



# Ministry of Education Monthly Report

**Office of the Minister**

**Month: January 2021**

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Core Responsibility: The core responsibility of the Office of the Minister of Education is administering programs of education and public instruction throughout the Republic, including education at the preschool, primary, middle and secondary school levels, health education and instruction, teacher training programs, adult education, community education programs, vocational schools and training programs, and such other programs as may be established.

## **Major Activities**

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- Transition Report: Conferred with MOE Management to complete and submit transition report to the Office of the President
- Cabinet Meetings: Participated in Presidential Cabinet meetings in preparation for change of administration.
- Technology Development: Continued discussions with PNCC to develop and improve school access to the Internet and opportunities to enhance hardware/equipment for increased

## **Other Activities**

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- Reviewed and approved 20 personnel actions for:
  - Vacancies: Hiring of teachers and other key education service area personnel
  - Change of status of employment status
  - Reclassification

Core Responsibility: The Bureau of Curriculum and Instruction is responsible for program planning and research for effective and efficient methods and strategies that enhance school curricula and instruction and for the management and administration of federal programs that pertain to the bureau. The bureau is responsible for the performance of the duties and functions of the following divisions:

- Division of Curriculum and Instructional Materials Development (DCIMD)
- Division of Instructional Implementation and Teacher Training (DIIT)

### **Major Activities**

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- Grant Report: Prepared and submitted a Final Performance Report (FPR) for the Education Grant Program for project year 2018—2019 to US DOE.
- Trainings/Workshops:
  - K-3 Early Literacy Workshop for Region 1 (Central Schools)
  - K-3 Early Literacy Workshop for Region 3 (Outlying Schools)
  - CCR18 Comprehensive Approach to Instructional Transformation for Student Success

### **Other Activities**

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- Management Team meetings.
- BCI Staff meeting to plan for activities for the month of January to May 2021.
- Meeting with PCC President, PCC Vice President Jay Olgeril, and PCC Dean Jefferson Thomas to discuss the status of MOE's teachers and staff who are currently enrolled in PCC's AA, BA, and Master's Cohort Program.
- Special Education Alternate Assessment meeting to identify priority standards in language arts and math for grades 3 to 11 that will require alternate assessment for the severely cognitive disabled students.
- Zoom meeting with Comprehensive Center 18 to debrief and plan for the next session on the Three Circles of Reflections (Instructional Transformation for Student Success) that is being piloted in the four central schools.
- Quarterly Meeting with all principals, education specialists, program managers, and MOE Management Team.
- Principals' Monthly Forum

### **Upcoming Activities**

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- Grant Report
  - Prepare and submit an annual performance Report (APR) and the Federal Financial Report (FFR 425) for the Education Grant Program for project year 2019—2020 to US DOE that is due on February 19, 2021.
- Trainings/Workshops



- K-3 Early Literacy Work for Region 2 (Babeldaob Schools and Head Start Teachers) scheduled for February 10-12 and 16-17/202.
- Meetings/Other Activities
  - Meeting with Comprehensive Center 18 scheduled for February 04, 2021.
  - Special Education Alternate Assessment meeting scheduled for February 05, 2021.
  - BCI Staff meeting scheduled for February 08, 2021.

Core Responsibility: The Division of Curriculum and Instructional Materials Development oversees all curriculum revisions/improvements, development of assessment for public school's curricula, development or acquisition of appropriate instructional materials for schools, and development of supplemental and complementary programs for curriculum and instructional materials, where possible and appropriate, through other funding sources.

## Major Activities

### English

- Early Literacy Training Region I (Central Schools) and Region II (Outlying Schools): Attended a training performed by an on-island consultant with Principals and K-3 regular education and special education teachers from Palau's central schools with a separate training held for outlying schools. The training covered strategies and skills needed to teach phonological awareness, writing, comprehension, and reading to K-3 students.
- Palau Comprehensive Approach to Transformation Instruction for Student Success (CCR#18) Virtual Zoom Training: Specialists attended a three-day virtual training with the Comprehensive Center #18. The focus of the training was to introduce, explore, and apply the Three Circles process as a tool to improve areas of instructional practices in the schools.
- REL Virtual Teem Meeting (Coaching Session 6): Attended a meeting with the REL team to share highlights of the Ministry's identified drivers as identified by the specialists and principals. The REL team also led us in modelling and testing a possible three-step observations process.
- SSIP Lesson Plan Training: Attended a 4 -day Lesson Plan training with the SSIP Core Team. The training was given to KES grade 1-3 regular education and special education teachers as well at CRT personnel. The training focused on preparing lesson plans to meet different learning needs using the Bloom's Taxonomy and appropriately unpacking standards and objectives reflected in the plan.
- Class Observations: A total of 7 English class observations were held during this time at Palau High School. All English classes were observed to establish a baseline for the teachers. Conference with teachers observed will be held on February 02.
- Others:
  - SSIP Core Team Meeting
  - Alternate Assessment Meeting with SPED

### Health

- Trainings/Workshops: Along with Public Health Council members attended a mini-workshop on the workplan and budget for 2021-202
- Classroom Observations: Observed 2 health teachers at Palau High School.
- Meetings/Other Activities:
  - Christmas break.
  - Attended BCI staff meeting.
  - Met with other content specialists to review the revised Classroom Observation form.
  - Adolescent Pregnancy Prevention Virtual Grantee Conference



## Mathematics

- Attend Literacy Training at Palasia. It was a first day of literacy training so attend the training to gain more insightful teaching strategies.
- Attend Bureau of Curriculum and Instructions first meeting.
- Attend and report to quarterly meeting with the principals and the Ministry of Education management team.
- Attend Zoom conference with PREL regarding the Palau Instructional Transformation with Bureau of Curriculum and Instructions staff.
- Observed Palau High School math teachers, and had a conference with them regarding their lesson plans, and instructional strategies.

## Palauan Studies

- Early Literacy Training Region 1: This training was done to enhance reading skills and strategies to help primary teachers in their English class.
- PREL virtual training for Instructional Transformation: Primary goal is to empower principals and teachers
- To strengthen student learning in their schools and classrooms.
- PREL Virtual meeting: This is an ongoing meeting to share what we have done as a coach and to clarify if we have any questions regarding the class and the teacher that we had started coaching.
- Palauan Orthography Training at Ngarchelong Elementary School: A training was done at Ngarchelong Elementary School through Technical Assistance requested by Principal Dismas. Teachers were able to learn and practice on how to write in Palauan using Palauan Orthography.

## Physical Education

- Activity: Literature Training
  - Activity Purpose: Capacity building in early literature (reading and writing). This training went to all content teachers since English is strengthen across all content.
  - Grade level & Participants: K-3 Literacy Teachers
  - Length: Training was scheduled with three different groups (central, outlying, & non-central schools) each group went through a 9-hour training.
- Activity: Class observation
  - Activity Purpose: Observe physical education teacher to assess teaching strength and how to help strengthen teaching practice. During this visit/observation the P.E. program is also assessed with the type of resources they use and introduced to other available resources.
  - Grade level: 1<sup>st</sup> grade and 10<sup>th</sup> grade (PE Teachers)
  - Participants: Koror Elementary School and Palau High School
  - Length: Each elementary school was observed for 45 minutes while Palau High School class was observed for 1hr. 30minutes.
- Activity: Outreach Swimming
  - Activity Purpose: Help students with basic survival swimming skills and proper swimming strokes.
  - Grade level: 6<sup>th</sup> to 8<sup>th</sup> grade
  - Participants: Ngardmau, Aimellik, Airai, Ngarchelong, and Ngaraard
  - Over 70 students were present at the outreach program.
  - Length: The outreach program was a half day program
- Activity: REL Zoom Training
  - Activity Purpose: capacity building in teacher coaching as well as the documents and protocols that goes with it.
  - Participants: All content specialist, central school principals, vice principals.
  - Length: The training was conducted for three days (9hours)



- Activity: REL Zoom Training
  - Activity Purpose: Instructional Transformation which is a program that helps schools develop an instructional transformation plan to be implemented.
  - Participants: All content specialist, central school Principals and vice Principals, BCI Division Chiefs, and MOE Directos.
  - Length: 3 hours
- Activity: Youth Baseball Meeting
  - Activity Purpose: Meet with all stakeholders to organize the first MOE youth baseball tournament.
  - Participants: Baseball Federation Development Officer, PE specialist, community volunteers, and PE teachers.
  - Length: 2 hours

## Science

- Trainings/Workshops
  - Along with other content specialists, attended a K-3 Early Literacy Training. The purpose of the training was to improve the teaching of phonological awareness, phonemics, phonics, fluency and strategies in reading comprehension.
  - Along with other specialists, selected Principals and Management team members, attended Session 1 of the Palau Transformation Project training. Purpose of the training is to create a comprehensive approach to instructional transformation for student success.
  - Along with PHS science teacher attended a zoom conference with Asian-Pacific GLOBE partners. Purpose of the conference was for the Mosquito lessons for Freshmen environmental science course.
- Classroom Observations
  - Observed 2 teachers at Palau High School.
- Meetings/Other Activities
  - Christmas break.
  - Attended BCI staff meeting.
  - Met with other content specialists to review the revised Classroom Observation form.
  - Zoom conference with GLOBE Science

## **Upcoming Activities**

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### English

- Follow-Up Class Observations for the following school:
  - Airai Elementary School: February 01-03
  - George B. Harris Elementary School: February 04-05
  - Koror Elementary School: February 08-10
  - Meyuns Elementary School: February 11-12
  - Ngaraard Elementary School: February 15-17
  - Ngeremlengui Elementary School: February 18-19
  - PJF Kayangel Elementary School: February 15-17
- Palau Comprehensive Approach to Transformation Instruction for Student Success (CCR#18) Virtual Zoom Training: February 04
- Early Literacy training: Region II Babeldaob: February 10-12; 16-17
- English and Math Radio Talk Show: February 15
- Quarterly Assessment Test packing and delivery: Week of February 22
- Test packing and delivery: Week of Feb 22



### Health

- Trainings/Workshops
  - February 23, 2021: Public Health Council workshop
- Classroom Observations
  - Follow-up classroom observations: Airai, G.B. Harris for selected teachers.

### Mathematics

- Planning to observe math classes of the new teachers of Airai and Ngaraard elementary schools.
- Planning to have a meeting with Airai principal and the chosen teachers to implement Palau Instructional Transformation in the school.

### Palauan Studies

- Palauan Orthography for new and selected teachers in Central and Babeldaob Elementary Schools
- Classroom observations
- 1<sup>st</sup> Circle Meeting with PHS principal and his 2 head teachers.

### Physical Education

- MOE Youth Baseball
- Radio Talk show
- All elementary school swimming championship

### Science

- Trainings/Workshops
  - February 02, 2021: Mosquito Lessons and activity with PHS environmental science
  - February 16-18, 2021: Transformation Project meetings with Airai Elementary School
- Classroom Observations
  - Follow-up classroom observations: Airai, Ngaraard, and Ngeremlengui for selected teachers. The use of coaching strategies will be practiced to help provide more targeted feedback and support.
- Quarterly Assessment
  - February 2021 – Review and finalize, and Printing/Packing of 3<sup>rd</sup> Quarter Assessments

Core Responsibility: The core responsibility of the Division of Instructional Implementation and Teacher Training is to handle planning and implementation of all teacher training activities to improve teaching skills and capacities, implementation of established public school curricula and instructional programs, administration of assessments and development of performance standards for students and teachers in public schools, and identification of teachers' training needs thru classroom observations.

## **Major Activities**

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### Mathematics

- Attended the Early Literacy training with Consultant Janet Ebil Orrukem at Palasia with central school teachers grades 1-3.
- PREL Meeting-attended the training with PREL on the Palau Instruction Transformation with BCI staff and Principals of central schools.
- BCI meeting-attended the BCI meeting to update work plans and other issues
- Region 3 Literacy Training-Attended the Early Literacy training with Consultant Janet Ebil Orrukem at West Plaza with outlying school teachers of grades 1-3.
- SSIP Lesson Plan Training-Conducted Lesson Plan Training to SSIP target school (Koror Elementary School). Trained lesson planning strategies on targeting struggling reading students
- PHS CO-Conducted observation in Palau High school math classes.
- Meeting with SPED Team for Alternative Assessment-picked out objectives that will be used to develop alternative assessment with the SPED Team.

### Palauan Studies

- Literacy Training for Region 1 (Central schools) - Along with other specialists attended the training to gain and strengthen strategies and skills to improve teaching pedagogy on language arts.
- Palau Instructional Transformation Workshop (PREL) - Along with MOE administrators, specialists, and selected principals attended the virtual workshop by PREL to implement Palau Instructional Transformation Project.
- Literacy Training for Region 3 (Outlying schools) - Along with other specialists attended the training to gain and strengthen strategies and skills to improve teaching pedagogy on language arts.
- Palauan Orthography & Culture Training - Per principal's TA request, conducted training to Ngarchelong Elem. School teachers and staffs on the orthography and Palauan culture & traditions.
- Quarterly Meeting - Attended and reported out Palauan Studies Program activities that were implemented during the second quarter.

### Social Studies

- Trainings/Workshops
  - Along with other content specialists, attended a K-3 Early Literacy Training. The purpose of the training is to improve the teaching of phonological awareness, phonemics, phonics, fluency and strategies in reading comprehension.
  - Along with other content area specialists, selected principals, DRE staff and few Management Team members, attended Palau Instructional Transformation Project Session 1 with PREL. The intent of the project is to implement the Palau Public School System's strategic plan's focus on transforming instruction and improving student outcomes.



- Meetings/Other Activities
  - Attended BCI staff meeting.
  - Met with other content specialists to review the revised Classroom Observation form.

### Science

- Trainings/Workshops
  - Along with other content specialists, attended a K-3 Early Literacy Training. The purpose of the training was to improve the teaching of phonological awareness, phonemics, phonics, fluency and strategies in reading comprehension.
  - Along with other specialists, selected Principals and Management team members, attended Session 1 of the Palau Transformation Project training. Purpose of the training is to create a comprehensive approach to instructional transformation for student success.
- Classroom Observations
  - Observed 3 teachers at Palau High School.
- Meetings/Other Activities
  - Attended BCI staff meeting.
  - Met with other content specialists to review the revised Classroom Observation form.

## **Upcoming Activities**

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### Mathematics

- Zoom meeting with PREL on February 4 to schedule circle meetings for designated schools
- SSIP Classroom Observation for Training Follow-up @ Koror Elementary School for coaching
- Classroom Observation @ George B. Harris Elementary School, Ngaraard Elementary School, & Ngeremlengui Elementary School for coaching
- Region 2 Early Literacy Training with Consultant Janet Ebil Orrukem

### Palauan Studies

- February 02 to 04, 2021: Palauan Language & Orthography Workshop The 3-day workshop trains new teachers including those who need continuous support build on knowledge and skills in teaching the orthography as specified in the curriculum. In addition, variety of presentations and activities will be provided to expand their knowledge of tiered Palauan vocabulary.
- February 10, 2021: Guest Speaker for 6<sup>th</sup> graders at GBH Elem. School 6<sup>th</sup> grade teacher thru the principal requests for a guest speaker to enhance students' lesson on Palauan culture (importance of the environment as part of Palau cultural heritage).
- Palau Instructional Transformation Project
- February 18 & 23, 2021: Koror Elem. School Circle Session 1
- Meeting with the principal and two lead teachers to identify area of needs to improve instruction. These areas will be discussed in Circle Session 2 with all teachers.
- Follow up observation & coaching: February
- Will continue follow up observation and coaching to the targeted teachers: Airai Elem. School 4<sup>th</sup> grade teacher GBH Elem. School 5<sup>th</sup> grade teacher

### Social Studies

- Trainings/Workshops



- K-3 Early Literacy Training for Babeldaob Schools. The intent of the training is to help teachers improve the teaching of phonological awareness, phonemics, phonics, fluency and strategies in reading comprehension
- Classroom Observations
  - Follow-up classroom observations for selected teachers based on the results of the classroom observations. Schools are as follows: Airai, GBH, KES, Meyuns, Ngaraard, and Ngeremlengui Elem. Schools
- Quarterly Assessment
  - February 2021 – Review and finalize 3<sup>rd</sup> Quarter Assessments

### Science

- Trainings/Workshops
  - February 10-12 & 16-17, 2021: K-3 Early Literacy Training for Babeldaob Schools
- Classroom Observations
  - Follow-up classroom observations: Airai, GBH, KES, Meyuns, Ngaraard, and Ngeremlengui for selected teachers. The use of coaching strategies will be practiced to help provide more targeted feedback and support.
- Quarterly Assessment
  - February 2021 – Review and finalize 3<sup>rd</sup> Quarter Assessments

Core Responsibility: The core responsibility of the Bureau of Education Administration is to direct implementation of all education programs and activities, supervise and coordinate core functions and administrative/support services, and coordinate external grants and federal programs for the Bureau. The bureau is responsible for the performance of the duties and functions of the following divisions including administrative services:

- Division of School Management (DSM)
- Division of Research and Evaluation (DRE)
- Division of Personnel Management (DPM)

## **Major Activities**

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- Annual Work Plan Development: Consulted with MOE Management Team to begin development of annual work plans as a strategy to ensure that goals and key objectives in the Education Master Plan 2017-2026 are implemented, monitored, and evaluated on regular basis. In the consultation, key strategic objectives in the Education Master Plan 2017-2026 were assigned to appropriate units within the Ministry for them to further map out required activities.
- Monthly Reporting: In the effort to track work progress on regularly basis, monthly reports were reinstated for key units and programs within the Ministry to report major activities accomplished for the month as well as upcoming activities for the following month. Furthermore, the support services units met to determine crucial metrics to report on monthly basis. This reporting strategy also serves to regularly inform employees of the Ministry of key activities and work progress by units.
- Review of Work Processes: Several existing work processes were reviewed and streamlined to improve efficiency and strengthen accountability. The work process for requesting and acquiring instructional materials and supplies for schools that was shared between the Bureau of Education Administration and the Division of School Management was reviewed and assigned in its entirety to the Division. The retained roles of the Bureau in this work process are the certification of funds and final approval of requests. Other work processes reviewed and streamlined relate to support services, which included transportation request and job order request.
- School Facility Projects: Worked with CIP Office to evaluate and select contractors for two MOE projects. One is the Japan Grassroots grant of \$270,000 to install handwashing stations as part of COVID-19 prevention in central public and private schools including day care and head start centers. The other project is to demolish and repair a structural damage of the two-story classroom building at Meyuns Elementary School.

## **Other Activities**

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- Thorough review and evaluation of all bid proposals for Hand Wash Station Project (Phase One – Central Schools) by Source Evaluation Board
- Attended retirement ceremony for Imengel Secharmidal of Ngeremlengui elementary school
- Thorough review and evaluation of all bid proposals for Meyuns Elementary School Slab Repair Project by Source Evaluation Board
- Attended HiSET graduation ceremony in which six students were awarded high school diploma
- Attended MOE radio talk show



- Represented MOE in the Civic Action Coordination Group meeting
- Awarded handwashing art competition prizes for Emmaus Bethania High School students
- Participated in virtual meeting with UNICEF Pacific
- Attended the appreciation gather for Minister Dr. Soalablai
- Attended the National Day of Prayer at Ngerulumud
- Attended meeting with officials of the Bureau of Personnel Service System regarding pending personnel actions and career guidance position description
- Attended meeting with the Governor of Sonsorol State regrading solar systems for Sonsorol and Pulo Anna elementary schools
- Attended MOE Quarterly Meeting
- Attended Principals Forum

## Upcoming Activities

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- Annual Work Plans: MOE Management Team will work to finalize the development of annual work plans.
- Streamlining Work Processes: Other work processes will be reviewed, clarified, and streamlined as necessary.
- Facilities Upgrade: Work with CIP Office to initiate construction of the handwashing stations and Meyuns elementary school projects.
- Education Awareness Week: Work with other MOE units and schools to plan and prepare for the Education Awareness Week on March 16-19, 2021.

Core Responsibility: The core responsibility of the Division of School Management is the administration and management of all public schools and the public library under the Ministry of Education.

### **Major Activities**

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- First Aid/CPR Competition: Planning has begun in preparation for the competition which will be held next month. This is the 2<sup>nd</sup> annual competition that include Koror, GB Harris, Meyuns, Airai, Seventh Day Adventist, and Maris Stella Elementary Schools.
- Radio Talk Shows: Attended radio talk shows with Principals of Ibobang, Aimeliik, Peleliu, and Ngardmau Elementary Schools where principals shared updates on their respective schools while I shared general MOE Updates.
- Friends of Palau National Marine Sanctuary School Outreach Program: Have begun their school outreach activities. They will be visiting all schools in Palau throughout the upcoming months.
- Essay Contest for High School Students: Coordinated Essay Contest in partnership with the Japan Embassy as a prelude activity for the upcoming Japan Fair.

### **Other Activities**

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- Attended a retirement luncheon for a classroom teacher at Ngeremlengui Elementary School.
- Attended a BEA Staff Meeting.
- Met with BEA Managers and Administrative Officer regarding monthly reports.
- Participated in an interview for Palau High School counselor.
- Attended HiSet Graduation at the MOE TTC.
- Held a staff meeting for DSM office staff.
- Attended REL Zoom Meeting.
- Attended a meeting at the Special Education office.
- Attended appreciation party for Minister Sinton Soalablai, Ed.D.
- Attended National Day of Prayer and cabinet meeting at Ngerulmud.
- Attended management meeting.
- Attended 2nd Quarterly Meeting.
- Attended Principals' Forum.

### **Upcoming Activities**

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- Japan Fair
- Protection, Gender and Social Inclusion in Disaster Risk Management Workshop
- Principals' Forum



## School Summary Reports

School	Highlights	Visitors	Donations
Aimeliik Elementary School	NO REPORT		
Airai Elementary School	<ul style="list-style-type: none"> <li>About 90% of parents picked up report cards</li> <li>Guest speaker Director Aguon from MOJ talked to 6<sup>th</sup> graders about drugs and the effects of drugs.</li> <li>Ebiil Society visited 4<sup>th</sup> and 5<sup>th</sup> graders in regards to environmental science.</li> <li>4<sup>th</sup> and 5<sup>th</sup> Graders went on a field trip to Ngerkeklaui which is an Ebiil site.</li> <li>Tobacco Prevention Unit visited 6<sup>th</sup> – 8<sup>th</sup> graders.</li> <li>Belias Swimming Team took part in the swimming clinic that was held at Ngarchelong.</li> </ul>	<ul style="list-style-type: none"> <li>Director Aguon</li> <li>Ebiil Society Staff</li> <li>Tobacco Prevention Unit</li> </ul>	<ul style="list-style-type: none"> <li>Ngirachitei Dr. Victor Yano donated 10 lightbulb sensor sockets.</li> </ul>
Angaur Elementary School	<ul style="list-style-type: none"> <li>Held general assembly with flag raising ceremony in the morning to welcome all students back from Christmas and New Year's Break and held a general campus clean up in the afternoon followed by distribution of back packs and school supplies to all students from donors in the US Mainland.</li> <li>Received donations of two sacks of 50lbs. Jasmine and Calrose rice from Angaur State Government for teachers as well as the School Lunch Program.</li> <li>Received boxes of books and magazines from Angaur State Government which are all received from the Operation Christmas Drop.</li> <li>Held a PTA Meeting as well as parent-teacher conference with distribution of 2<sup>nd</sup> Quarter Report Cards.</li> </ul>	<ul style="list-style-type: none"> <li>MOE Maintenance Team</li> <li>MOH Prevention Unit</li> <li>Former Governor Kenneth Uyehara</li> <li>Parents and Community Members</li> </ul>	<ul style="list-style-type: none"> <li>Backpacks and school supplies - Ms. Kedei Peonie Adams and donors</li> <li>Books, magazines and 100 lbs. rice - Angaur State Government</li> <li>22 sac of 50 lbs. Taiwan Rice - Ministry of Education</li> <li>Bag of goodies and school supplies - Office of the Vice President Arnold Oilouch</li> <li>1 box of school supplies, toothbrush, toothpaste and snacks - Linda Uyehara Kanda</li> <li>Miniature bible - Kenneth Uyehara</li> </ul>



	<ul style="list-style-type: none"><li>• 50 lbs. sack of Taiwan rice sent to the school from the Ministry were distributed to all parents and teachers as well as individual community members who are always helping the school.</li><li>• Teachers Tricia O'Brien, Margarita Abraham, Graham Rideb and Coralee Echang travelled to Koror to meet with Palau Community College Instructor regarding their Distance Learning classes/course and Principal Kasiano and SpEd Teacher Maria Takisang combined and taught all grade levels while the teachers were away.</li><li>• Held WASC/Accreditation Meeting to review list of evidences for each WASC Report Categories and assign each evidence to all the teachers to review and gather updated or new evidence(s) for submission and/or filing on March 30, 2021.</li><li>• Distributed delayed Christmas gift from the office of Vice President Arnold Oilouch.</li><li>• MOE Maintenance Team arrived at 11 am to repair a broken pipe and replace one tin roof that was damaged when cutting down mango tree behind cafeteria and departed at 12 'noon with all the teachers to attend Minister, Dr. Sinton Soalablai's farewell party held at Hokkons Island.</li><li>• Held general assembly to recognize and award certificates as well as prizes of school supplies to all</li></ul>		
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	<p>honor students for 2nd Quarter; Distributed toothbrush, toothpaste, snacks and school supplies to students and teachers from donor, Ms. Linda Uyehara Kanda from Oahu, Hawaii.</p> <ul style="list-style-type: none"><li>• Principal Kasiano and primary grade teachers, Margarita Abraham, Coralee Echang and Graham Rideb including SpEd teacher, Maria Takisang travelled to Koror to attend Literacy Workshop.</li><li>• Delegate Mario Gulibert hosted dinner for the teachers attending Literacy Workshop in Koror at the Red Rooster Cafe.</li><li>• Principal Kasiano travelled to Koror to attend Quarterly Meeting on the 28th and Principal's Forum on the 29th.</li><li>• Ministry of Health's Prevention Unit visited school, conducting presentation to students as well as activities to raise awareness on "New Year New You Empowerment"</li><li>• 9 out of 17 students attended classes for half day only taking the afternoon off and travelling to Koror and on to Ngaraard State to attend Evangelical Church Youth Conference.</li></ul>		
George B. Harris Elementary School	<ul style="list-style-type: none"><li>• Dissemination of 2<sup>nd</sup> Quarter Report Cards was a success</li><li>• 1<sup>st</sup> to 3<sup>rd</sup> Grade Teachers were able to complete a three-day Early Literacy Training</li><li>• Principal and Vice Principal were able to attend a professional development</li></ul>	<ul style="list-style-type: none"><li>• School Health Representative visited the school and did a presentation to 6<sup>th</sup> graders regarding bullying.</li><li>• MOH Prevention Unit came to do a presentation to upper grade students.</li></ul>	<ul style="list-style-type: none"><li>• Taiwan Technical Mission continues to donate vegetables to the school.</li></ul>



	<p>training via a virtual platform.</p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> and 8<sup>th</sup> Grade students along with their teachers and several parents went on a field trip to Jellyfish Lake.</li> <li>• Principal had an update meeting with all PTA Officers, Grade Parent Representatives, and Student Representatives.</li> <li>• Principal attended both the 2<sup>nd</sup> Quarterly Meeting and Principals' Forum.</li> </ul>	<ul style="list-style-type: none"> <li>• Coral Reef Research Foundation representatives met with upper grade students.</li> <li>• A church group talked to students on the topic of character building during an assembly.</li> </ul>	
Hatohobei Elementary School	NO REPORT		
Ibobang Elementary School	<ul style="list-style-type: none"> <li>• Librarian attended PAL Quarterly meeting at Maris Stella Elementary School.</li> <li>• Principal and Teacher Mechereng attended Minister/Doctor Soalablai Appreciation Party at Hokkons Park/Short Island.</li> <li>• Principal attended the talk show on Eco Paradise FM to share school updates, highlights, and upcoming activities.</li> <li>• All government employees were placed on administration leave to be given an opportunity to attend the Presidential Inauguration Day.</li> <li>• The new JICA Volunteer Coordinator Yano and Olga Singeo visited the school and to update the school application request for a new volunteer.</li> <li>• Librarian/Guidance Counselor attended PAL meeting at Public Library.</li> <li>• Cook Virginia attended the cook workshop at PHS Multi-purpose/Cafeteria from 8:30am to 4:30pm.</li> </ul>	<ul style="list-style-type: none"> <li>• Balo (MOE-IT) – Job order regarding principal laptop's printing issue.</li> <li>• Asia (MOE-FSP) – Cafeteria/Kitchen inspection.</li> <li>• JICA Volunteer Coordinator Yano and Olga Singeo – School visit and update application to request new volunteer.</li> <li>• Balo (MOE-IT) Job order regarding copier machine.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>



Koror Elementary School	<ul style="list-style-type: none"><li>• Two trainings from primary grade and special education teachers</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>	<ul style="list-style-type: none"><li>• Parents and partners donated to the school which we announce during quarterly PTA meetings.</li></ul>
Melekeok Elementary School	<ul style="list-style-type: none"><li>• First day of school – All grades and staff did a new years' resolution project</li><li>• PNMS program with selected grades</li><li>• School Health on Prevention for 5<sup>th</sup> and 6<sup>th</sup> graders</li><li>• Cooks attended a workshop at Multipurpose Building</li></ul>	<ul style="list-style-type: none"><li>• Parents</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>
Meyuns Elementary School	<ul style="list-style-type: none"><li>• School Year 2021 resumed and the school held its first assembly with guest speaker from the Victory Chapel Church. It was a great motivation for the beginning of the year.</li><li>• All school personnel including the PVA helpers gave donation for Minister Dr. Sinton Soalablai farewell party. The function was on 1/15/2021</li><li>• Third General PTA meeting was held and the school shared school wide action plans monitoring activities and the MOE school perception survey. Teachers also distributed second quarter report cards.</li><li>• All lower grade &amp; the librarian/counselor and principal attended the region 1 early literacy workshop. It was concluded on 1/19/2021.</li><li>• Special Education teachers and study team and principal conducted one IEP meeting and the school also receive a commendation letter from DSM for 100% compliance</li></ul>	<ul style="list-style-type: none"><li>• 108 different people visited the school for the month of January.</li></ul>	<ul style="list-style-type: none"><li>• Two wall mounted hand sanitizers were donated by Globus School Supplies Store.</li></ul>



	<p>for the December off-site monitoring.</p> <ul style="list-style-type: none"><li>• Principal attended a virtual learning conference with REL Pacific</li><li>• The school signed up two teams for the central school annual softball tournament. The entire school are expecting to win this year's championship.</li><li>• Principal attended a 4-day SSIP workshop regarding lesson plan unpacking, writing differentiated activities for different learners. The workshop was productive.</li><li>• Principal attended the CCR18 virtual conference with central schools' principals, specialists and management team. The conference was about classroom instruction transformation.</li><li>• Principal attended the second quarter quarterly meeting.</li><li>• Principal attended the January Forum meeting. The school also conducted a farewell dinner for the PVA helpers. They will truly be missed at the school for all the extra work they assist cooks, teachers, office, security &amp; custodian.</li></ul>		
Ngaraard Elementary School	<ul style="list-style-type: none"><li>• All students and staff attended the Ngaraard Constitutional Day celebration at Kuabes Park.</li><li>• Attended a meeting with Dr. Yano Fumitoshi (JICA Volunteer Coordinator) and Olga Singeo to follow up on our application for a JICA Volunteer.</li><li>• PNMS presentation and activities for 4<sup>th</sup> to 8<sup>th</sup> grade students was a success.</li></ul>	<ul style="list-style-type: none"><li>• Minister Sinton Soalablai</li><li>• Dr. Fumitoshi – JICA</li><li>• Olga Singeo – JICA</li><li>• Director Mechol</li><li>• Acting Chief Mikel</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>



	<ul style="list-style-type: none"> <li>• Had a successful PLC where we had an in-house workshop on Google Drive, docs, and slides</li> <li>• Successful swimming outreach for 6<sup>th</sup> to 8<sup>th</sup> graders at Meyuns Swimming Pool.</li> </ul>		
Ngarchelong Elementary School	<ul style="list-style-type: none"> <li>• Riding mower handed over by the Ngarchelong State Assembly; PTA meeting attended by parents, guardians, teachers, and staff.</li> <li>• Delegate Saiske donated a vehicle for school use in a small ceremony; report cards issued to parents and guardians.</li> <li>• Students in Grades 5-8 and their teachers participated in activities with staff from Palau National Marine Sanctuary.</li> <li>• All teachers, librarian, and principal participated in Palauan Orthography and Culture training at the school library.</li> <li>• Students in Grade 4 attended Bookmobile activities; Principal attended the Quarterly Meeting.</li> <li>• Swimming Outreach attended by students in Grades 6-8 at Meyuns; Principal attended the Principals' Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Guardians</li> <li>• Community members</li> <li>• MOE personnel</li> <li>• Minister</li> <li>• JICA staff</li> <li>• ICDF Taiwan Technical Mission staff</li> <li>• PNMS Staff</li> <li>• Staff of state government</li> </ul>	<ul style="list-style-type: none"> <li>• Delegate Dilmai J. Saiske: Vehicle</li> <li>• Ngarchelong State Assembly: Riding mower</li> <li>• Legislator Elilai Demei: Chocolate milk, apples</li> <li>• Sayuri J. Isechal: Bottled water</li> <li>• Liza Meltel: Cucumbers, carrots, apples, chips, chocolate candy</li> </ul>
Ngardmau Elementary School	<ul style="list-style-type: none"> <li>• After the long Christmas Break and new year break, students came on the first day with eagerness and enthusiasm in the beginning of 3rd quarter. A brief assembly was held with deepest welcoming by me and school staff.</li> <li>• Students were able to perform a national and</li> </ul>	<ul style="list-style-type: none"> <li>• MOE Tech Team</li> <li>• Palau Adventist Wellness</li> </ul>	<ul style="list-style-type: none"> <li>• PTA Chairman and family prepared spaghetti lunch for students.</li> <li>• Cook donated bananas for student lunch.</li> <li>• New Speaker provided student transportation to the</li> </ul>



	<p>state anthem for sworn in ceremony for new governor and state legislators of Ngardmau state. Also, the first opening session for the new Kelulul Ngardmau. During these events state government provided lunch for all students.</p> <ul style="list-style-type: none"><li>• Attended Quarterly Meeting &amp; Principals' Forum.</li><li>• Hold 3rd regular PTA meeting.</li><li>• MOE teach team visited to fix the copier.</li><li>• Palau Adventist Wellness visited and given out books to all students and also met with teachers with a short presentation about wellness.</li><li>• All teachers and staff donated \$3.00 for and attended Education Minister very well party at Hokkons island.</li><li>• Talk show with Peleliu Principal and Acting Chief Mikel</li><li>• Upper grade students participated a half day outreach swimming at National Swimming Pool at Meyuns.</li></ul>		swimming outreach in Meyuns.
Peleliu Elementary School	<ul style="list-style-type: none"><li>• Minister Sengebau and his staff visited the students with Christmas gift bags and goodies.</li><li>• Primary grade teachers and principal attended the Teaching Strategies to Improve Literacy Skills for K-3.</li><li>• Principal Arurang participated in the MOE Weekly Talk Show</li><li>• MOH Prevention Unit representatives visited the school and did a presentation for the 6<sup>th</sup> to 8<sup>th</sup> grade students.</li></ul>	<ul style="list-style-type: none"><li>• Minister Sengebau and staff</li><li>• MOH Prevention Unit representatives</li><li>• Parents</li></ul>	<ul style="list-style-type: none"><li>• Marlyne Kodep – 20 lbs. of fish</li></ul>



	<ul style="list-style-type: none"> <li>School cooks attended a Cooking Workshop in Koror.</li> </ul>		
PJF Kayangel Elementary School	<ul style="list-style-type: none"> <li>First day of 3rd quarter Teachers and Staff welcome students with enthusiasm.</li> <li>PTA mtg. regarding school uniform</li> <li>Specialist Ulai T. Ikesiil visit and administer the survey</li> <li>Samaritan Purse- Operation Christmas Child. Visit students with the Gift.</li> </ul>	<ul style="list-style-type: none"> <li>Parents and community</li> <li>Ulai Ikesiil</li> <li>Deirdre Swei</li> <li>Sione Fakatou</li> <li>Halora Paulus</li> <li>John</li> <li>Morton</li> <li>Elvis</li> <li>Thomas</li> </ul>	<ul style="list-style-type: none"> <li>Whole bunch of bananas for student snacks</li> </ul>
Pulo Anna Elementary School	NO REPORT		
Sonsorol Elementary School	<ul style="list-style-type: none"> <li>Held a PTA meeting</li> <li>Celebrated Sonsorol State Constitutional Day at the school.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Palau High School	<ul style="list-style-type: none"> <li>The month of January took off on a good start despite the teacher shortage.</li> <li>Senator and Vice President elect J. Uduch Sengebau visited and spoke to our students on the virtue of "Reminder."</li> <li>Finally, PHS music class was launched. Currently, with seniors participating in their work-based practicum activity, only juniors registered for the course. A total of 16 students are now taking the course.</li> </ul>	<ul style="list-style-type: none"> <li>Anna Hideo from Japan Embassy visited with an embassy employee to discuss about PHS involvement in the Japan Fair.</li> <li>Also, Japan GGP coordinator Ms. Asuza visited by request in regards to the school's plan to tap into GGP for the purpose of building a music classroom and a studio.</li> <li>Director Raynold Mechol and Acting Chief Aileen Mikel visited the music students their teachers and the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher Evangeline Baysa donated 1 case of tissue to the school.</li> </ul>

## Palau Public Library Report

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- NO REPORT



## DSM Education Specialists Reports

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- PUBLIC SCHOOL LIBRARIES
  - Major Activities
    - School visits to Meyuns, GB Harris, PJF Kayangel, and Airai Elementary Schools to work with career guidance counselors with their monthly activities for library.
    - Classes began for the Adult Education Program
      - English II – 15 students
      - Writing – 10 students
      - Math I – 8 students
      - Math II – 18 students
      - Class and library orientation
      - CASAS Assessment Test – Incoming new students and continuing students who missed the Post Test
    - Call and follow up on inactive students especially for outlying states cohorts (Angaur and Peleliu) and Aimeliik
    - Continue to administer HiSET subtests for students who scored highly on their assessments
    - Quarterly report for school libraries
  - Upcoming Activities
    - Continue with school visits
    - Work to update Adult Education Data
    - Finalize student list for outlying states (Peleliu and Angaur) and Aimeliik
    - Virtual Close-Up Classes for high school students
    - Draft MOU for PCC Adult Education Classes and MOE Adult Education Program
- CAREER GUIDANCE/CAREER TECHNICAL EDUCATION – NO REPORT

Core Responsibility: The core responsibility of the Division of Research and Evaluation is to conduct research and evaluation activities for effective strategies that will improve educational programs and activities.

## Major Activities

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- Iowa Assessment: Was able to contact Iowa Assessment representatives and work out purchase order for materials for the next IOWA Assessment implementation coming up in April 2021. The Division of Research and Evaluation (DRE) was able to report the results of Iowa Assessment and will continue to disaggregate school data for reporting.
- Palau Instructional Transformation Project: DRE chief and staff were able to attend a 3day workshop via zoom conducted by Academic Development Institute. Goals of the workshop include 1. Empower principals and teachers to strengthen student learning in their schools and classroom, 2. Ensure that students are college ready and career ready (academic and vocation/technical) through an effective and challenging curriculum., 3. Provide a strong and effective system of supports that promote a positive learning environment for students and the smooth operation of schools., and 4. Work with family, community, employers, NGOs, government ministries, development partners and the public to support students in schools and in their community.
- Data Management: The Division of Research and Evaluation was able to help schools that needed help with database issues. Issues were corrected and data was collected, cleaned, and reported. The student data from Angaur, Melekeok, Ngrachelong, and PJF (Kayangel) Elementary Schools were aggregated and entered for reporting.
- Second Quarter Report Card and Quarterly Assessment Results: The second quarter report card and quarterly assessment results were aggregated and reported to the MOE management team and the principals.
- Systematic School Improvement Plan (SSIP) Data: Pre-Pera Data for grades 1-2 have been aggregated and will be verified before it's sent for SSIP steering committee for review. Screening 1 for Koror Elementary school was completed as well and was presented.

## Other Activities

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- Attended a retirement ceremony for Imengel Rengiil, at Ngeremlengui Elementary School
- Attended BEA Staff Meeting with Director Mechol and the rest of BEA staff. It was an initial meeting with the new director who welcomed everyone and stressed the importance of work BEA do every day. The meeting was successful.
- Attended School Systematic Improvement Plan (SSIP) at Special Education office. DRE staff were able to present the results of first quarter screening to the steering committee and collected information for future data analysis.
- Attended management meetings to discuss Minister Soalablai's Farewell Party as well as report on each divisions' work.
- Minister Soalablai's farewell party was held at Hokkon's short island near Peleliu Club. It was awesome and fun. The Minister seemed happy and excited.
- Attended a National Prayer Day at Ngerulmud, Melekeok. It was the last prayer day before President Tommy E. Remengesau Jr. leaves the Office of the President to become a civilian.



- DRE Staff Meeting: Initial DRE staff meeting was held this year to touch base on the core business of Division of Research and Evaluation. Everyone went away with some sense of what DRE will focus on and will come back to the next meeting with input to DRE internal action plan.
- Attended a Quarterly meeting on the 28<sup>th</sup> of January with the management team, principals, and specialists. The meeting was held to hear and discuss the highlights of 2<sup>nd</sup> quarter activities. The very next day, January 29, 2021, was Principals Forum. DRE was able to attend the whole day meeting and had a chance to report the results of 2<sup>nd</sup> Quarter Report Cards and results of 2<sup>nd</sup> Quarter Assessments. IOWA results were also shared to all principals.

## Upcoming Activities

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- Disaggregation of IOWA results will continue
- Pre-Pera data update will be completed and disseminated for reporting.
- School Perception Survey will be completed and disseminated for reporting.
- DRE staff will have a meeting on February 03, 2021 with Edwel to touch base on the history of DRE work.
- Palau Instructional Transformation Project will have its phase two workshop on February 04, 2021 via zoom at TTC.
- Meeting with President Whipps and the rest of MOE management team is scheduled on February 05, 2021 to present the Ministry of Education initiatives
- SSIP Meeting will be held on February 09, 2021 at Special Education Office from 9am to 12pm
- Management meeting will be held on February 12, 2021 where everyone will share their division's identified objectives in the Annual Work Plan that they will focus and complete this school year 2020-2021.
- TOEFL will be administered on February 13, 2021 to all High School students in public and private school who registered.
- Palau Instructional Transformation Project will commence the first circle group meetings on February 18-24, 2021 with assigned schools to start the initial implementation of school goals in school level.

Core Responsibility: The core responsibility of the Division of Personnel Management is the administration and implementation of the Public Service System Act and related personnel policies and regulations; establishment of systems for personnel training and performance evaluation; management and issuance of personnel certification; maintenance and management of a centralized MOE personnel data file system equivalent to that of BPSS.

**Major Activities**

- Conducted daily task of the Personnel Office such as the different types of Personnel Actions and following up on them from the different offices we work with. Informed the supervisors to complete employees' Performance Evaluation and following up on them when they didn't submit within reasonable time.
- Attended Teacher Imengel Secharmidal of Ngeremlengui Elementary School's retirement function, as well as Minister Soalablai's farewell party.
- Attended the National Prayer Day at Ngerulmud.

<b>Personnel Actions</b>		
<b>No.</b>	<b>Type of Action</b>	<b>Total</b>
1	New Appointment	<b>9</b>
2	Appointment & Termination (Renew-Exempt)	<b>3</b>
3	Change of Status	<b>1</b>
4	Medical Termination	<b>1</b>
5	Merit Increase	<b>3</b>
6	Resignation	<b>6</b>
7	Retirement	<b>0</b>
8	Step Increase	<b>1</b>
9	Transfer	<b>1</b>
10	Yearly Increment	<b>4</b>
<b>TOTAL:</b>		<b>29</b>

**New Appointment:**

#	Employee Name	Eff. Date	Position Title	Duty Station
1	Steven Kengin	01/03/21	Bus Driver	Transportation
2	Cherylyn Aulerio	01/05/21	Classroom Teacher II	Aimeliik
3	Keida Dulei	01/10/21	Classroom Teacher II	Ngardmau
4	Sebalt Gibbons	01/10/21	Cook III	PHS
5	Sheryl Ngiraidong	01/10/21	Administrative Assistant II	PHS
6	Lyliza Madris	01/17/21	Education Specialist III	Special Education
7	Jocelyn Maldangesang	01/17/21	Classroom Teacher III	PHS
8	Vema Iechad	01/17/21	Classroom Teacher I	Koror
9	Mariah Lund	01/17/21	Classroom Teacher II	Melekeok

**Promotion**

#	Employee Name	Eff. Date	From	To
1	Lucia Tabelual	02/01/21	School Principal - Meyuns	Division Chief - DIITT
2	Lourigene Samsel	02/01/21	Classroom Teacher - Aimeliik	School Principal - Aimeliik

**Resignation:**

#	Employee Name	Eff. Date	Position Title	Duty Station
1	Warren Fukuichi	01/16/21	Computer Lab Manager	Computer Services
2	Lyliza Madris	01/16/21	Education Specialist III	Div. of Research & Evaluation
3	Carlton Crospy	01/21/21	Classroom Teacher I	GBH
4	Charity Wachi	01/25/21	Budget Analyst II	Bureau of Education Admin
5	Marcia Inacio	01/29/21	Education Specialist III	Bureau of Curric. & Instruction
6	Enrico Quito	01/29/21	Building Maintenance Worker II	Facilities

**Medical Termination:**

#	Employee Name	Eff. Date	Position Title	Duty Station
1	Tiupida Tom	01/30/21	Classroom Teacher III	Koror



Transfer:				
#	Employee Name	Eff. Date	From	To
1	Christopher Debengek	02/01/21	Classroom Teacher - Koror	Classroom Teacher - Melekeok

### Upcoming Activities

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- Conduct a committee meeting to select Employee of the Fourth Quarter (October-December, 2020).
- Conduct new employees' orientation.



**Unit Name: Food Service Program**

**Month: January 2021**

Core Responsibility: The core responsibility of the Food Service Program is to provide daily school lunch meal for all public schools' students. The program operates on an annual budget of \$846,000 to support program activities.

**Major Activities/Accomplishments**

- Student Monthly Meal Count: 38,035 Palau High School & All Elementary Schools
- FSP Monthly Food & Related Cost: \$31,860.72 Program expenditures
- FSP Monthly Budget Expenditure: \$68,449.72 All Public Schools
- Healthy Meal Comparison: 580 Calories Average per school in the U.S. is 465 Calories
- Healthy Meal School Observation: Healthy Used different vegetables, less processed food
- Cost effectiveness/efficiency: Still in the process Food waste can improve over time
- Professional Development: 8hrs, 37participants Food waste measurement, meal standard, etc.
- School Kitchen of the Quarter:
  - 1<sup>st</sup> Place – George B. Harris Elementary School
  - 2<sup>nd</sup> Place – Ngarchelong Elementary School
  - 3<sup>rd</sup> Place – Palau High School

\*Collaborated with Taiwan Technical Mission to award fruit baskets to winners\*

**Upcoming Activities**

**Challenges**

- Improving food waste measurements while utilizing all food ingredients in the menu, such as vegetables and main staples (i.e. taro); creativity and filling up plate dividers.

**Recommendations/Improvements**

- 3 Newly hired cooks for Palau High School, George B. Harris and Ngardmau Elementary Schools; need to emphasize kitchen sanitation and food safety.



Core Responsibility: The core responsibility of the MOE IT is to maintain operability of MOE electronic and digital infrastructure and equipment.

**Major Activities/Accomplishments**

		oct	nov	dec	Jan
<b>Core Business</b>					
1	Consistent internet access for Central Office and SpEd	100%	100%	100%	100%
2	Wifi Network coverage for Central Office and SpEd	96%	96%	96%	98%
3	Back end services uptime (Servers, email, etc.)	-	-	-	-
4	Consistent internet access for 15 schools	98%	98%	100%	100%
5	Wi-Fi Network coverage for 15 schools	75%	75%	75%	75%
6	School network upgrades completed for 15 schools	7%	7%	7%	7%
7	Operational copiers and printers at 15 schools	100%	100%	87%	87%
8	Principals laptops downtime	-	-	-	-
9	Teachers laptops downtime	-	-	-	-
10	School scanner set ups for Meyuns, Koror, GBH, and Airai	50%	50%	50%	50%
<b>Special Projects</b>					
1	Meyuns Records Digitization Pilot	25%	25%	25%	25%
2	Elem SIS Upgrade	25%	25%	25%	25%
3	Education Management Information System (Finance, Inventory, Personnel, SIS)	10%	10%	10%	10%

Core Business #7: Ngaraard and Ngardmau need replacement copiers

**Upcoming Activities**

**Challenges**

**Recommendations/Improvements**



**Unit Name: Inventory**

**Month: January 2021**

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Core Responsibility: To prepare and maintain accurate fixed asset list/inventory.

**Major Activities/Accomplishments**

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- Total Asset Value - Original: 86 units - \$2,453,267.70
- Total Asset Value - Depreciated: 37 units - \$625,935.32
- Total Asset – No Value 49 units - \$1,827,332.38
- Transfer Activity: 0 - \$ 00.00
- New Activity: 0 - \$ 00.00
- Survey Activity: 0 - \$ 00.00
- Reporting Timeliness: 100%

**Upcoming Activities**

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**Challenges**

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- A process for controlling the acquisition, receipt, storage, issuance, utilization, maintenance, safeguarding, accountability and disposal of the Ministry of Education property should be in place.

**Recommendations/Improvements**

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**Unit Name: Records**

**Month: January 2021**

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Core Responsibility: To establish and maintain complete and comprehensive corporate documentation for the MOE.

### **Major Activities/Accomplishments**

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- Records Scanning Project initiated to scan each school's formal records into digital format.
- Aimeliik Elementary School SY 2018-19 student records scanned.
- Meyuns Elementary School SY 2018-19 student records scanned.
- Ibobang Elementary School all student records scanned.
- Ngardmau Elementary School all student records scanned.
- Ngeremlengui Elementary School student records scanning is ongoing.
- Meyuns and Airai Elementary Schools have in place scanning system and a "scanner" person tasked by the principal to do the scanning. Similar arrangement will be forthcoming at GB Harris and Koror Elementary Schools as soon as computers are available. Two brand new scanners have since been procured for these two schools.

### **Upcoming Activities**

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### **Challenges**

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### **Recommendations/Improvements**

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**Unit Name: Media**

**Month: January 2021**

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Core Responsibility: To provide multi-media production services for the MOE.

### **Major Activities/Accomplishments**

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- Scanning: Rescanning of Palau English Reading Assessment for grades 1-8.
- Video Production: Collect all video clips of former president's terms.
- Printing:
  - Completed lamination of Ngarchelong Elementary School posters (6 pcs.).
  - Completed lamination of additional posters from Ngarchelong Elementary School (5pcs.)
  - Completed gluing of scratch papers for note pad use.
  - Completed printing of BCI dues receipt.
  - Completed printing of 1500 copies of Food Service Forms (500 Storeroom Log Sheet and 1000 Daily Distribution sheet)
  - Completed binding of 19 books.
  - Completed binding of 18 books.
  - Completed lamination of Angaur Elementary School posters (23 pcs.)
  - Completed printing of 3<sup>rd</sup> Quarter Assessment Tests.

### **Upcoming Activities**

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### **Challenges**

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### **Recommendations/Improvements**

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Unit Name: School Facilities

Month: January 2021

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**NO REPORT**

**Major Activities/Accomplishments**

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**Upcoming Activities**

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**Challenges**

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**Recommendations/Improvements**

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**Unit Name: Transportation**

**Month: January 2021**

Core Responsibility: To provide transportation services for the public schools and MOE.

**Major Activities/Accomplishments**

	<b>Total Bus Requests / How many fulfilled:</b>	<b>Total Boat Requests / How many fulfilled:</b>
MOE Personnel	0/0	8/8
Public Schools	7/7	0/0
Private Schools	0/0	0/0
Other Ministries/Agencies	0/0	0/0

- All transportation requests were completed successfully.

**Upcoming Activities**

- Transportation service for Education Awareness Week activities between March 16-19, 2021.

**Challenges**

- Bus and boat shortages (experienced during previous Education Awareness Week activities).
- 2 school buses are currently under repair at the auto-shop.

**Recommendations/Improvements**

- Help with the arrangement of Education Awareness Week activities. Plan and be considerate of other schools that do not have school buses (Ngardmau & Ibobang) so that buses can also be provided to support their awareness week activities. *\*school buses cannot accommodate all the schools in one day at the same time. Scheduling is important \**
- Continue to follow-up on the 2 school buses that are currently under repair.