SY 2021-2022

1. This office crafted, finalized, and implement the Guidelines for BEST in Classroom for SY 2021-2022.

2. The guidelines aim to sustain classrooms for conducive learning environment.

3. Attached herewith is Enclosure No. 1 of this Memorandum.

4. For information and guidance.

DIANALYN A. PALAGANAS PhD  
Principal II
CRITERIA FOR ROOM EVALUATION

A. ROOM DECORATION (70 POINTS)
1. SIGNBOARD of the entrance of the room identifying the grade/section of learners and name of teacher-adviser (5 points)
2. A framed copy of the CLASS SCHEDULE displayed in the door in the classroom at the eye level (5 points)
3. Presence of CHALKBOARD properly framed on the wall facing class (5 points)
4. A picture of the five macro skills of language (listening, speaking, reading, writing & viewing) and alphabets above the blackboard; DepEd & GOVERNMENT OFFICIALS or NATIONAL HEROES at the back of the wall (7 points)
5. COLOR OF THE ROOM not glaring to the eyes (5 points)
6. Clean CHAIRS (5 points)
7. Presence of DICTIONARY/TEACHING GUIDES/MELCs or K to 12 CURRICULUM GUIDE/ LESSON PLAN or WHLP/ SUMMATIVE TEST FOLDER/LAC JOURNAL etc. on the teacher's table (7 points)
8. CLEAN FLOOR (5 points)
9. WALL VASES & healthy potted PLANTS inside the classroom (5 points)
10. A display of SCHOOL RULES & REGULATIONS (5 points)
11. Presence of CLASS TRACKING SYSTEM: Enrolment, No. of chairs, Vision, Mission, Cleaners for today, Achievers, B-day of the month etc. (6 points)
12. Appropriated display of SAYINGS "Honesty is the Best Policy" or "Juan Time is on Time" (5 points)
13. Well-arranged furnitures (5 points)

B. ROOM STRUCTURING (20 POINTS)
1. Well-structured Reading Area
2. Well-structured NDEP (National Drug Education Program) Corner
3. Well-built ceiling, doors, and windows it must be safe to the learners
4. Updated Bulletin Boards

C. ASSIGNED AREA (10 POINTS)
1. It should be clean and planted with flowering plants and medicine plants (if applicable); with properly labeled garbage/trash bins

TOTAL POINTS EARNED-100%

SPECIAL AWARDS
Best Classroom
Sustained Classroom of the Year
Innovative Classroom
Most Organized Classroom