



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

DepEd - Division of Catanduanes
RECORDS SECTION
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March 12, 2024

DIVISION MEMORANDUM
No. 157, 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.**

2. The composition of DMET and their corresponding roles and responsibilities:

NAME OF PERSONNEL	DESIGNATION	ROLES AND RESPONSIBILITIES
Socorro V. Dela Rosa, SDS	Adviser/Consultant	1. Lead the institutionalization of the basic education school division M&E system; 2. Provide decisions and directions on school division education issues and matters arising from various M&E activities such as



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		school division PIRs, stakeholders' forum, inter-agency meetings, among others; 3. Communicate school division education concerns to the regional office during meetings, fora, or conferences; and 4. Determine additional performance indicators and other adjustments in the school division M&E plan as necessary
Cecile C. Ferro , ASDS	Vice Adviser/Consultant	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
Mary Jean S. Romero , Chief ES, SGOD	Vice-Adviser/Consultant	
Romel G. Petajen , Chief ES, CID	Vice-Adviser/Consultant	
Sarah S. Chiong , SEPS, SMME	SDO-DMET Team Leader	1. Facilitate the conduct of orientation/briefing conference in coordination with the Program Owner; 2. Lead in designing division M&E frameworks, plans and processes in accordance with DepEd policies and standards; 3. Monitor the implementation of the M&E plan;
Achilles V. Alberto I , EPS 2, SMME	SDO-DMET Asst. Team Leader	



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		<ol style="list-style-type: none"> 4. Lay out plans to address issues and concerns contained in the M&E reports; 5. Prepares the consolidated division reports as a result of monitoring and evaluation activities conducted, for dissemination to internal and external stakeholders 6. Initiate capacity building activities for the Division, District and School M&E Teams; 7. Provide technical assistance to the monitoring teams; 8. May join any of the sub-tema during the conduct of the M&E activities; and 9. Do other related tasks.
<p>Jesslyn T. Taway, EPS, CID</p>	<p>Sub-Team Leader- Team 1, assigned to SGOD and Zone IV</p>	<ol style="list-style-type: none"> 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. Consolidate M&E reports of the team members; 6. Prepare analyses of report findings;



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		<ol style="list-style-type: none"> 7. Present the M&E Report and Analysis during the DMET's debriefing conference and PIRPA; 8. Submit the consolidated M&E reports of the team and analyses of report findings to the Division MET Team Leader; 9. Provide technical assistance to the DMET members; and 10. Do other related tasks.
Jennifer B. Metica, ITO	Member	<ol style="list-style-type: none"> 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.
Peachie Roshelle T. Chavez, Librarian II	Member	
Rosario B. Vegim, PDO I, YFD	Member	
Rey C. Bonayon, Planning Officer III	Member	
Aroline T. Borja, EPS-SGOD	Sub-Team Leader-Team 2, assigned to OSDS and Zone III	<ol style="list-style-type: none"> 1. Attend the orientation/briefing conference; 2. Lead the team in the conduct of monitoring activities; 3. Monitor the implementation of M&E plan;



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		<ol style="list-style-type: none"> 4. Facilitate the collection of M&E reports from the members of the teams; 5. Consolidate M&E reports of the team members; 6. Prepare analyses of report findings; 7. Present the M&E Report and Analysis during the DMET's debriefing conference and PIRPA; 8. Submit the consolidated M&E reports of the team and analyses of report findings to the Division MET Team Leader; 9. Provide technical assistance to the DMET members; and 10. Do other related tasks.
Maria Rita SR. Tablate, EPS II-ALS	Member	<ol style="list-style-type: none"> 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.
Jogene Alilly C. San Juan, PDO II	Member	
Roma Angelee A. Soleybar, AO II-HRMO	Member	
Virgilio Molina, Jr., AA II	Member	



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Eva S. Tolentino, AO V, Admin.	Sub-Team Leader- Team 3 , assigned to CID and Zone II	<ol style="list-style-type: none"> 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. Consolidate M&E reports of the team members; 6. Prepare analyses of report findings; 7. Present the M&E Report and Analysis during the DMET's debriefing conference and PIRPA; 8. Submit the consolidated M&E reports of the team and analyses of report findings to the Division MET Team Leader; 9. Provide technical assistance to the DMET members; and 10. Do other related tasks.
Carol P. Gil, SEPS- HRD	Member	<ol style="list-style-type: none"> 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
Imaculate T. Latorre, EPS II- Soc.Mob.Net	Member	
Maria Audrea L. Vivo, PDO II-DRRM	Member	
Rodger A. Matienzo, Engr. III-EFU	Member	



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		<p>schools/community learning centers;</p> <ol style="list-style-type: none"> 4. Prepare the M&E report; 5. Submit the M&E report to the respective team leaders; and 6. Do other related task.
<p>Marife B. Brequillo, SEPS, Soc.Mob.Net</p>	<p>Sub-Team Leader- Team 4, assigned to Zone I</p>	<ol style="list-style-type: none"> 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. Consolidate M&E reports of the team members; 6. Prepare analyses of report findings; 7. Present the M&E Report and Analysis during the DMET's debriefing conference and PIRPA; 8. Submit the consolidated M&E reports of the team and analyses of report findings to the Division MET Team Leader; 9. Provide technical assistance to the DMET members; and 10. Do other related tasks.



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Liza R. Bernardo, AO IV-Cash	Member	<ol style="list-style-type: none"> Attend the orientation/briefing conference; Utilize the appropriate standardized M&E tools; Conduct monitoring activities in the assigned SDO-FDs, districts, and schools/community learning centers; Prepare the M&E report; Submit the M&E report to the respective team leaders; and Do other related task.
Elizabeth S. Urbano, EPS II-HRD	Member	
Ma. Lourdes M. Sorra, PDO I-YFD	Member	
Angelo James O. Aguinale, Accountant III	Member	

3. Program Owners/Implementers/In-charge of PPAs are hereby advised to coordinate with the DMET Team Leader and seek approval of the Schools Division Superintendent prior to the conduct of any M&E activities.

4. 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.

5. 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).

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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