



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

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DIVISION MEMORANDUM
 OSDS-SGOD-DM- 146 S. 2022

March 17, 2022

CY 2022 Division Monitoring, Evaluation and Adjustment (DMEA) in SDO Catanduanes

To: Assistant Schools Division Superintendent
 Division Chiefs and Staff
 SDO Unit/Section Heads
 Public Elementary and Secondary School Heads
 All Concerned

1. In compliance to Regional Memorandum No. 24, s. 2022 titled CY 2022 Regional Monitoring, Evaluation and Adjustment (RMEA) in DepEd Region V, all Schools, Districts and SDO Units/Sections are hereby advised to facilitate the gathering of data and submission of report in their respective areas.
2. The main objectives of MEA is to ensure ADJUSTMENT, ENHANCEMENT, and IMPROVEMENT that will lead towards the attainment of objectives.
3. The schedule of the Quarterly MEA activities are as follows:


Activity	SMEA	DMEA	RMEA
1 st Quarter MEA January to March 2022	March 31, 2022 submission of SMEA report and District consolidation	April 1-3, 2022 DMEA April 4-8, 2022 Inter-SDO validation	April 18-22, 2022 submission of DMEA reports
2 nd Quarter MEA April to June 2022	June 27-28, 2022 SMEA June 29, 2022 submission of SMEA report and District consolidation	June 30-July 1, 2022 DMEA July 4-8, 2022 Inter-SDO validation	July 11-15, 2022 Q1-Q2 RMEA presentation
3 rd Quarter MEA July to September 2022	September 26-27, 2022 SMEA September 28, 2022 submission of SMEA report and District consolidation	September 29-30, 2022 DMEA October 3-7, 2022 Inter-SDO validation	October 10-14, 2022 submission of DMEA reports



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Activity	SMEA	DMEA	RMEA
4 th Quarter MEA and Year-End Report October to December 2022	December 19-22, 2022 SMEA December 23, 2022 submission of SMEA report and District consolidation	December 26-30, 2023 DMEA January 2-6, 2023 Inter-SDO validation	January 17-19, 2023 Q3-Q4 RMEA presentation

4. For the effective implementation of SMEA and DMEA activities, please refer to the following enclosures:
 - a. Enclosure No. 1 – Guidelines in the conduct of School/Division Monitoring, Evaluation and Adjustment (SMEA/DMEA).
 - b. Enclosure No. 2 – KPIs to be presented per Quarter.
 - c. Enclosure No. 3 – Activity Flow of the Actual MEA and points to synthesize.
5. For the information, guidance and compliance of all concerned.

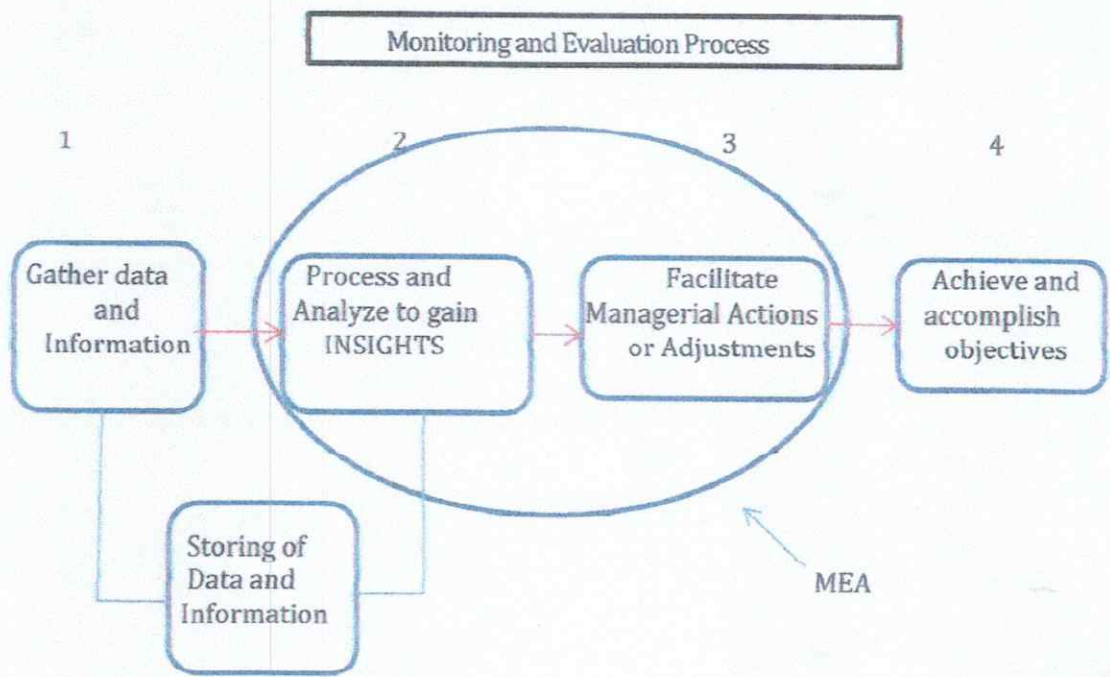

SUSAN S. COLLANO
Schools Division Superintendent
Office of the Schools Division Superintendent



**GUIDELINES IN THE CONDUCT OF THE
 SCHOOL/DIVISION MONITORING, EVALUATION AND ADJUSTMENT
 (SMEA/DMEA)**

1. OVERVIEW

To ensure that quality in the delivery of basic education services and implementation of programs and projects is attained, the Division shall conduct a quarterly assessment of performance of the school and division using the MEA technology. The MEA activity follows a set of systematic procedures as shown below:



The Monitoring, Evaluation and Adjustment (MEA) Technology is used as:

- a) For Schools:
 - Feedback and enhancement mechanism to ensure the effectiveness of the teaching and learning process; and
 - Ensure the holistic response to problems affecting teaching and learning process.
- b) For SDO:
 - TA and feedback and enhancement mechanism to ensure that technical support to schools are relevant, timely and working; and
 - Document significant gains, stories or best practices

2. STEPS IN THE CONDUCT OF MEA ACTIVITY:

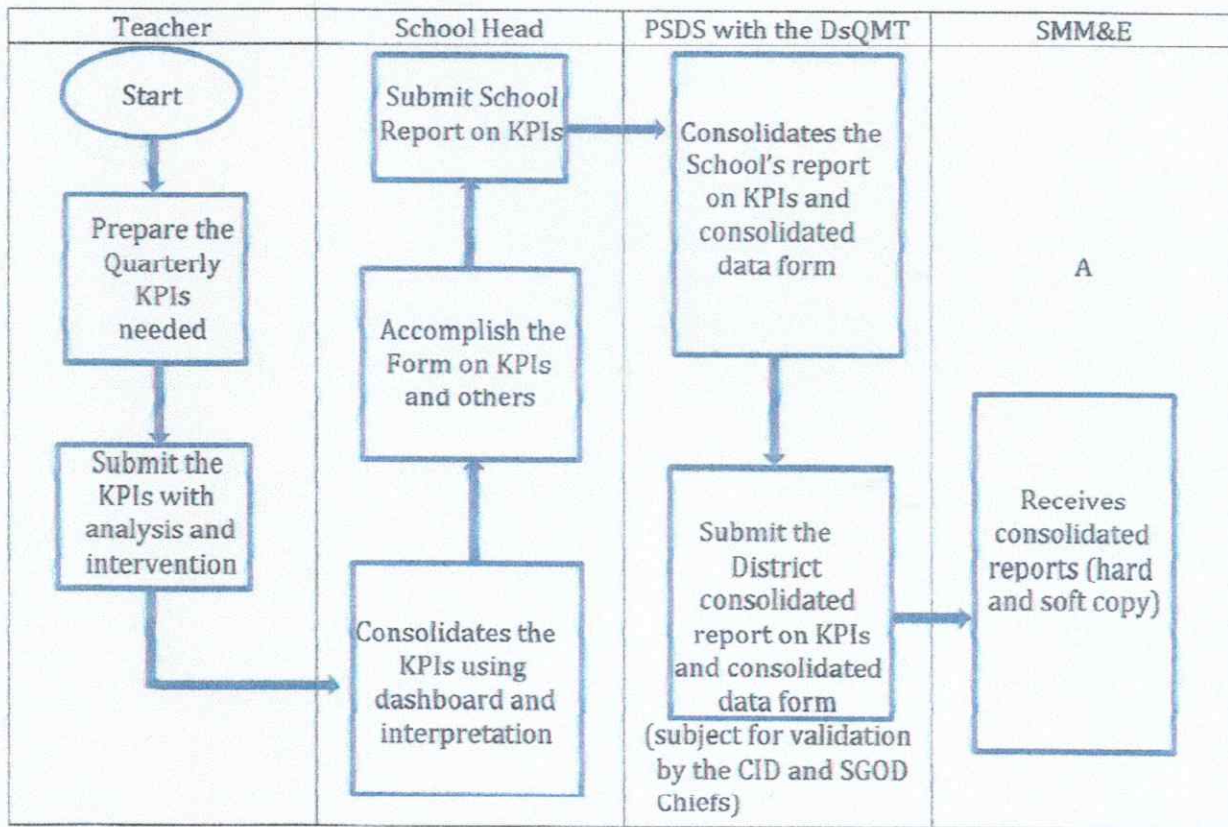
A. PRE-MEA ACTIVITY

To facilitate the preparation of the M & E reports, this Office advises **ALL CONCERNED PERSONNEL** to follow the deployment charts below:

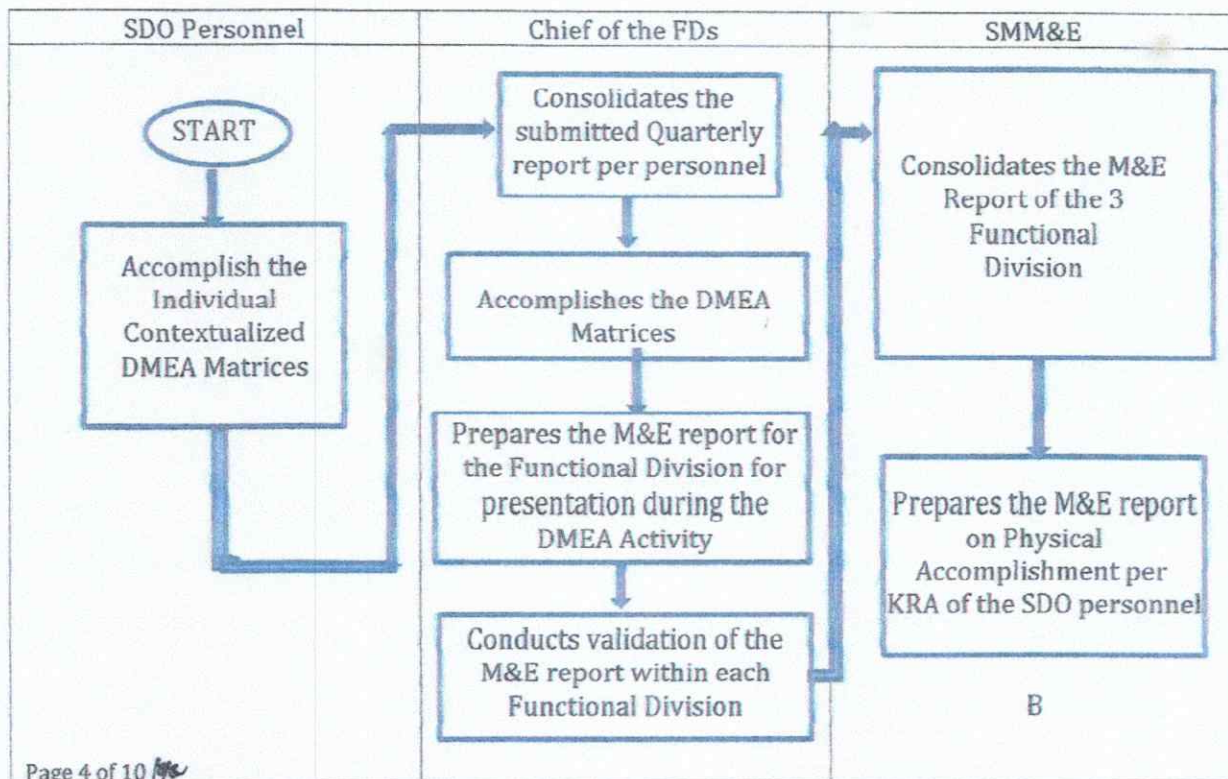


1.

Gathering of Data and Information from Schools using the data for every quarter.



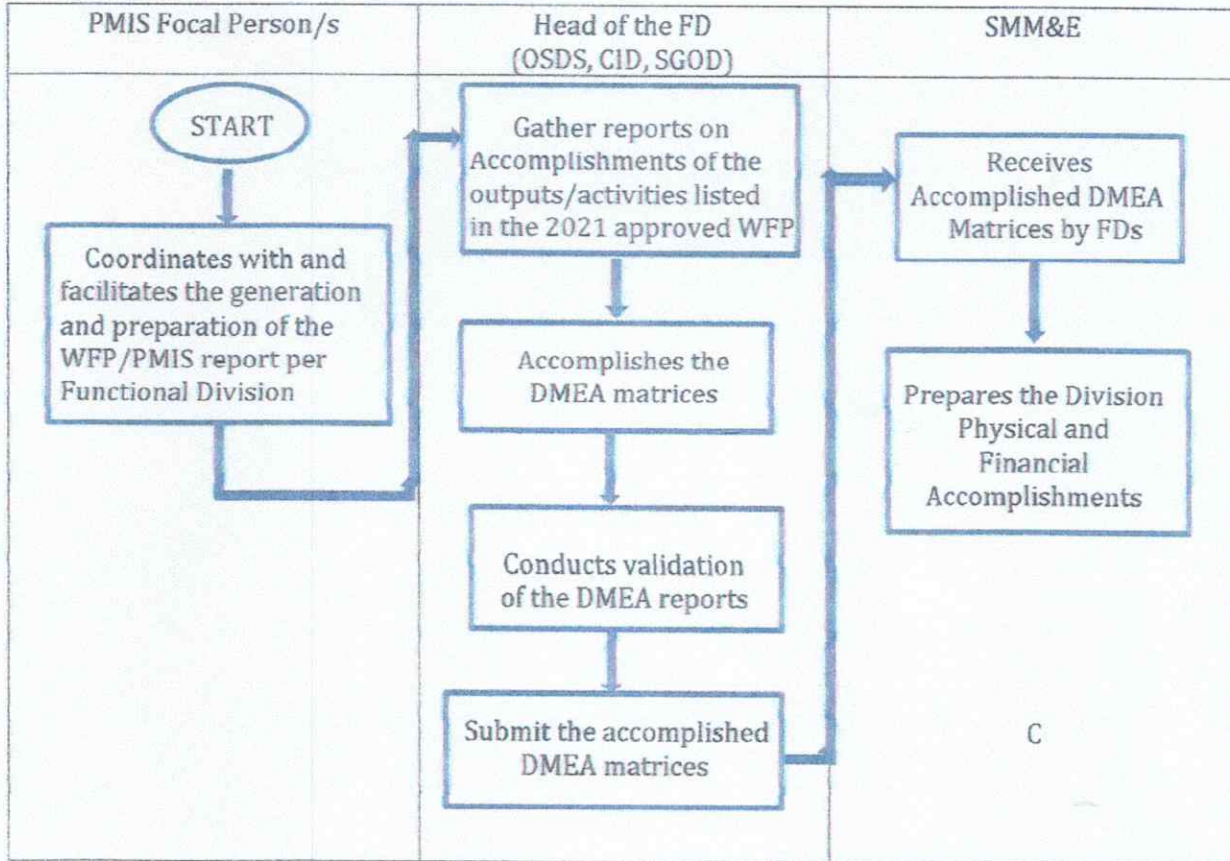
2. Gathering of data from SDO Personnel on Physical Accomplishments based on KRAs.





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3. Gathering of data from the PMIS Focal Person/s on Physical and Financial Accomplishments based on the approved and uploaded WFP to the PMIS CY 2021



4. DMEA Matrices 5A, 5B, 5C-2, 5D, 5E and Analysis of Findings for Matrix E (Graphical Presentation of Status of Financial Performance and Analysis of Funds Utilization Rate are to be accomplished by the concerned personnel from the Budget and Finance Units.

5. DMEA Matrix 6 is to be accomplished by the Division Planning Officer and AO IV of Personnel Section.

B. ACTUAL MEA

SDO MEA

1. Opening	Objectives and Activity Flow	Person In-Charge
2. Presentation by Functional Division and Support Units (Personnel, PO and Finance)	Each FD presents their findings on KPIs, Progress Markers, Target Group profile and Physical and Financial Accomplishments, etc.	Chief of FDs, PSDSs, and Support Divisions
3. Discussion of Presentations	Discussion Leaders pose questions to the presenter to clarify the presentation (after each presentation)	Discussion Leaders (Chief of the FDs, ASDS, SDS)



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4.Synthesis Discussion	of	A synthesizer listens to all presentation and discussions and gives summary of the main points made	To be assigned
5.. Agreement		The SDS discusses the issues listed and leads the group in coming up with agreements on program adjustments and technical assistance needs	Schools Division Superintendent and Assistant Schools Division Superintendent

C. POST MEA

- * Status report (Issues and concerns, TA needs per level of governance)
- * Plan adjustment
- * Technical Assistance Plan
- * Recommendations for policy formulation/customization

3. COMPOSITION OF PARTICIPANTS IN THE REGULAR MEA ACTIVITY

School MEA - School Head, School M&E Coordinator, and all Teachers
Discussion Leader: School Head

Division MEA

SDO Offices/Functional Division	No. of Participants
OSDS (SDS, ASDS, and Heads of GS, Legal, ITO, Accounting, Budget, Cash, Personnel, Records, Supply, 1 Support Staff,	12
BAC (Secretariat- Jezrahel Omadto)	1
CID (Chief, 2 EPS (may be different for each quarter), EPS(LRMDS), 1 PSDS (may be different for each quarter), 1 EPS2 (ALS)	6
SGOD (Chief, 3 SEPS, Planning Officer, Medical Officer, Physical Facilities, DRRM In-Charge, 1 Nurse -on-Duty, 1 Support Staff (Documenter)	10
Synthesizer	1
TOTAL	30

DISCUSSION LEADERS: SDS, ASDS, and Chiefs of FDs





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Enclosure No. 3 to Division Memorandum No. __, s. 2021

ACTIVITY FLOW OF ACTUAL MEA

- A. Opening Program (15 minutes)
- B. Overview of the MEA activity (10 minutes)
- C. MEA Proper:
 - 1. Presentation by Functional Division (Chiefs of CID and SGOD and OSDS Representative) - 10 to 15 minutes using the MEA templates
 - Summary of Physical and Financial Accomplishment (Matrix 01)
 - Status of Physical Accomplishments (Matrix 02-E1)
 - Status of Identified Unaccomplished Outputs (PPAs) (Matrix 03-A)
 - Value Added Contributions (Matrix 04-A)
 - Analysis and findings on Quantitative Information for the Quarter/ Cumulative (Matrix 07-A)
 - Issues, Concerns, Recommendations/Proposed Solutions (Matrix 08-A)
 - Lessons Learned (Matrix 09-A)
 - Status of Fund Utilization (Matrix 05-A to Matrix E)
 - Status of Personnel Requirements and Deployment (Matrix 06)
 - Recommendation for Plan Adjustment
 - 2. Interface/Discussion c/o Discussion Leaders (10 to 15 minutes- to be done after Each presentation)
 - 3. Synthesis (c/o assigned Synthesizer per FD) (5 minutes)
 - 4. Agreements (5 minutes)
 - 5. Summary of Synthesis (15 minutes) to be facilitated by the M&E coordinator
- D. Top Management Response
- E. Closing Program

POINTS TO SYNTHESIZE:

The Synthesizer's role is to sift through all that is presented and discussed and come up with a succinct sharing of all issues and lessons learned. The synthesis is done at the end to help in focusing the workshop on the critical decisions that need to be taken.

Synthesis Template:

FD/District	Major Accomplishments (Performance Indicators, Outputs Achieved, Improved Fund Utilization)	Major Issues/Concerns (e.g. Project Management, Fund Utilization, Relationship with Stakeholders	Lessons learned	Needs (e.g. Policy review/contextualization, Fund and financial, Management Capacity Building, etc.	Concerned Office



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The School Head and the Schools Division Superintendent is the decision maker during the SMEA and DMEA. Listening to the synthesis, he/she is tasked to lead the discussion on agreements that need to be made. The agreements on critical decisions help to move the program forward or address bottlenecks or redirect the program to the more critical areas for action.



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KPIs/Thematic Areas for RMEA

Quarter	SY (in correspondence with academic quarter)	KPIs/Thematic Areas		
		Access	Quality	Governance
Quarter 1 (January, February, March)	End of Academic Q2 Start of Academic Q3 Mid-Year Break	no. of NLPA Dropout SARDO/PARDO	no. of learners under FL no. of learners with FG PL in Math	school readiness for F2F classes schools with SIP/AIP liquidation of MOOE
Quarter 2 (April, May, June)	End of Academic Q3 Start of Academic Q4 End of Academic Q4	no. of NLPA Dropout SARDO/PARDO no. of completers no. of graduates Gr. 6 Gr. 12	no. of learners under FL no. of learners with FG PL in Math CRLA (EOSY)	school readiness for F2F classes schools with SIP/AIP liquidation of MOOE SBM level of practice
Quarter 3 (July, August, September)	End of SY Enrolment Brigada Eskwela Oplan Kalusugan Opening of Classes Academic Q1	enrolment (public/private) over-age and school age Gr. 6 to Gr. 7 Gr. 10 to Gr. 11	no. of learners under FL no. of learners with FG PL in Math CRLA (BOSY)	school readiness for F2F classes schools with SIP/AIP liquidation of MOOE Private Schools and non-DepEd Schools (SHS) with and without ATP (2021-2022/2022-2023) Private Schools with and without issuance of PCC
Quarter 4 (October, November, December)	End of Academic Q1 Start of Academic Q2 Araw ng Pagbasa	no. of NLPA Dropout SARDO/PARDO	no. of learners under FL no. of learners with FG PL in Math	school readiness for F2F classes schools with SIP/AIP liquidation of MOOE
<p>Note: The needed data are to be reported all across the quarters for SERG Pilot SDOs</p> <ul style="list-style-type: none"> • Camarines Sur • Legazpi City • Iriga City • Sorsogon City 				<p>For SERG SDOs no. of pilot schools no. of teachers (M/F/T) proficiency level of teachers no. of contextualized TPD policies formulated no. of conducted L&D activity under Project SERG held within the qtr.</p>

**Suggested Schedule and Personnel Involved in the MEA Activities
per Governance Level**

Activities	Suggested Dates	Persons Involved	Expected Outputs
SME	as scheduled by the SDO	<ul style="list-style-type: none"> School Head Teachers 	<ul style="list-style-type: none"> Accomplished School/CLC data gathering tool KPIs for the quarter
District MEA (DisMEA)	as scheduled by the SDO	<ul style="list-style-type: none"> PSDS School Heads Teachers 	<ul style="list-style-type: none"> consolidated SMEA/DisMEA Reports
Pre-DMEA	as scheduled by the SDO	<ul style="list-style-type: none"> Internal M&E Teams of SGOD, CID and OSDS SDO Budget Officer and Accountant AOV and HRMO 	<ul style="list-style-type: none"> consolidated SMEA/DisMEA Reports M&E Reports of Teachers and School Heads DMEA Matrices report on the status of financial resources report on the status of human resources
Inter-SDOs Validation through MOVs, etc.	as scheduled by the SDO before the actual DMEA	<ul style="list-style-type: none"> Internal M&E Teams of SGOD, CID and OSDS RO-FDs Internal 	<ul style="list-style-type: none"> Validated DMEA Data for reporting/presentation
Inter RO-FDs Validation of Data	5 days before the RMEA	<ul style="list-style-type: none"> RO-FDs Internal M&E Team 	<ul style="list-style-type: none"> Validated RO-FD MEA Data for reporting/presentation
Actual DMEA	as scheduled by the SDO <i>Note: Schedule must be submitted to RO for monitoring and provision of TA if needed</i>	<ul style="list-style-type: none"> SDS & ASDS SGOD & CID Chiefs SGOD Specialists PSDSs and AOVs OSDS Section Heads 	<ul style="list-style-type: none"> Validated DMEA matrices and SMEA/DisMEA reports CID, SGOD and OSDS performances average SDO performance status reports of human and financial resources
Pre-RMEA for SDOs	for confirmation	for confirmation	<ul style="list-style-type: none"> consolidated DMEA reports
Submission of Consolidated DMEA Reports to RO for Validation	5 days before the RMEA	<ul style="list-style-type: none"> SGOD Chiefs SEPS-M&E EPS II M&E 	<ul style="list-style-type: none"> hard and soft copy of consolidated DMEA reports
Field/Office Validation of MEA results	for confirmation	<ul style="list-style-type: none"> QAD RFTAT 	<ul style="list-style-type: none"> validated MEA reports (RO-FDs and SDOs)
Actual RMEA Conference for RO and SDOs	please refer to the attached schedule	<ul style="list-style-type: none"> SDS, ASDS, SGOD & CID Chiefs, Budget Officer, SEPS M&E identified RO personnel 	<ul style="list-style-type: none"> presentation of consolidated DMEA reports presentation of RMEA reports by FD/Section/Unit
Post-RMEA for RO-FDs and SDOs	for confirmation	<ul style="list-style-type: none"> SDO: SEPS M&E, EPS II M&E RO Internal M&E Team 	<ul style="list-style-type: none"> final RMEA Report of RO and SDO Performances for the Quarter/CY 2022

RMEA Presentation: Include the consolidation of the following:

A. For SDOs

1. DMEA Results (Physical and financial outputs, percentage of accomplishment and gains/gaps by KRA and issues)
2. Status of Physical Accomplishments
3. Analysis and findings on quantitative information for the quarter/cumulative
4. Status of identified unaccomplished outputs (Program and Project) for the quarter
5. Issues elevated to higher management with corresponding proposed resolutions and recommendations
6. Value-added contributions
7. Lesson learned
8. Dashboard and KPI analysis for the quarter (results of the Pareto Analysis, segmentation, characterization and suggested corrective strategies based on SWOT Analysis)
9. Implementation status of major programs and projects
10. Status of fund utilization (with bar graph and analysis)
11. Status of SDO personnel requirements and deployment (with bar graph and analysis)
12. Recommendations and resolution to common issues
13. Plan adjustments

B. For RO-Functional Divisions

1. MEA Results (Physical and Financial outputs, percentage of accomplishment and gains/gaps by KRA and issues)
2. Status of physical accomplishments
3. Analysis and findings and quantitative information for the quarter/cumulative
4. Status of identified unaccomplished outputs (program and projects) for the quarter
5. Implementation concerns, challenges, issues, problems and gaps and propose solutions
6. Value-added contributions
7. Lessons learned
8. Implementation status of major programs and projects
9. Status of fund utilization (with bar graph and analysis)
10. Dashboard of the consolidated KPIs (with analysis)
11. Dashboard of consolidated F/SDs/Region's accomplishments
12. Status of RO personnel requirements and deployment (with bar graph and analysis)
13. Recommendations and resolutions to common issues
14. Plan adjustment



SUGGESTED TEMPLATES TO BE USED

DROPOUTS & PARDOs/SARDOs

Grade	NLPA/Drop-out		Total	SARDO/PARDO		Total
	Male	Female		Male	Female	
K						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Total						

Non-Numerates

Grade	Male	Female	Total
K-3			
4-6			
7-10			
11-12			
Total			

Note:

1. Data to be included (for non-numerates) are only those which have standardized/validated tool either from the Central Office or Regional Office.
2. Data must have characterization.

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