



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virao, Catanduanes



RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION

Date: NOV 15 2019

Time: 1:38 pm

Initial/Signature: [Signature]

DIVISION MEMORANDUM
NO. 425 s. 2019

To : Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
SDO Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

From : DANILO E. DESPI,
Schools Division Superintendent

Subject : **4th QUARTER AND YEAR-END SCHOOL /DISTRICT/DIVISION MONITORING, EVALUATION AND
ADJUSTMENT FOR CY 2019
(SMEA, DsMEA, DMEA)**

Date : November 14, 2019

1. This is to inform the field that this Office shall conduct the **2019 4th Quarter and Year-End School, District, and Division Monitoring, Evaluation, and Adjustment (SMEA/ DsMEA/ DMEA)** in response to Regional Memorandum No.18, s. 2019, re: CY 2019 Quarterly RMEA in ROV.

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 4th Quarter and Year-End MEA activities are as follows:

School MEA – 4th week of November, 2019

District MEA – 2nd week of December, 2019

Division MEA – December 17-18, 2019

Inter – SDO Validation – to be validated by Camarines Norte Division – January 8, 2020

Regional MEA – January 14-15, 2020

4. For the effective implementation of SMEA, DsMEA, and DMEA activities in the schools, district, division offices, please see Enclosures below:

Enclosure No. 01 – Guidelines in the conduct of the School/ District/ Division Monitoring, Evaluation, and Adjustment (SMEA, DsMEA, DMEA)

Enclosure No. 02 – KPIs to be presented for the 4th Quarter MEA

Enclosure No. 03 – Activity Flow of the Actual MEA

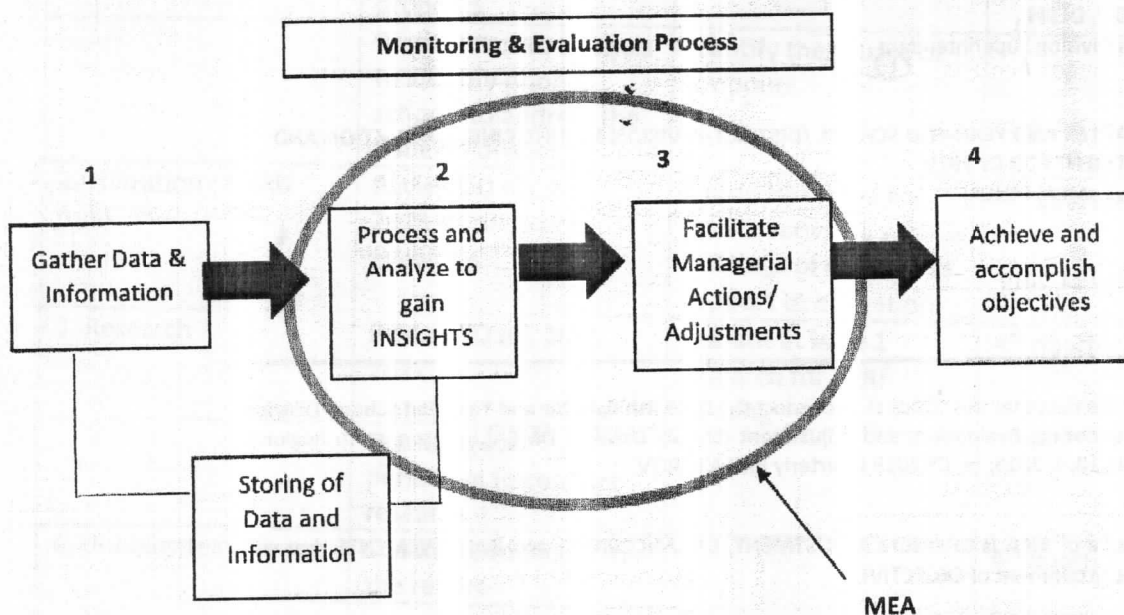
5. For information, guidance and **strict compliance** of all concerned.

1/18/19

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

1. OVERVIEW

To ensure that quality in the delivery of basic education services and implementation of program 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:

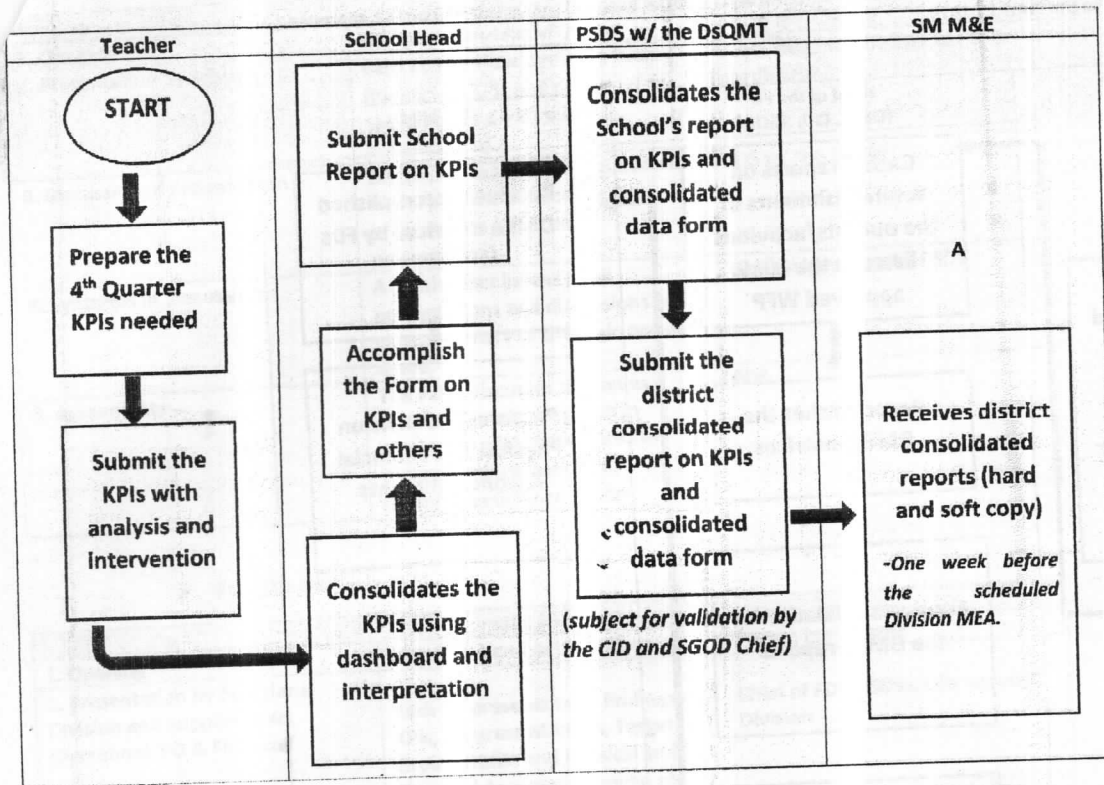
- a) For SDO:
 - TA and feedback and enhancement mechanism to ensure that technical support to schools are relevant, timely and working; and
 - Document significant gains, stories, or best practices
- b) For Schools:
 - Feedback and enhancement mechanism to ensure the effectiveness of the teaching and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

2. STEPS IN THE CONDUCT OF MEA ACTIVITY:

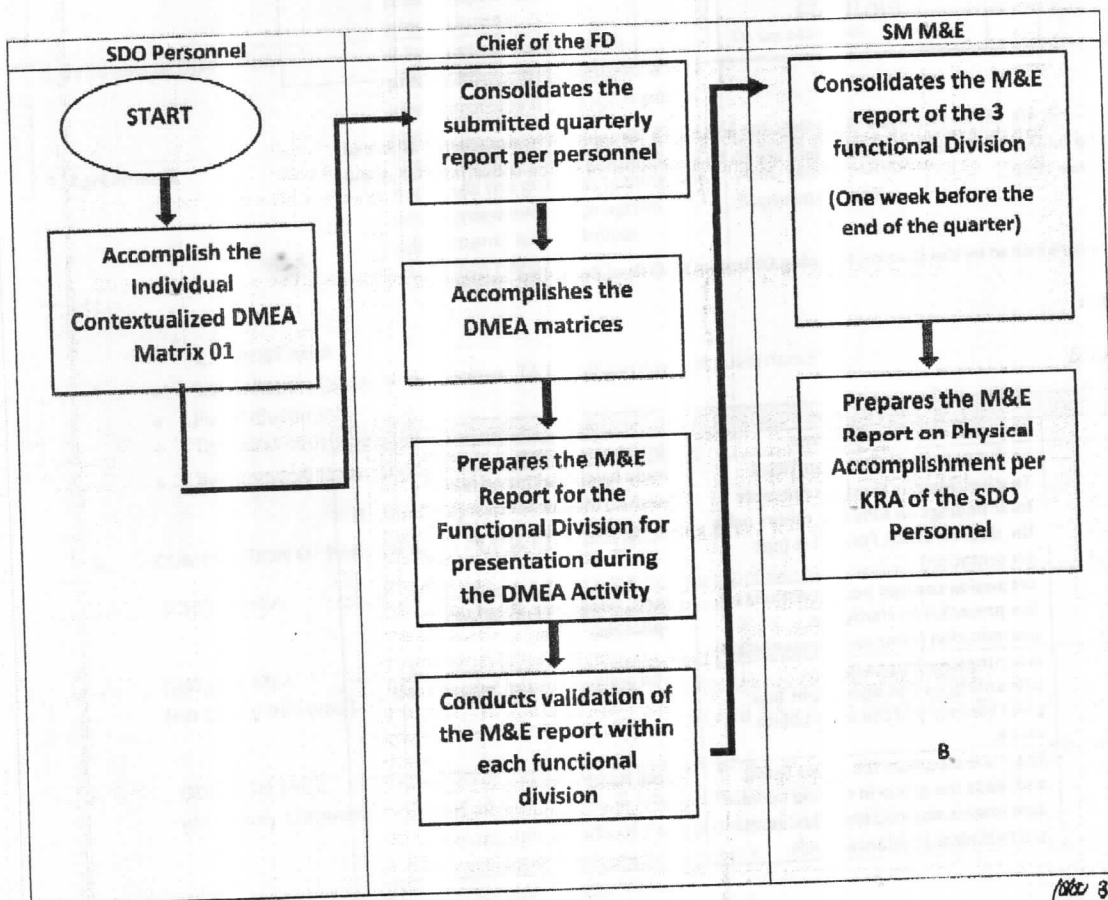
A. PRE – MEA ACTIVITY

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

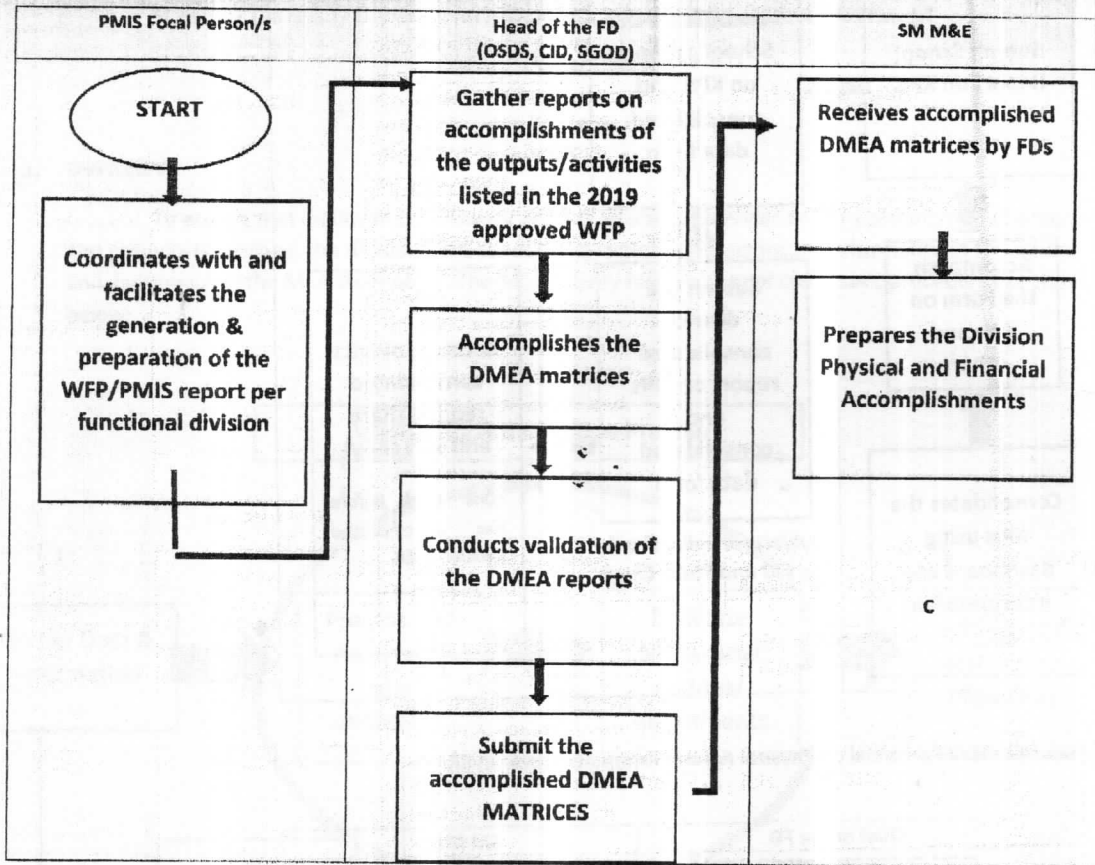
1. Gathering of Data and Information from Schools using the data for every quarter.



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



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 2019.



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

➤ For School MEA

MEA DESIGN		
1. Opening	Objectives and Activity Flow	Person In - Charge
2. Presentation by Schools	Each Grade level Chairman/Head Teacher/Master Teachers presents their findings on KPIs and others using the data on SMEA Forms 1-8 (ppt presentation)	Grade level Chairman/Head Teacher/Master Teacher (whichever is applicable)
3. Discussion of Presentation	Discussion Leaders pose questions to the presenter to clarify the presentation (after each presentation)	School Head, Asst. Principal (if applicable)
4. Synthesis of Discussion	A Synthesizer listens to all presentations and discussions and gives summary of the main points made.	To be assigned by the School Head
5. Agreements	The PSDS discusses the issues listed and leads the group in coming up with agreements on program adjustments and technical assistance needs	School Head

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➤ For District MEA

MEA DESIGN		
1. Opening	Objectives and Activity Flow	Person In – Charge
2. Presentation by Schools	Each School Head presents their findings on KPIs and others using SMEA Forms 1 – 8 (ppt presentation)	School Head w/ the School M&E Coordinator
3. Discussion of Presentation	Discussion Leaders pose questions to the presenter to clarify the presentation (after each presentation)	PSDS w/ the DsQMT
4. Synthesis of Discussion	A Synthesizer listens to all presentations and discussions and gives summary of the main points made.	To be assigned by the PSDS
5. Agreements	The PSDS discusses the issues listed and leads the group in coming up with agreements on program adjustments and technical assistance needs	PSDS

➤ For SDO MEA

MEA DESIGN		
1. Opening	Objectives and Activity Flow	Person In – Charge
2. Presentation by Functional Division and Support Units (Personnel, PO & 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 Division
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)
4. Synthesis of Discussion	A Synthesizer listens to all presentations and discussions and gives summary of the main points made.	To be assigned
5. Agreements	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 Asst. 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

II. COMPOSITION OF PARTICIPANTS IN THE REGULAR MEA ACTIVITY

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

DISTRICT MEA (no proxy allowed) - All School Heads and School M&E Coordinators
Discussion Leaders: Public School District Supervisor
Assigned Education Program Supervisor

DIVISION MEA (no proxy allowed) - PSDSs & Assigned EPS in the District
- Chief of CID, SGOD, & OSDS Representative
- Section/Unit Heads of Personnel and Finance Section
- All Education Program Supervisors
- Unit/Section Heads
- TWG
- **Discussion Leaders:** SDS, ASDS, & Chief of FDs

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**KPIs TO BE PRESENTED FOR THE 4th QUARTER MEA
(October, November, December, 2019)**

		SMEA	DsMEA	DMEA	RMEA
4th Quarter (October, November, December, 2019)	<p>ACCESS:</p> <ul style="list-style-type: none"> • No. of Drop-outs • No. of SARDO/PARDO <p>QUALITY:</p> <ul style="list-style-type: none"> • No. of Learners w/ Failing Grades • No. of Non-Numerates • No. of Non Readers • PL of Math for the 2nd Quarter • No. of learners under Frustration Level <p>GOVERNANCE:</p> <ul style="list-style-type: none"> • SBM Level of Practice • No. of SIP approved • Private Schools & Non – DepEd Schools (SHS) w/ & w/out Authority to Operate (SY 2019 – 2020) • No. of Teachers and Teaching-related staff trained • No. of schools conducting LAC Sessions • (For SDO personnel refer to DMEA Forms (KRA/PPAs/OPCRF/IPCRF/AIP) • No. of AR/ ATC • No. of CI projects 	4th week of November	2nd week of December	<p>December 17-18, 2019</p> <p>Inter-SDO Validation to be by Camarines Norte Division</p> <p>January 8, 2020</p>	January 14-15, 2020

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ACTIVITY FLOW OF ACTUAL MEA

The conduct of Actual MEA shall follow the activity flow below:

- a) Opening Program (15 minutes)
- b) Overview of the MEA activity (10 min.)
- c) MEA Proper
 1. Presentation by Functional Division (Chief & PSDS for CID)

15-20 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)
 - > Recommendations for Adjustment
 - > Personnel Requirement and Deployment
 - > Fund Utilization
 - > Recommendation for Plan Adjustment
 2. Interface/Discussion c/o Discussion Leaders (15 min. – to be done after each presentation)
 3. Synthesis (5 minutes)
 4. Agreements (5 minutes)
 6. Summary of Synthesis (15 minutes) to be facilitated by the M&E Coordinator
- d) Top Management Response
- e) Closing Program

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3rd QUARTER RMEA

SYNTHESIS

ISSUES	RECOMMENDATIONS	AGREEMENT	TIMELINES
1. Dropouts	Conceptualize Intervention		4 th quarter
	Present in the next quarter a proposal to address the issue on dropouts		
	Present Pareto analysis to identify priority schools to address the issue on dropouts	Identify the causes of dropouts	
2. Utilization of HRD fund	Revisit DO no, 21 s. 2018 re: allowable expenses	Utilize HRD fund for Sports activities such as trainings of coaches as support to education.	4 th quarter
3. Research	Revisit DO no. 16, s. 2017	Present at least 1 research for BERF funding	4 th quarter
	Encourage all personnel to conduct research		
4. Unobligated sub -aro	Should be reflected in the report		4 th quarter
		Identify natural vacancies	
		Identify if the failing grades and dropouts are 4Ps beneficiaries	
		Segregate 4Ps recipients to non 4Ps	

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