



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

October 27, 2023

DIVISION MEMORANDUM
SGOD No. 108, 2023

**CONDUCT OF 3rd QUARTER 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 Division Memorandum SGOD No. 27, s. 2023 **re Conduct of Quarterly Division Monitoring, Evaluation and Plan Adjustment (DMEPA) REPORTING FOR CALENDAR YEAR 2023**, the SDO – Tacurong City shall conduct the 3rd Quarter Division, Evaluation and Plan Adjustment (DMEPA) for CY 2023 on **November 10, 2023 to be held at SDO Conference Hall which shall start at 8:30 AM**. This aims to **assess and validate the 3rd quarter performances on Intermediate Outcomes on Access and Equitable Distribution of Resources of SDO and schools during the 1st Quarter of school year 2023-2024**.
2. Relative to this, and to reiterate school heads are enjoined to conduct School Monitoring, Evaluation and Plan Adjustment (SMEPA).
3. In addition, all schools shall encode and submit in excel file through the google sheet link: <https://tinyurl.com/DMEPA3RDO2023> and shall be used for reference on the presentation and as well as the link to used and for submission of data required of this Quarter's theme.
4. 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.
5. Also, all Program Holders of each Functional Division shall submit their reports to Mrs. **Mohani A. Paguita, SEPS-M&E** on or before November 10, 2023, using the **M.E TOOL FOR PROGRAMS AND ACTIVITIES** attached in this memorandum.





Republic of the Philippines
Department of Education

Schools Division Office of Tacurong City

-
6. Participants to this activity are SDS, ASDS, Chiefs of CID and SGOD, all EPSs, all Members of SGOD, Cluster Heads and Secondary School Heads.
7. During the presentation participants are reminded to observe the following procedures and standards:
- 7.1 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.
- 7.2 The Cluster Head and Secondary School Head or his/her authorized representative shall be responsible in reporting the performance of the Cluster.
- 7.3 For this quarter DMEPA, secondary schools shall be clustered, and each shall 1 presenter to wit:
- Cluster 1 - ASBNHS, RMNHS and UKNHS
 - Cluster 2- VFGNHS and ASIS
 - Cluster 3 – SENHS and SPNHS
 - Cluster 4 - TNHS
- 7.4 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.
- 7.5 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.**
8. Expenses to be incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
9. For immediate dissemination and compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent





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

Encl: *As Stated*

References: *Division Memorandum SGOD No. 27 s. 2023*

Allotment: *None*

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

MAP/SGOD/DM/ /CONDUCT OF 3rd QUARTER DIVISION MONITORING, EVALUATION AND PLAN
ADJUSTMENT (DMEPA) REPORTING FOR CALENDAR YEAR 2023

Enclosure No. 1 to Division Memorandum SGOD No. 27 s. 2023



Address: Alunan Highway, Poblacion, Tacurong City 9800

Telephone Numbers: (064)-200-6316; 0919-065-6425

Email: tacurong.city@deped.gov.ph

Website: depedtacurong.org



Republic of the Philippines
Department of Education

Schools Division Office of Tacurong City

Enclosure 2 to DM SGOD No. ____s, 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.				

Average Rating:

Numerical Rating Description:



Address: Alunan Highway, Poblacion, Tacurong City 9800

Telephone Numbers: (064)-200-6316; 0919-065-6425

Email: tacurong.city@deped.gov.ph

Website: depedtacurong.org



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

Indicative Schedule of Activities
CONDUCT OF 3rd QUARTER DIVISION MONITORING, EVALUATION AND
PLAN ADJUSTMENT (DMEPA)

TIME	ACTIVITY	PERSON RESPONSIBLE
8:00-8:20 AM	ARRIVAL	
8:30-8:45 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 GUILDO G. MOSQUEDA, CEO VI <i>Schools Division Superintendent</i> MAYFLOR D. ROMUALDO <i>Chief ES-SGOD</i>
8:45-9:00 am	Division Presentations	
	GROUP A (Conference Hall)	GROUP B (CID Office)
	Person Responsible	Cluster/School
	Person Responsible	Cluster/School
Lead Discussant	Mayflor D. Romualdo	Arlene Rosa G. Arquiza
Interpellators	Julius Celetaria Ivy P. Lamintao Virgie T. Metal Agnes G. Muyco Sheryll A. Moradas	West North ASBNHS, RMNHS and UKNHS (CLUSTER 1) TNHS- Cluster4
		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 and ASIS (CLUSTER 2) SENHS and SPNHS (CLUSTER 3)
Synthesizer	Ernie P. Pama	Mohani A. Paguita
Documenter	Janice P. Suboc	John G. Bayugos
Process Observer	Junafior R. Sucaldito	Junafior R. Sucaldito





Republic of the Philippines
Department of Education

Schools Division Office of Tacurong City

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,</i>





Republic of the Philippines
Department of Education

Schools Division Office of Tacurong City

(DRRM, Gender Equality, Inclusive Education and Disability Inclusion)	<i>Gender Equality, Inclusive Education, and Disability Inclusion.]</i>
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



Address: Alunan Highway, Poblacion, Tacurong City 9800

Telephone Numbers: (064)-200-6316; 0919-065-6425

Email: tacurong.city@deped.gov.ph

Website: depedtacurong.org