

Republic of the Philippines  
**Department of Education**  
REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

**UNNUMBERED MEMORANDUM**  
SGOD-SMM&E-UM-06-20-2024/AVA

To : SGOD Chief  
CID Chief  
EPSs CID  
EPS SGOD  
Administrative Officer V (Administrative)  
Administrative Officer V (Budget)  
Administrative Officer IV (HRMO)  
Accountant III  
Engineer III, Education Facilities  
SEPS, SocMobNet  
SEPS, HRD  
PDO I, YFD

By Authority of the Schools Division Superintendent

From: **ANGELO JAMES O. AGUINALDE**  
Accountant III / Accounting Office  
Officer-in-Charge

Date: June 20, 2024

Subject: **COMPLIANCE TO REGIONAL MEMORANDUM NO. 00668, s. 2024  
(SUBMISSION OF M&E REPORT ON THE UTILIZATION AND  
IMPLEMENTATION OF M&E TOOLS FOR VARIOUS PPAs IN  
DEPED ROV FOR THE FIRST SEMESTER - CALENDAR YEAR 2024)**

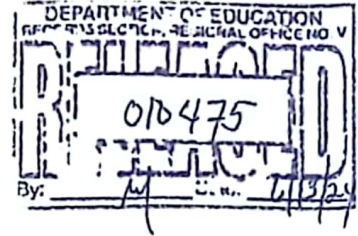
1. Attached is the subject Regional Memorandum No. 00668 for your reference and compliance.
2. For clarity, the reporting template that is to be accomplished **on or before June 25, 2024**, is in this link: [bit.ly/ME1stSem2024](https://bit.ly/ME1stSem2024) (It is in Microsoft OneDrive).



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Republic of the Philippines  
Department of Education  
REGION V - BICOL



11 June 2024

REGIONAL MEMORANDUM

No. 00668 s. 2024

**SUBMISSION OF MONITORING AND EVALUATION (M&E) REPORT ON THE UTILIZATION AND IMPLEMENTATION OF M&E TOOLS FOR VARIOUS PROGRAMS, PROJECTS AND ACTIVITIES (PPAs) IN DEPED REGION V FOR THE FIRST SEMESTER, CALENDAR YEAR 2024**

To : Schools Division Superintendents  
Chiefs of the Functional Divisions, Sections and Units, this Office  
All Program Owners/Implementers/Focal Persons  
All Others Concerned

1. Pursuant to Regional Memorandum 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", all Schools Division Offices (SDOs) and RO-Functional Divisions (FDs) are hereby advised to accomplish the reporting template through this link <https://bit.ly/ME1stSem2024> on or before **June 25, 2024**.
2. The data should cover the utilization of the standardized M&E tools of the SDOs and RO-FDs for the first semester (January to June), CY 2024.
3. The consolidated report shall be utilized in the enhancement and/or modification of the M&E tools to further capture the effectiveness of the PPAs implemented in the field. Further, the results will serve as inputs to the users, implementers, monitors and evaluators in ascertaining that the PPAs are directly addressing the target key performance indicators.
4. For information, dissemination and compliance of all concerned.

SGOD OFFICE  
RECEIVED  
GILBERT T. SADSAD, Regional Director  
Date: 6-13-2024  
Time: 11:30

Reference: Regional Memorandum 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"

QAD/rbb  
06/11/2024



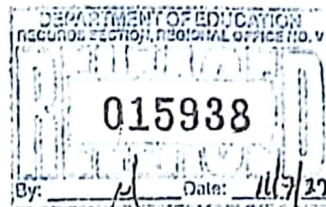
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October 5, 2022

**REGIONAL MEMORANDUM**

No. 138, s. 2022

**GUIDELINES IN THE UTILIZATION OF THE STANDARDIZED MONITORING AND EVALUATION (M&E) TOOLS FOR PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs) IN DEPED REGION V**

To : Schools Division Superintendents  
: Chiefs/Heads of Functional and Support Divisions/Sections/Units, *this Office*  
: Chiefs of SGOD and CID, Schools Division Office  
: All Program Owners/Focal Persons  
: All Others Concerned

1. The issuance of DepEd Order No. 029, s. 2022, re: Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) has provided the Department of Education Regional Offices with a guide in the conduct of monitoring and evaluation to ensure the effective, efficient, and inclusive implementation of all education policies and programs in the regions. It has also reiterated the establishment of a regional M & E system that shall provide the regional policy makers and program implementers with timely and appropriate feedback on the implementation of DepEd policies, programs, and delivery systems.

2. Cognizant to this, this Office has already institutionalized a monitoring and evaluation system through the Regional Monitoring, Evaluation and Adjustment (RMEA), which focuses on the data analysis of the key performance indicators (KPIs) along access, quality, and governance. The MEA system has enabled the Quality Assurance Division (QAD) at the regional level and the School Governance Operations Division (SGOD)-School Management Monitoring and Evaluation (SMME) at the Schools Division Office (SDO) level to explore means on how to collate data and information for purposes of monitoring and evaluation of various programs and projects.

3. Considering further the provisions of DO No. 029 s: 2022 that compel the Regional Office (RO) to oversee and aid in the conduct of monitoring and evaluation on regional programs, projects and activities (PPAs); DepEd Region V, through the Quality Assurance Division, has recognized the need for monitoring and evaluation tools that will capture tracking of progress and evaluation of results of the



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Enclosure No. 1 to Regional Memorandum 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*

**GUIDELINES IN THE UTILIZATION OF THE STANDARDIZED MONITORING AND EVALUATION TOOLS FOR PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs) IN DEPED REGION V**

**I. On Replication and Contextualization of M & E Tools**

The monitoring and evaluation tools per functional and support division can be utilized by concerned program owners at the RO, SDO and school level as applicable; but shall be governed by the following guidelines on replication and contextualization of the tool:

1. The printable copy in Portable Document Format (PDF) version of the tool will be available in a Drive and will be shared to the SMME sections of the thirteen (13) Schools Division Offices and to the Chiefs of the Functional and Support Divisions of the Regional Office.
2. The tool may be replicated or reproduced as it is and shall be utilized for monitoring and evaluation purposes only.
3. The digitized version of the tools will be available in a Drive and will be exclusively shared with the SMME sections of the thirteen (13) Schools Division Offices and with the Chiefs of the Functional and Support Divisions of DepEd Region V as collaborators to the tool.
4. The SGOD-SEPS or Education Program Specialist (EPS) II of the SMME section and the Chiefs of the Functional and Support Divisions of DepEd ROV shall make a copy of the tools applicable at their respective offices.
5. They shall ensure that the copies of the tools are saved not in the ROV QAD drive but in their respective offices' drive.
6. Any monitoring and evaluation activity using the digitized versions should be run utilizing the generated copies of the tools, not the original M and E tools in the QAD drive.
7. The concerned program owner can make any modifications on the tools depending on their context, but such contextualization shall be done only in the generated copy of the tool.
8. The original digitized M and E tools in the QAD drive must not be edited. Any comment or correction in the tool should be directed to the RO V QAD office. It is only the QAD Office that has the authority to do modifications in the tools.



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## II. On the Utilization of M & E Tools

### 1. Sampling/Target Respondents

To ensure validity and reliability of monitoring and evaluation, the fitness of the sample size or respondents to the tool shall be considered. When the M and E tool shall be administered to a group of respondents, the target responses should be from at least 80% of the population of the program, project, or activity.

### 2. Analysis and Interpretation of the M and E Results

The analysis of the responses to the M and E tools will either be qualitative or quantitative depending on the type of questions in the tool.

a. For items that require a qualitative response with options, frequency and percentage of responses will be determined. The percentage of responses will be computed against the total number of responses. For example, if the options are Yes or No, count and get the percentage of response for each option.

b. For items that require a qualitative response with open-ended questions, the responses must be coded wherein responses with common ideas shall be grouped and synthesized. Common responses for each group of ideas shall also be counted to determine frequency and percentage of responses.

c. For items with Likert Scale rating, weighted average rating for each item and average of the ratings for all items in each standard shall be computed.

d. The average ratings shall be given description and interpretation based on the norms to be formed for the tool depending on the category of responses using Likert Scale.

The analysis and interpretation of M and E results may be supported with related literature, while maximizing its potential to provide insights on what can be identified as best practices and what needs to be improved or enhanced.

### 3. Reporting of the M and E Results

For formal trainings and activities that made use of the generic NEAP-QAME Tool and for M & E Tools that used Likert Scale responses where the tool is administered to a group of respondents/participants, the M and E Results shall be consolidated, summarized, and reported using the QAME Analysis Form 2. When the NEAP-QAME Tool is accomplished by an individual monitor, the M and E results shall



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be reported using Child Analysis Form I. The summary of responses with comparison of average ratings shall be attached to the report/Child Analysis Form.

For the M and E Tools for programs, projects and activities that require data and other forms of responses, the M and E results shall be reported accordingly based on the data being used. The report shall include the following parts:

a. Basic Information

- Title of Program/Project/Activity
- District/Division
- Title of M and E Tool Used
- Program/Project/Component
- Name of Monitor
- Position/Designation of Monitor
- Date Submitted

b. Findings, Analysis and Interpretation of M and E Results

The content of this part shall be organized according to the sequence of data or instruments administered in the M and E tool. This part has to describe the responses and qualitative in nature. This may include tables and graphs if applicable.

c. Basic Findings

d. Areas for Improvement

e. Recommendations

The report of the M and E Results shall be signed by the program owner or coordinator, and the program owner shall be furnished with a copy of the report of M and E results with the summary of responses and including the pertinent information of the respondents.

f. Utilization of the M and E Results

The results of the monitoring and evaluation of the programs, projects and activities shall be utilized by the monitor and concerned personnel for individual performance (IA) promotion, by the program owner to discuss local practices and address necessary areas for improvement, and by the District to ensure the quality of implementation of various PPA's in Region V.



Department Office, Iloilo, Region - V, 2022  
 1. NAME THE AREA  
 2. REPORT/REPORT FORM







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### III. On the Development of New M & E Tools

The set of M and E tools is not yet complete and does not cover all of the programs, projects and activities of DepEd. Relevant M and E tools may still be formulated and anyone who intends to contribute new M and E tools shall submit a copy of the proposed tool to the DepEd RO V – Quality Assurance Division for purposes of quality assurance, proofreading and formatting.

Any M and E tool to be developed should include the basic information requirements and the parameters of an M & E tool. Once the proposed tool has been validated and approved, it shall form part of the next versions of the M & E tools to be issued by the Regional Office.

### IV. On Modifications or Amendments of the M & E Tools

The M and E tools may be modified or contextualized as needed, basically, on the preliminary information required; but as to the content of the tools, any suggestions for modifications or amendments shall be proposed to the DepEd RO V through the Quality Assurance Division. The QAD shall review and validate the suggested modification and decide on any appropriate actions. Upon validation, the QAD shall issue a revised version of the M and E tool that has been modified or amended.

### V. Ownership of M & E Tools

Each proponent of an M & E tool shall be recognized as its writer, with the issuance of a *Certificate of Recognition*. All developed, modified, and contextualized M & E tools shall be owned by the DepEd Regional Office V. Any publication in print or non-print of the said M & E tools shall be attributed to the Organization (DepEd ROV).

### VI. Monitoring and Evaluation

Through the Quality Assurance Division (QAD), DepEd-Region V will continuously collect feedback on the implementation and utilization of the tools and the generated information for plan adjustments and continuous improvement of the PPAs being monitored and evaluated. And to strengthen its relevance to the Department's aims, it must conduct a periodic review.

The school-based staff involved in M&E, as well as all functional and support divisions in RO and SDOs, must ensure conformity with these regional M&E tools. M&E generated data must be used to target successful implementation of programs and projects which are to be attained through sustained provision of technical assistance.



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Enclosure No. 2 to Regional Memorandum No. 127s. 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*

**Masterlist of M and E Tools per Functional and Support Division**

RO FSDs	M & E Tool (MET) Code Number and Version control	TITLE
Administrative Division	AD-MET-001-V.0	Evaluation Sheet for Janitorial Services
	AD-MET-002-V.0	Evaluation Sheet for Security Services
Curriculum & Learning Management Division (CLMD)	CLMD-MET-001-V.0	Basic Education-Learning Continuity Plan (BE-LCP) 2022
	CLMD-MET-002-V.0	Monitoring Tool on the Status of the Implementation of the Senior High Schools (SHS) Program in Public, Private and Non-DepEd Schools
	CLMD-MET-003-V.0	Monitoring Tool for Implementation of Special Inclusive Education
	CLMD-MET-004-V.0	Monitoring Tool on Joint Delivery Vouchers Program
	CLMD-MET-005-V.0	Monitoring Tool on the Conduct of Virtual Science Research Showcase of the Implementers of Special Science Program in Bicol Region STE and SSES Classes Year-End Activity
	CLMD-MET-006-V.0	Monitoring Tool on the Conduct of Science and Technology and Engineering Administration Tools for Incoming Grade 7 STE Learners
	CLMD-MET-007-V.0	Monitoring Tool for ALS Implementation
	CLMD-MET-008-V.0	Monitoring Tool in the Implementation of Madrasah Education Program
	CLMD-MET-009-V.0	Monitoring Tool on the Implementation of Limited Face-to-Face Classes
	CLMD-MET-010-V.0	Monitoring Tool in the Implementation of Computer-Based Examination
	CLMD-MET-011-V.0	Tracer Tool for SHS Graduates
	CLMD-MET-012-V.0	ALS Tracer Tool (Filipino version)
	CLMD-MET-013-V.0	ALS Tracer Tool (English version)
CLMD-MET-	Monitoring Tool on the Profile of the Division	



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	014-V.0	Indigenous People Education (IPEd) Focal Persons in Region V
	CLMD-MET-015-V.0	Monitoring and Evaluation Tool for the Implementation of Multigrade Program
	CLMD-MET-016-V.0	Monitoring and Evaluation Tool for Curriculum Implementation in Blended Learning
	CLMD-MET-017-V.0	Monitoring and Evaluation Tool for the Implementation of Special Program in Journalism
	CLMD-MET-018-V.0	Monitoring and Evaluation Tool for the Implementation of Special Program in Foreign Language
	CLMD-MET-019-V.0	Monitoring and Evaluation Tool for the Implementation of the Special Program for the Arts
	CLMD-MET-020-V.0	Monitoring Tool on the Implementation of Career Guidance Program
Education Services Support Division (ESSD)	ESSD-MET-001-V.0	Contractor's Evaluation Form- During Construction
	ESSD -MET-002-V.0	Contractor's Evaluation Form- Upon Completion
	ESSD -MET-003-V.0	Oplan Sa Kalusugan (Ok Sa Deped) Accomplishment Report Form
	ESSD -MET-004-V.0	Brigada Eskwela & Partnerships Program Accomplishment Report Form
	ESSD -MET-005-V.0	Student Leadership Development Program (SLDP) SPG and SSG Accomplishment Report Form
	ESSD -MET-006-V.0	National Greening Program (Yes-O, School Inside A Garden, Solid Waste Management) Accomplishment Report FORM
	ESSD-MET-007-V.0	Project W.A.T.C.H. Monitoring Form
Finance Division (FD)	FINANCE-MET-001-V.1	Monitoring Tool on the Submission of Budget and Financial Accountability Reports
Field Technical Assistance Division (FTAD)	FTAD - MET - 001 V.0	Technical Assistance (TA) Provider Self-Assessment
	FTAD - MET - 002 V.0	Monitoring and Evaluation on Technical Assistance Delivery
	FTAD - MET - 003 V.0	M&E Tool on Continuous Improvement (CI) Coaching
	FTAD - MET - 004 V.0	Status of CIP Implementation in DepEd Region V
	FTAD - MET - 005 V.0	M&E Tool in the Conduct of SBM Assessment in SDOs
Human Resource	HRDD-MET-001-V.0	Teacher Induction Program: Monitoring and Evaluation Form for Division Coordinators



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Development Division (HRDD)	HRDD-MET-002-V.0	Teacher Induction Program: Monitoring and Evaluation Form for School heads
	HRDD-MET-003-V.0	Teacher Induction Program: Monitoring and Evaluation Form for Mentors
	HRDD-MET-004-V.0	Monitoring of Pre-Implementation of Formal L & D Intervention Activities (INSETs, LACs, etc.)
	HRDD-MET-005-V.0	Monitoring and Evaluation Tool for DepEd Region V Scholars
	HRDD-MET-006-V.0	School Heads Development Program Foundation Course: M and E for Application Project
	HRDD-MET-007-V.0	LDM 1 and 2 Evaluation Tool for Program Management Team (PMTs)
Office of the Regional Director (ORD)	ORD-MET-001-V.1	DepEd Computerization Program Monitoring Tool: DCP Package Utilization in DepEd Region V
	ORD-MET-002-V.1	Early Registration & Oplan Balik-Eskwela (OBE) Activities & Advocacy Monitoring Tool
Policy, Planning and Research Division (PPRD)	PPRD-MET-001-V.1	Division Education Development Plan Appraisal Tool
	PPRD-MET-002-V.1	Monitoring and Evaluation Tool for the Implementation of DepEd Order No. 16, s. 2017: Research Management Guidelines
	PPRD-MET-003-V.1	Monitoring and Evaluation for the Dissemination, Utilization and Advocacy for the Completed Research
Quality Assurance Division (QAD)	QAD-MET-001-V.0	RMEA Report M&E Tool (RO-FDs and SDOs)
	QAD-MET-002-V.0	M&E Tool for the Opening of Classes in Private Senior High Schools
	QAD-MET-003-V.0	M&E Tool for the Opening of Classes in Public Senior High Schools
	QAD-MET-004-V.0	M&E Tool for GASTPE Data of Private Schools in DepEd Region V
NEAP-QAME FORMS & TOOLS	NEAP-QAME Tool-01	QAME Form A- TRAINING PROGRAM DESIGN EVALUATION
	NEAP-QAME Tool-02	QAME Form B- RESOURCE PACKAGE EVALUATION
	NEAP-QAME Tool -03	QAME Form C- PROGRAM PRE-IMPLEMENTATION EVALUATION
	NEAP-QAME Tool - 04	QAME Form D- SESSION EVALUATION QAME Form E: On-Site Monitoring and Evaluation



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	NEAP-QAME Tool -05	CRITICAL INCIDENTS
	NEAP-QAME Tool -06	QAME Form F: End of Program Evaluation (Adopted from STRIVE-developed T and D System)
	NEAP-QAME Tool -07	QAME Form G: PROGRAM COMPLETION REPORT (Adopted from STRIVE-developed T and D System)
	NEAP-QAME Tool -008	ACTION PLAN and JOB-EMBEDDED LEARNING TEMPLATE
	NEAP-QAME Tool -009	QAME Form H: Evaluation of the Workplace Application of Learning
	NEAP-QAME Tool -010	QAME Analysis Form I: ANALYSIS OF THE ONSITE MONITORING/EVALUATION RESULTS
	NEAP-QAME Tool -011	QAME Analysis Form I: ANALYSIS OF THE ONSITE MONITORING/EVALUATION
	NEAP-QAME Tool -012	QAME M and Analysis Form 2: SUMMARY OF DAILY MONITORING AND EVALUATION
	NEAP-QAME Tool -013	QAME Analysis Form 3: Summary of Regional and Monitoring and Evaluation
All tools can be downloaded from this link	<a href="https://invari.com/METOperationsManualandTools">https://invari.com/METOperationsManualandTools</a>	
All digitized tools can be accessed from this link	<a href="https://invari.com/METDigitizedTools">https://invari.com/METDigitizedTools</a>	



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