



Republic of the Philippines
Department of Education
 REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

January 5, 2024

DIVISION MEMORANDUM
 No. 006, s. 2024

RECONSTITUTION OF THE DIVISION MONITORING AND EVALUATION TEAM (DMET) IN SDO CATANDUANES

To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors/In-Charge of Districts
 Heads of Sections/Units, this Office
 All Program Owners/Implementers/Focal Persons
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In compliance with DepEd Order No. 29, s. 2022, Re: Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) and Regional Memorandum (RM) No. 138, s. 2022 titled Guidelines in the Utilization of the Standardized Monitoring and Evaluation (M&E) Tools for Programs, Projects, and Activities (PPAs) in DepEd Region V and RM No. 149, s. 2022 titled Adoption of the Regional Monitoring and Evaluation (M&E) Operations Manual for Programs, Projects, and Activities (PPAs) in DepEd Region V, **this Office** reorganizes the **Division Monitoring and Evaluation Team (DMET) in SDO Catanduanes**. The composition of the DMET are regular members however, on special cases, personnel coming from the different units shall be included to join the team. The Team is composed of the following officials:

SOCORRO V. DELA ROSA, SDS
 Adviser/Consultant, DMET

MA. LUISA T. DELA ROSA, ASDS
 Vice Adviser/Consultant, DMET

DMET	Team 1	Team 2	Team 3	Team 4
Team Leader	Romel G. Petajen	Mary Jean S. Romero	Atty. Norlito Jr. P. Agunday	Aroline T. Borja
Assigned FDs	SGOD	OSDS	CID	





Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

Assigned Zones	Zone II	Zone III	Zone IV	Zone I
Division Monitoring and Evaluation Team Members				
	Jennifer B. Metica	Marichelle B. Llave	Cherie V. Perez	Eva S. Tolentino
	Cristina T. Barrameda	Liza R. Bernardo	Ma. Cielo C. Tubale	Angelo James O. Aguinalde
	Peachie Roshele T. Chavez	Jogene Alilly C. San Juan	Marife B. Brequillo	Sarah S. Chiong
	Imaculate T. Latorre	Achilles V. Alberto I	Carol P. Gil	Maria Rita SR. Tablate
	Rosario B. Vegim	Elizabeth S. Urbano	Ma. Lourdes M. Sorra	Maria Audrea L. Vivo
	Roma Angelee A. Soleybar	Rodger A. Matienzo		John Bryan C. Laguda
District Monitoring and Evaluation Team Members				
	Marisol T. Lim	Brenda V. Villarey	Delfin I. De Leon	Nieva DJ. Tuibeo
	Ruth B. Sorrera	Clarissa G. Magdaraog	Arnold M. Valledor	Elias V. Abundo
	Timmy T. Alcantara	Joselito T. Ruiz		Miguelito T. Rodriguez
	Belen T. Tapas			
	Jose T. Arcilla			

2. Program Owners/Implementers/In-charge of PPAs are hereby advised to coordinate with the DMET Team Leaders and seek approval of the Schools Division Superintendent prior to the conduct of any M&E activities.
3. All districts and schools are advised to create their respective Monitoring and Evaluation Teams to harmonize the tasks and functions of the districts and schools with the division relative to the conduct of Monitoring and Evaluation.
4. The Division, District and School M&E Teams are enjoined to attend capability building activities on Monitoring and Evaluation (M&E), Program Implementation Review (PIR), and Performance Assessment (PIRPA).



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

5. Enclosed are the Terms of Reference (TORs) of the Division Office in setting-up the Division M&E System per DO No. 29, s. 2022.
6. For widest and immediate dissemination, and strict compliance.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 29, s. 2022: Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)



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REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure to Division Memorandum No. 006, s. 2024

Schools Division M&E System

The Schools Division M&E System focuses on determining effectiveness and inclusiveness of schools in providing basic education services. The system shall serve as a mechanism for reflection on the SDO's capacity to provide timely and needs-based basic education support services to schools. The feedback shall allow the SDO to provide technical assistance and capacity building support to creating and sustaining effective and inclusive schools that are relevant and responsive. Through the M&E system, targeted technical support to schools in the areas of curriculum delivery and assessment, training of teachers, teaching and learning process, learning environment, partnerships and stakeholders support, and school leadership shall be regularly provided.

Terms of References/Roles and Responsibilities

Adviser/Consultant

The Schools Division Superintendent shall be the overall lead of the school division M&E system. He/she shall have the authority, accountability and responsibility to ensure that information generated from the school division M&E system are used to:

1. develop and implement division education development plans and programs; and
2. implement national education policies and systems at the SDO and school

Vice Adviser/Consultant

The Assistant Schools Division Superintendent is the Vice-Adviser/Consultant and his/her main roles and responsibilities are the following:

1. assist the schools division superintendent/adviser per above-stated roles and responsibilities;
2. provide technical assistance to the Division Monitoring and Evaluation (DMET) Team; and
3. Do other related tasks

Division Team Leaders

The Team Leaders are the two Chiefs of SGOD and CID, the SDO legal officer and SGOD EPS. They have the following responsibilities, to wit:

1. attend the orientation/briefing conference;
2. lead the team in the conduct of monitoring activities;
3. monitor the implementation of M&E plan;
4. facilitate the collection of M&E reports from the members of the teams;
5. prepare analyses of report findings;



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

6. present the M&E report and analysis during DMET's debriefing conference and PIRPA
7. provide technical assistance to the DMET members; and
8. do other related tasks.

DMET Members

1. attend the orientation/briefing conference;
2. utilize the appropriate standardized M&E tools;
3. conduct monitoring activities in the assigned SDO-FDs, districts, and schools/community learning centers;
4. prepare the M&E report;
5. submit the M&E report to the respective team leaders; and
6. do other related task.