



DIVISION MEMORANDUM
 OSDS-SGOD-DM- 14, s. 2021

CY 2021 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 Others concerned

1. In compliance to Regional Memorandum No. 29, s. 2021 titled CY 2021 Regional Monitoring, Evaluation and Adjustment (RMEA) in DepEd Region V and pursuant to Office Memorandum No. 18, s. 2021 titled Quarterly Program Implementation Review (PIR), 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 objective of MEA is to ensure ADJUSTMENT, ENHANCEMENT, and IMPROVEMENTS 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, 2021	April 16, 2021- submission of SMEA report and District consolidation	April 15-16, 2021	April 21, 2021- submission of DMEA reports
2 nd Quarter MEA- April to June, 2021	June 28, 2021- conduct of SMEA July 2, 2021- submission of SMEA report and District consolidation	July 7-8, 2021	July 13-15, 2021- CY 2021 Q1 and Q2 Regional RMEA Presentation
3 rd Quarter MEA- July to September, 2021	September 27, 2021- conduct of SMEA October 1, 2021- submission of SMEA report and District consolidation	October 8, 2021	October 13, 2021- submission of DMEA reports
4 th Quarter MEA and Year-End Report October to December, 2021	December 16, 2021- conduct of SMEA December 21, 2021- submission of SMEA report and District consolidation	January 7, 2022	January 18-20, 2022- CY 2021 Q3 and Q4 Regional RMEA Presentation and Year- End Report



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4. For the effective implementation of SMEA and DMEA activities, please see the Enclosures below:
Enclosure No. 1 - Guidelines in the conduct of School/Division Monitoring, Evaluation and Adjustment (SMEA/DMEA)
Enclosure No. 2 – KPIs to be presented per Quarter
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
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl;
SMME/DM CY 2021 Division Monitoring, Evaluation and Adjustment
000___/April 12, 2021
SSC/SEPS/DMEA



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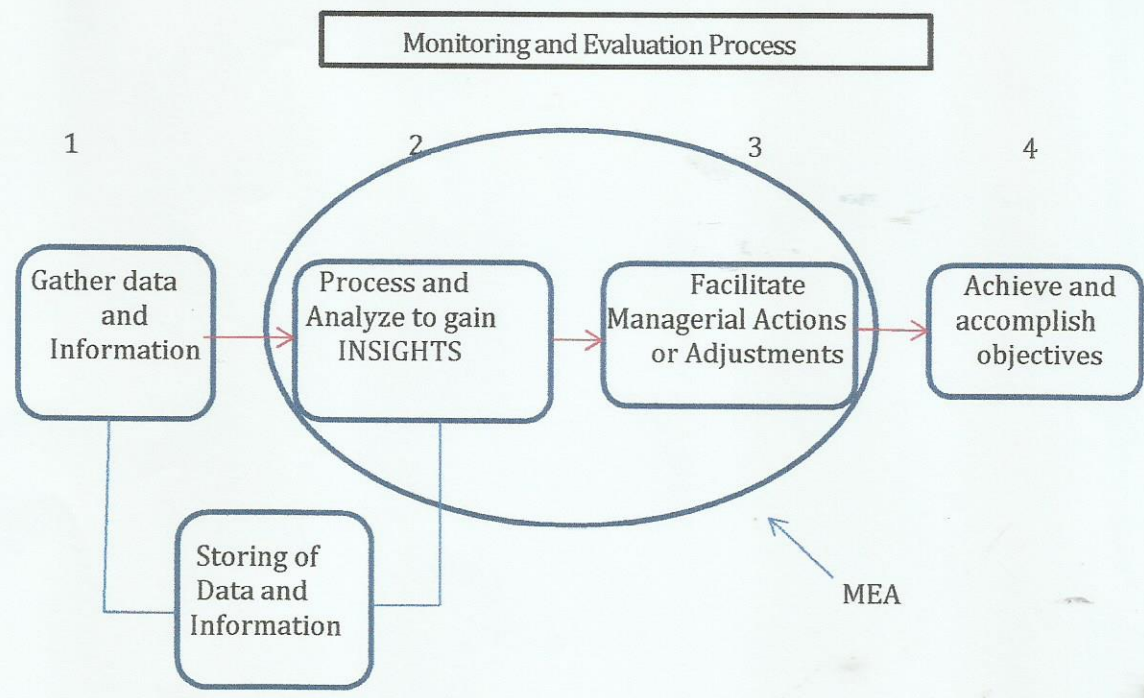


Enclosure No. 1 to Division Memorandum No. _____, s. 2021

**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:

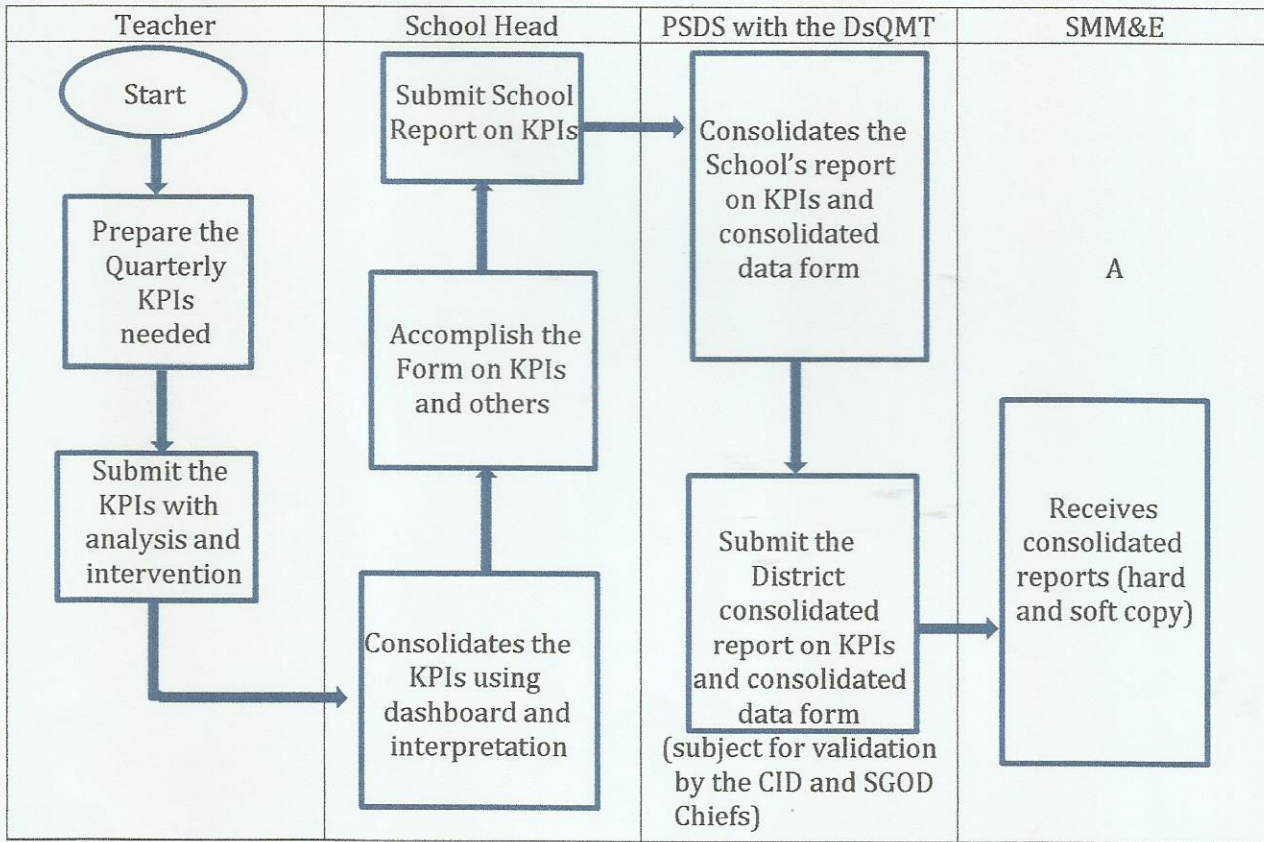




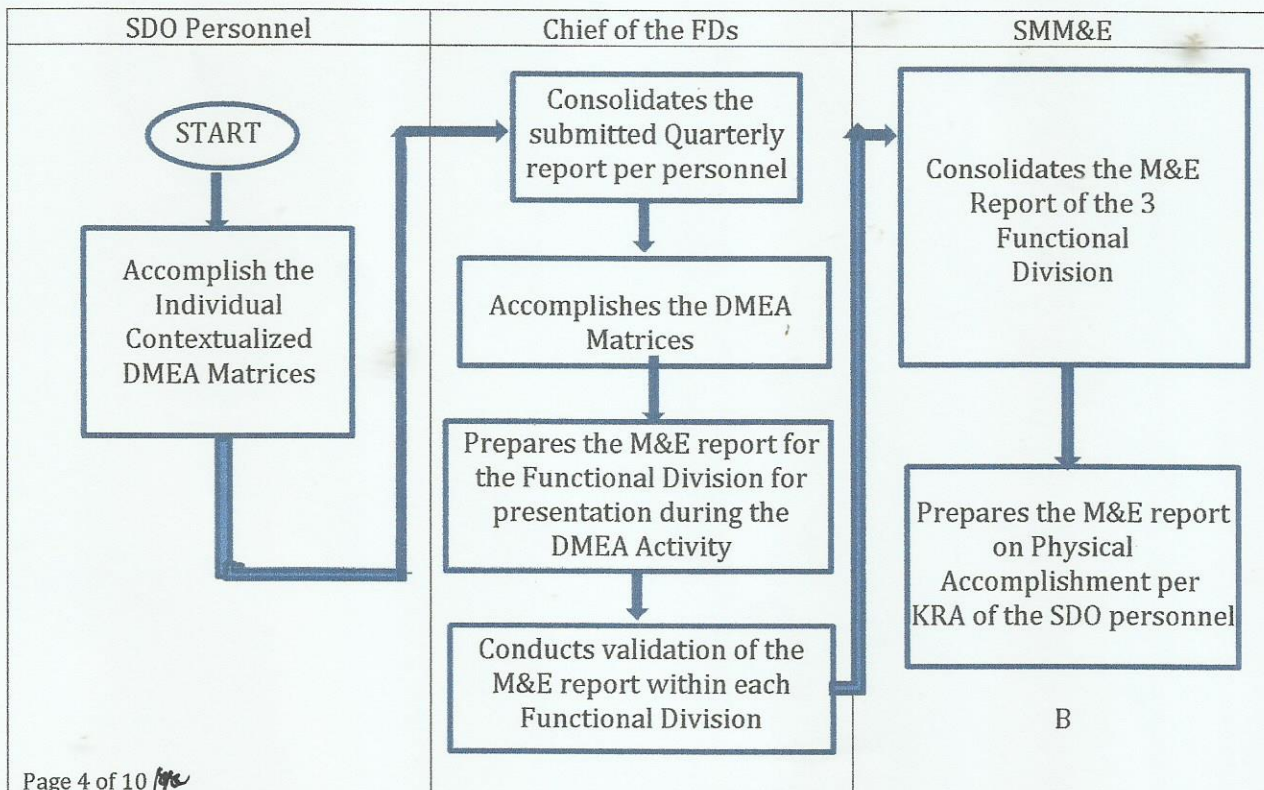
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1.

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



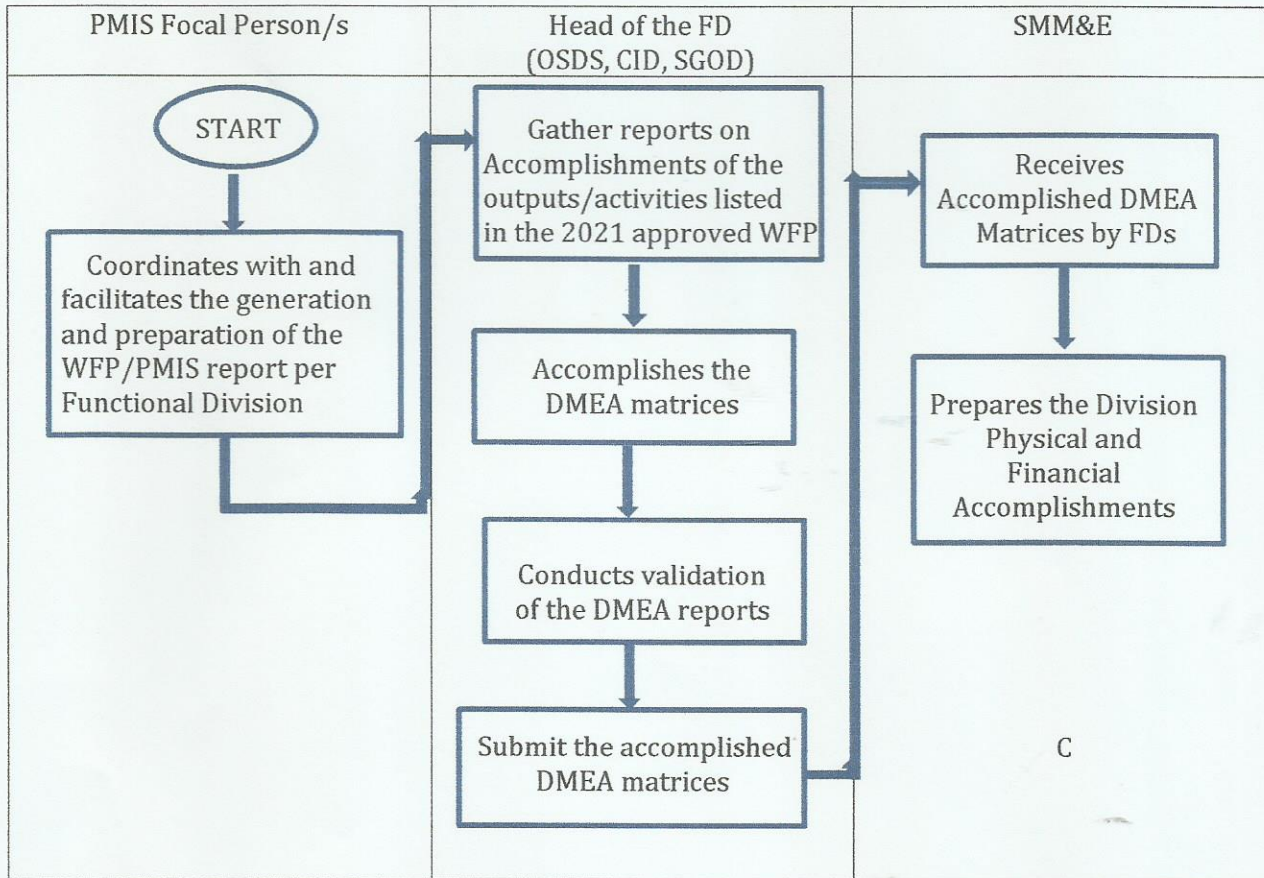
2. Gathering of data from SDO Personnel on Physical Accomplishments based on KRAs.





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SCHOOLS DIVISION OFFICE OF CATANDUANES

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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 Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

4.Synthesis of Discussion	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. 2 to Division Memorandum No. _____, s. 2021

KEY PERFORMANCE INDICATORS (KPIs) TO BE PRESENTED PER QUARTER

QUARTER	KPIs /Thematic Areas		
	ACCESS	QUALITY	GOVERNANCE
Quarter 1 (January, February, March)	No. of Completers No. of Drop-Out NLS counterpart of SARDO/PARDO (No Longer in School) has been renamed to No Longer Participating In Learning Session (NLPLS)	No. of Learners under Frustration Level No. of Learners with failing grades PL in Math	Private Schools and Non-DepEd Schools (SHS) with and w/o authority to operate (SY 2020-2021 and 2021-2022) Private Schools with and w/o Issuance of PCC
Quarter 2 (April, May, June)	Enrolment (Public and Private) - Over-age & sch. age - G6 to G7 - G10 to G11 No. of Graduates - G6 - G12	No. of Learners under Frustration Level PL in Math	With SIP/AIP Liquidation of MOOE Private Schools and non-DepEd Schools (SHS) with and w/o authority to operate (SY 2021-2022)
Quarter 3 (July, August, September)	No. of Drop-Out No. of NLPLS	No. of Learners under Frustration Level No. of Learners with failing grades PL in Math	SBM Level of Practice Liquidation of MOOE Private Schools and Non-DepEd Schools (SHS) with and w/o authority to operate (2021-2022)
Quarter 4 (October, November, December)	No. of Drop-Out No. of NLPLS	No. of Learners under Frustration Level No. of Learners with failing grades PL in Math	Private Schools and Non-DepEd Schools (SHS) with and w/o authority to operate (2021-2022)

- Note:** 1. Present only those with available data.
 2. Data to be included (for non-numerates) are only those which have standardized/ validated tool either from the Central Office or Regional Office.
 3. Data must have characterization.



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SCHOOLS DIVISION OFFICE OF CATANDUANES

TEMPLATE TO BE USED FOR NO LONGER PARTICIPATING IN LEARNING SESSION
(NLPLS)

Name of School and ID Number: _____

Grade Level	Total Number of Learners		
	No Longer Participating in Learning Session		
	Male	Female	Total
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			



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SCHOOLS DIVISION OFFICE OF CATANDUANES

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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SCHOOLS DIVISION OFFICE OF CATANDUANES

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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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