



Republic of the Philippines
Department of Education
Schools Division Office of Tacurong City

March 28, 2023

DIVISION MEMORANDUM

SGOD No. 27 s. 2023

**CONDUCT OF QUARTERLY DIVISION MONITORING, EVALUATION AND
PLAN ADJUSTMENT (DMEPA) REPORTING FOR CALENDAR YEAR 2023**

TO: **Asst. Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance and Operations Divisions
Education Program Supervisors
Cluster Heads
Elementary & Secondary School Heads
This Division**

1. In reference to Region Memorandum QAD No. 013, s. 2023 **re Quarterly Conduct of CY 2023 Regional Monitoring, Evaluation and Plan Adjustment (RMEPA)**, the SDO – Tacurong City shall conduct the 1st Quarter Division, Evaluation and Plan Adjustment (DMEPA) for CY 2023 **on April 4 , 2023 via MS Teams online video conferencing which shall start at 8:30 AM**. This aims to **assess and validate the 1st quarter performances on Intermediate Outcomes on quality of SDO and schools during the 2nd Quarter of school year 2022-2023**.

2. For systematic and objective assessment of data on accomplishments and variances vis-à-vis ongoing implementation of plans, programs, projects, and major activities articulated in Division Education Development Plan (DEDP), SDO Tacurong has enhanced its monitoring and evaluation mechanism.

3. Relative to this, school heads are enjoined to conduct School Monitoring, Evaluation and Plan Adjustment (SMEPA). In addition all schools shall **encode and submit in excel file through the google sheet link: <https://tinyurl.com/DMEPAToolkit1stQuarter>**, likewise, Cluster/School Heads are requested to submit the soft copy of the presentation at least three (3) days prior to the DMEPA to tacurong.sgod@deped.gov.ph.





Republic of the Philippines
Department of Education
Schools Division Office of Tacurong City

4. All Program Holders of each Functional Division shall submit their reports to Mrs. **Mohani A. Paguita, SEPS-M&E** on or before April 4, 2023, using the **M.E TOOL FOR PROGRAMS AND ACTIVITIES** attached in the memorandum.
5. Participants to this activity are SDS, ASDS, Chiefs of CID and SGOD, all EPSs, all Members of SGOD, Cluster Heads and all Secondary School Heads.
6. Participants are reminded to observe the following procedures and standards:
 - 6.1 Presenters shall prepare a **20-minute PowerPoint presentation** aligned with the contents of the toolkit per quarter. To ensure contents are followed, **DMEPA Toolkit** of CY 2023 is provided on the said link.
 - 6.2 The Cluster Head and Secondary School Head shall be responsible in reporting the performance of the Cluster **or his authorized representative**.
 - 6.3 A **20-minute interpellation, discussion and synthesis** with the Division EPSs shall follow to commend major accomplishments of the schools and clarify issues and concerns for division office action and/or endorsement for regional office decision.
 - 6.4 The lead discussant assigned shall keep track of the time as the presentation is being done and shall **politely cut the presentation if it exceeds the prescribed time**.
7. Snacks shall be served to DMEPA participants who are physically present at the division office chargeable to local funds subject to the usual accounting and auditing rules and procedures.
8. For immediate dissemination and compliance.

MIGUEL P. FILLALAN, JR. CESO VI
Schools Division Superintendent

Encl: As Stated

To be indicated in the Perpetual Index under the subject
MONITORING & EVALUATION





Republic of the Philippines
Department of Education
 Schools Division Office of Tacurong City

Enclosure No. 1 to Division Memorandum SGOD No. 1 s. 2023

Indicative Schedule of Activities
CONDUCT OF 1st QUARTER DIVISION MONITORING, EVALUATION AND
PLAN ADJUSTMENT (DMEPA)

TIME	ACTIVITY	PERSON RESPONSIBLE
7:30-8:00AM	Signing-in	
8:00-8:15 AM	Video Teleconferencing Protocols	
8:15-8:45 AM	Opening Program <ul style="list-style-type: none"> • Invocation: • Attendance Check • Opening Remarks • MESSAGE: Statement of Purpose & Objectives of the 2023 1st Quarter DMEPA	c/o SGOD ZENAIDA B. PORRAS AO V MERVIE Y. SEBLOS OIC- Schools Division Superintendent MIGUEL P. FILLALAN JR., CESO VI OIC-Schools Division Superintendent MAYFLOR D. ROMUALDO Chief ES-SGOD
8:45-9:00 am	BREAK AWAY (Group B shall transfer to another meeting platform)	
Division Presentations		
	GROUP A	GROUP B
	Person Responsible	Person Responsible
	Cluster/School	Cluster/School
Lead Discussant	Mayflor D. Romualdo	Arlene Rosa G. Arquiza
Interpellators	Ma. Sairah N. Hong Ivy P. Lamintao Virgie T. Metal Agnes G. Muyco Ma. Dianne Joy R. Dela Fuente Sheryll A. Moradas	West North TNHS SPNHS ASBNHS RMNHS
		Randy E. Porras Mary Ann C. Umadhay Rona N. Tacot Frank T. Nawal, Jr. Joseph R. Pilotos Alejandro S. Reginaldo, Jr. Jonel G. Solomon
		Central South East VFGNHS UKNHS SENHS
Synthesizer	Ernie P. Pama	Mohani A. Paguita
Documenter	Janice P. Suboc	John G. Bayugos
Process Observer	Junaflor R. Sucaldito	Junaflor R. Sucaldito

- **The SDS and ASDS may join either group.**





Republic of the Philippines
Department of Education
Schools Division Office of Tacurong City

Enclosure 2 to DM SGOD _____, 2023

CY 2023 M&E Calendar of Activities

DIVISION M&E Activity	THEME	CALENDAR YEAR (SDO)	SCHOOL YEAR (SCHOOL LEVEL)
1st – 4th Quarter Division Monitoring and Plan Adjustment (DMEPA)	<ul style="list-style-type: none">Quality and Resiliency & Well- being.	April 4, 2023 First Quarter of CY	3 rd Quarter of SY 2022-2023
2nd Quarter DMEPA	<ul style="list-style-type: none">Quality and efficiency	July 6, 2023- 2 nd Quarter of CY	4 th Quarter of SY 2022 - 2023
3rd Quarter DMEPA	<ul style="list-style-type: none">Access and Equitable Distribution Resources	Sept. 6, 2023- 3 rd Quarter	1 st Quarter of SY 2023 - 2024
4th Quarter DMEPA	<ul style="list-style-type: none">Quality and Efficiency	January 5, 2024 – 4 th Quarter of CY	2 nd Quarter of SY 2023-2024





Republic of the Philippines
Department of Education
Schools Division Office of Tacurong City

Enclosure 3 to DM SGOD _____, 2023

M&E Tool for Programs, Projects and Activities

Program Summary

Name/Title of the Program		
Strategic Goals/Objectives		
Target Outcomes		
Target Outputs for the Calendar Year		
Total Budget Allocation for the Current CY		Calendar Year:

Progress M&E for Activity Implementation

Activities	Objectives	Performance Measures/Indicators	Achieved Outputs (Include Physical & Financial Targets)	Rating (1-5)
1.				
2.				
3.				
4.				
5.				





Republic of the Philippines
Department of Education
Schools Division Office of Tacurong City

6.				

Average Rating: _____

Numerical Rating Description:

1. The planned activity was not implemented at all.
2. The activity was implemented and less than 50% of the target objectives or outputs were achieved.
3. The activity was satisfactorily implemented and met at least 75% of the target objectives or outputs.
4. The activity was effectively implemented and more than 75% of the target objectives or outputs were achieved.
5. The activity was effectively and efficiently implemented and 100% of the target objectives or outputs were achieved.

Analysis and Critical Issues

Summary of Outputs Achieved for the CY	<i>[Describe the summary of outputs achieved for the year and how these contribute to reaching the target outcomes and goals of the program]</i>
Effectiveness Issues	<i>[Describe here briefly the issues or bottlenecks that potentially affect the effective implementation of the planned activities].</i>
Efficiency Issues	<i>[Describe here briefly the issues or bottlenecks that potentially affect the efficient implementation of the planned activities.]</i>
Sustainability Issues	<i>[Describe here briefly the issues that are imperative for program implementers to address and/or continue to provide support for the sustainability of the activity gains/results.]</i>
Budget/Financial Utilization	<i>[Describe here briefly any issues on budget allocation and utilization that have positive or negative implication to achieving the target outputs and outcomes for the current calendar year].</i>
Integration of Cross-Cutting Themes	<i>[Describe here briefly the innovations in program implementation that provided opportunities for the integration of cross-cutting themes such as the DRRM, Gender Equality, Inclusive Education, and Disability Inclusion.]</i>





Republic of the Philippines
Department of Education
Schools Division Office of Tacurong City

(DRRM, Gender Equality, Inclusive Education and Disability Inclusion)	
Critical Risks	<i>Describe here briefly the critical risks that may potentially affect the implementation of the planned interventions/activities including urgent TA support.</i>

DEXECOM Policy Action/ Management Response

