



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

DEPED DIVISION OF CATANDUANES
RECORDS SECTION

RELEASED
MAR 08 2021
A-30 PM

March 5, 2021

DIVISION MEMORANDUM
OSDS-SGOD-DM- 094 S. 2021

**Online Division Monitoring, Evaluation and Adjustment (DMEA) Report
Updating**

To: Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Functional Section/Unit Heads
All concerned

In line with COVID-19 pandemic restrictions, there is a shift to technology applications to reduce face-to-face interaction. Thus, the online DMEA report updating was developed in Google Sheets. Additionally, monthly progress reports may now be easily monitored. The Mechanics of implementation are as follows:

1. The report matrix content is the same with those we have been using in MS Excel but in Google Sheets layout and interface.
2. The report forms are now grouped into two parts. Part one contains: Physical Accomplishments, Financial Accomplishments and Value Added Accomplishments. Part two contains: Unaccomplished Outputs, Issues and Concerns (CCIPG) and Recommendations.
3. Part one must be updated monthly and finalized at the end of the quarter.
4. Part two must be accomplished only at the end of each quarter.
5. Part one will be emailed immediately to the concerned personnel or the designated personnel that will update the DMEA report. Make sure to update your DepEd Gmail account information as requested by the SDO ICT and provide to the SGOD SMME the DepEd Gmail account name of the designated personnel to update the DMEA if you are going to assign one.
6. Part two will be emailed to the concerned personnel at the end of each quarter.
7. The Personnel office shall submit through email the personnel deployment



and status report at the end of each quarter in addition to Parts one and two of the DMEA report.

8. The Accounting office in conjunction with the Budget office shall submit through email the financial report at the end of each quarter in addition to Parts one and two of the DMEA report.

9. Part one of the DMEA report shall be monitored by SMME for its monthly update to determine necessary adjustments.

10. SMME shall monitor compliance, submit progress report and consolidate the Google Sheets reports.

11. Queries pertaining to the online DMEA can be directed to achilles.alberto@deped.gov.ph or to Sarah S. Chiong at SGOD.

12. For dissemination and compliance of all concerned.



SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

DMEA Report

Part One

To be accomplished in Google Sheets
Monthly and Every End of Quarter

DEPARTMENT OF EDUCATION - DIVISION OF CATANDUANES

DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) - QUANTITATIVE INFORMATION

Table 1.H.1: CONSOLIDATED VALUE ADDED CONTRIBUTIONS BY FUNCTIONAL UNIT/SECTION
 Covered Period of MEA: January to March 2021 (1st Quarter)

FUNCTIONAL UNIT/SECTION	VALUE-ADDED CONTRIBUTIONS	REASONS FOR ACHIEVING THEM
Division: SGOD Education Facilities/School Health and Nutrition/ etc)	<p><i>(1. Activities/Projects that makes the final output better or more valuable than the original target output in term of effectiveness or overall experience; 2. Activities/Projects that are not on target but were conducted to enhance a target output)</i></p> <p>Example: Developed an internet based client satisfaction survey (instead of only paper based survey)</p>	<p><i>(State the specific reason or the goal of conducting a value-adding activity/project)</i></p> <p>Example: To make the survey more effective, the internet being more agreeable to a lot of people because of the anonymity it provides; it can be more far-reaching with lesser cost and easier to manage at that.</p>

DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) - QUANTITATIVE
 Summary of Financial Accomplishment
 Covered Period of MEA: January to March 2021 (1st Quarter)

KRA	Planned Outputs (Title of Activity)	Financial Accomplishments			As Of (Date)
		Financial Targets (FT)	Actual Financial Accomplishments (AFA)	% of Financial Accomplishments (AFA/FT*100)	
Division: SGOD					
Functional Unit: (Education Facilities/School Health and Nutrition/ etc)					
KRA 1 :					
1.1					(Date)
1.2					(Date)
KRA 2 :					
2.1					(Date)
2.2					(Date)
KRA 3 :					
3.1					(Date)
3.2					(Date)



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

DMEA Report

Part Two

**To be accomplished in Google Sheets
Every End of Quarter**

DEPARTMENT OF EDUCATION - DIVISION OF CATANDUANES

DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) - QUANTITATIVE INFORMATION

UNACCOMPLISHED OUTPUTS (PPAS) FOR THE QUARTER

Table 1-G: CONSOLIDATED STATUS OF UNACCOMPLISHED OUTPUTS (PPAS) FOR THE QUARTER

Covered Period of MEA: January to March 2021 (1st Quarter)

Division: SGOD	Functional Unit/Section	UNACCOMPLISHED OUTPUTS	REASONS/ISSUES	STATUS TO DATE
	(Education Facilities/School Health and Nutrition/ etc)			

DEPARTMENT OF EDUCATION - DIVISION OF CATANDUANES

DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) - QUALITATIVE INFORMATION

Table 3-B: CONSOLIDATED ISSUES (CCIPG) AND RESOLUTIONS
Covered Period of MEA: January to March 2021 (1st Quarter)

Division: SGOD Functional Section/Unit	CATEGORY OF ISSUES (institutional, technical, infrastructure/ environmental, financial or political, social, gender)	Issues Within the unit's Control	Proposed Resolution	Issues For Attention of Higher Management / External Stakeholders	Proposed Resolution or Action Sought from Mgt.
(Education Facilities/School Health and Nutrition/ etc)					

DEPARTMENT OF EDUCATION - DIVISION OF CATANDUANES

DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) - QUALITATIVE INFORMATION

Table 4-B: CONSOLIDATION OF LESSONS LEARNED
Covered Period of MEA: January to March 2021 (1st Quarter)

Division: SGOD	Lessons Learned
Functional Unit/Section (Education Facilities/School Health and Nutrition/ etc)	

DEPARTMENT OF EDUCATION - DIVISION OF CATANDUANES

DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) - QUANTITATIVE INFORMATION

CONSOLIDATED RECOMMENDATIONS FOR ADJUSTMENT

Covered Period of MEA: January to March 2021 (1st Quarter)

RECOMMENDATIONS FOR ADJUSTMENT			MANAGEMENT RESPONSE (during the actual MEA)	
Division: SGOD	Basis for Recommendation (Balance of Planned Outputs (PO)/Unaccomplished Outputs; Implementation Issues (CCIPG); and Lessons Learned	Proposed Resolutions/Adjustment Recommendation	Agreement	Timeline
Functional Unit/Section				
(Education Facilities/School Health and Nutrition/ etc)				