



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

January 3, 2024

DIVISION MEMORANDUM
SGOD No. 002 s. 2024

**CONDUCT OF 4th 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

1. In reference to Division Memorandum SGOD No. 27, 2023 **re Conduct of Quarterly Division Monitoring, Evaluation and Plan Adjustment (DMEPA) REPORTING FOR CALENDAR YEAR 2023**, the SDO – Tacurong City shall conduct the 4th Quarter Division, Evaluation and Plan Adjustment (DMEPA) for CY 2023 on **January 17, 2024** to be held **at SDO Conference Hall which shall start at 8:30 AM**. This aims to assess and validate the 4th quarter performances on Quality, Resiliency and Well-being of SDO and schools during the 2nd 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 clusters/schools shall submit in excel file and PowerPoint presentation through this link: <http://tinyurl.com/4QDMEPAREPORTS> and shall be used for reference on the presentation and as well as the link to be 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 on the said link.
5. Also, all Program Holders of each Functional Division shall submit their reports to Mrs. **Mohani A. Paguita**, SEPS-M&E on or before January 9, 2024, using the M.E TOOL FOR PROGRAMS AND ACTIVITIES enclosed in this memorandum.
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.



Address: Alunan Highway, Poblacion, Tacurong City 9800
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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 is provided in the link <http://tinyurl.com/4QDMEPAREPORTS>.

7.2 The Cluster Head and Secondary School Head or 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 have 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

For and in the absence of 

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


MERVIE Y. SEBILLO
Asst. Schools Division Superintendent

JRS/SGOD/ DM/ CONDUCT OF 4th QUARTER DIVISION MONITORING, EVALUATION AND PLAN ADJUSTMENT (DMEPA) REPORTING FOR CALENDAR YEAR 2023/January 3, 2024



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Enclosure No. 1 to Division Memorandum SGOD No. 1 s. 2024

Indicative Schedule of Activities
CONDUCT OF 4th 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 GILDO 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
Lead Discussant	Mayflor D. Romualdo	Arlene Rosa G. Arquiza
Interpellators	Julius Celetaria Ivy P. Lamintao Virgie T. Metal Agnes G. Muyco Sheryll A. Moradas	Randy E. Porras Mary Ann C. Umadhay Rona N. Tacot Frank T. Nawal, Jr. Joseph R. Pilotos Alejandro S. Reginaldo, Jr. Jonel G. Solomon
	West North ASBNHS, RMNHS and UKNHS (CLUSTER 1) TNHS- Cluster4	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



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Process Observer	Junaflor Sucaldito	R.		Junaflor Sucaldito	R.	
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- **The SDS and ASDS may join either group.**



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Enclosure 2 to DM SGOD_____, 2024

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.				





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5.				
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</i>





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

