Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 27, 2020

DIVISION MEMORANDUM
No. **276** , s. 2020

3rd and 4th QUARTER DIVISION MONITORING, EVALUATION, AND ADJUSTMENT

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public and Private Elementary, Junior High Schools and Integrated Schools
All Others Concerned

1. This office will conduct the **3rd and 4th Quarter Division Monitoring, Evaluation, and Adjustment (DMEA)** on December 15-16, 2020.

2. The following are the objectives of the activity:

   a) present Leading Indicators and accomplishments;
   b) identify factors that hindered or facilitated the attainment of targets for the quarter;
   c) recommend actions to improve performance; and
   d) adjust/evaluate Work and Financial Plans of the different programs, projects, and activities.

3. The following is the schedule of Division MEA activities:

Date/Time	Activity	Venue/Platform
Day 1 December 15, 2020 9:00 AM	3rd and 4th Quarter DMEA-District Presentation	Microsoft Teams application

Archbishop GM Reyes St., Kalibo, Aklan
Tel/Fax No. (036) 268 4235 | (036) 268 4234 | (036) 268 3097
Website: http://www.depedaklan.org
Email Address: aklan.1958@deped.gov.ph

Day 2 December 16, 2020 9:00 AM	4th Quarter Division Office Monitoring, Evaluation and Adjustment	Division Office Conference Room, Poblacion, Numancia, Aklan/ Microsoft Teams application

4. The participants to this two-day activity are the Schools Division Superintendent, Assistant Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Senior/Education Program Specialists, and other Division Office personnel. **The Public Schools District Supervisors will only attend on Day 1.**

5. The following members of the DMEA Team will convene at the Division Office Conference Hall, Poblacion, Numancia, Aklan while other members will join via Microsoft Teams at their respective Unit/Section Offices and homes to maintain social distancing:

    1. SDS Miguel Mac D. Aposin EdD, CESO V
    2. ASDS Jose Niro R. Nillasca
    3. CID-CES Dobie P. Parohinog PhD
    4. SGOD-CES Michael T. Rapiz
    5. AOV Bella S. Suante
    6. Acct III Marissa A. Jismundo
    7. EPS Rebecca R. Ibarreta
    8. PDO II Mahnnie Q. Tolentino
    9. SEPS June R. Patricio
    10. SEPS Mar Bien Gregory G. Parel UAP
    11. SEPS Leila D. Pamati-an
    12. PO III Milgie C. Villareal
    13. PDO II Charlie I. Ureta
    14. ITO I Floradel P. Jamero
    15. SEPS Raffy F. Paller PhD - Secretary

6. During the district presentation, the presenter will be given only **10 minutes per presentation**, following the MEA process. Allotted time must be strictly followed.

7. The parts of the presentation during the District Presentation are the following:

I. Dashboard (Leading Indicators Template)
II. Segmentation/Prioritization
III. Characterization using K-12 Curriculum Support System (Related to the KPIs)
IV. Summary of Issues
V. Summary of Facilitating & Hindering Factors
VI. Plan of Action/Next Steps/Recommendations

8. All schools/districts shall conduct **School/District Monitoring, Evaluation, and Adjustment (SMEA/District MEA)** on **December 1-10, 2020** using online platforms to be monitored by the Public Schools District Supervisor.

9. The school/district may include other leading indicators/KPIs not included in the template which are deemed important and need immediate action.

10. The school shall prepare an SMEA report (hard copy) attached with accomplished leading indicators template, MEA M&E Tool and MOVs such as pictures, etc. The SMEA report shall be forwarded to the district for consolidation.

11. All districts shall submit the following to the Division Office, Office of the School Governance and Operations Division (SGOD), **on or before December 11, 2020**:

a. Consolidated SMEA Report (Hard copy filed in the folder)
b. Accomplished District Consolidated Leading Indicators Template (soft copy in Excel Form)

c. District MEA Presentation (soft copy in PowerPoint presentation)

Soft copies of items ***b*** and ***c*** shall be sent through this e-mail address: **june.patricio001@deped.gov.ph**.

12. Attached are the following enclosures:

a. Enclosure No. 1- 3rd and 4th Quarter Leading Indicators Template
b. Enclosure No. 2- Division Steering Committee
c. Enclosure No. 3- MEA M&E Tool

13. The participants of this activity shall strictly adhere to the health protocols (Refer to D.O. No. 14, s. 2020 – Guidelines on the Required Health Standards in Basic Education Offices and Schools).

14. Expenses incurred relative to this activity shall be chargeable against school MOOE/local funds subject to the usual government accounting and auditing rules and regulations.

15. Immediate dissemination and compliance with this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

POLICY **SCHOOLS** **SUPERVISION**

JRP/ljrd

Enclosure No. 1 of Division Memorandum No. **276**, s. 2020

TEMPLATE FOR LEADING INDICATORS

Name of School: _____
District: _____

3rd Quarter – July to September		
Governance	*No. & % of Schools w/ liquidated MOOE*	
	Particulars	**No. of Private Schools**
	Started classes before Oct. 5	
	Temporary close due to Covid-19	

4th Quarter (Year-end - October to December)				
ACCESS		**Final Enrolment**		**TOTAL**
		Male	**Female**	
	Enrollment :			
	1. K to Elementary Grades			
	a. Kindergarten			
	b. Grade 1			
	c. Grade 2			
	d. Grade 3			
	e. Grade 4			
	f. Grade 5			

	g. Grade 6			
	2. Junior High School			
	a. Grade 7			
	b. Grade 8			
	c. Grade 9			
	d. Grade 10			
	3. Senior High School (1st sem)			
	a. Grade 11			
	b. Grade 12			
	No. of mapped learners:			
	a. BLP			
	b. A & E Elem.			
	c. A & E JHS			
	No . of enrolled ALS Learners			
	a. BLP			
	b. A & E Elem.			
	c. A & E JHS			
	Total			
	No. of A & E Test Passers			
	a. Elementary			
	b. JHS			
	Total			

GOVERNANCE	*No. & % Percentage of Schools w/ liquidated MOOE*	
	Total No. of Private Schools Operating with Permit/Recognition	
	No. of Functional CLCs	

Note: Final enrolment cut-off is October 30, 2020

POLICY IMPLEMENTATION ON DEPED ORDER NO. 031, S. 2020 - INTERIM GUIDELINES FOR ASSESSMENT AND GRADING IN LIGHT OF THE BASIC EDUCATION LEARNING CONITNUITY PLAN

CHALLENGES AND ISSUES ENCOUNTERED	ACTION TAKEN / RECOMMENDATION

Enclosure No. 2 of Division Memorandum No. **276,** s. 2020

DIVISION MONITORING, EVALUATION AND ADJUSTMENT STEERING COMMITTEE

MIGUEL MAC D. APOSIN EdD, CESO V

Schools Division Superintendent

Chairperson

JOSE NIRO R. NILLASCA

Education Program Supervisor - LRMDS

Officer In-Charge, Office of the Asst. Schools Division Superintendent

DOBIE P. PAROHINOG

Chief Education Supervisor, Curriculum Implementation Division

MICHAEL T. RAPIZ

Chief Education Supervisor, School Governance and Operations Division

JUNE R. PATRICIO

Senior Education Program Specialist

School Management Monitoring and Evaluation Section

Co-chairpersons

WORKING COMMITTEES

Program

Ruby Agnes B. Estrada

Jessie S. Flores

Roland F. Democrito

John C. Marciales

Cindy D. Bautista

Attendance/Registration

Patrocenia Y. Mamburam

Marlyn T. Bereber

Mary Jean P. Sim

Chrisa Mae C. Nobleza

Documentation

Milgie C. Villareal

Maria Lourdes M. Matorres

Nelieta Z. Iradiel

LCD, Laptop and Other Program Paraphenalia

Floradel P. Jamero

Mahnnie Q. Tolentino

Shena R. Bondad

Invitation

Dr. Kyzil D. Lipar

Wilbert V. Florencio

Reception/Leis/Usherettes

Ma. Corazon R. Panaligan

Dr. Edselyn T. Biray

Johann C. Cawaling

Apple Gay M. Oquendo

Stage Decoration

Rebecca R. Ibarreta

Engr. Meljan I. Torres

Engr. John Harold C. Gregorio

Engr. Christine Joy M. Oquendo

Accommodation

Dr. Mary Cherry Lynn M. Dalipe

Maria Charo C. Carillo

Ann Marie B. Marcelino

WORKING COMMITTEES

Venue, Tables, Chairs,

Hall Arrangement and Sounds

Ariel Z. Zubiaga

Marth S. Tropa

Maria Theresa L. Lao

Mildred B. Zante

Rommel B. Zante

Mary Richelyn Joy B. Alba

Finance

Bella S. Suante

Marissa A. Jizmundo

Feby D. Moleta

Public Relations

Archt. Mar Bien Gregory G. Parel

Atty. Ma. Jade B. Villanueva

Melky B. Arbeloda

Sheena Ricka Y. Mamburam

Meals/Refreshments, Cleanliness

Marivic I. Tolentino

Jerald B. Dela Cruz

All Job Orders

Health and Wellness

Dr. Rhoby M. Fernandez

School Health and Nutrition Section

Enclosure No. 3 of Division Memorandum No. **276**, s. 2020

SCHOOL/DISTRICT MONITORING AND EVALUATION TOOL

Basic Information:

School:		*Inclusive Date/s of SMEA/DisMEA:*	
District:		*Venue:*	

Total Number of Districts/Schools Participated:	
Total Number of Participants:	
Mode of Delivery:	

A. DMEA Preparation:	Evident	Not Evident	Remarks
1. Issuance of Memo regarding the SMEA indicating the following:			
a. Purpose/s of DMEA			
b. Expected Output/s			
c. Committee specific for the activity			
B. DMEA Proper:			
1. Sharing of best practices			
2. Presentation of the following:			
a. KPIs			
b. Accomplishment Reports			
c. Status of PAPs			
3. Others (pls. specify)			
C. Post DMEA:			
1. WFP/AIP Adjustment			
2. Harvesting of PMIS accomplishment for the quarter (if applicable)			
3. Presence of Minutes			
4. Summary of Issues			

5. Summary of Facilitating & Hindering Factors			
6. List of Recommendation/s			
7. Consolidated KPIs for the quarter			
General Observations:			
Recommendation/s:			
Monitored by: _____ Name & Signature/Position	Date: _____		