



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

June 19, 2020

DIVISION MEMORANDUM

No. 141, s. 2020

1st and 2nd 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. DepEd Division of Aklan will conduct the **1st and 2nd Quarter Division Monitoring, Evaluation, and Adjustment (DMEA)**.
2. The following are the objectives of the activity:
 - a) Presentation of KPIs 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 Work and Financial Plans of the different programs, projects, and activities.
3. The following are the schedule of Division MEA activities:

Date/Time	Activity	Venue
July 7, 2020 8:00 AM	1 st and 2 nd Quarter DMEA-District Presentation	ASJ Hall, Old Division Office, Archbishop G.M. Reyes Street, Kalibo, Aklan



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



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July 8, 2020 8:00 AM	2 nd Quarter Division Office Monitoring, Evaluation and Adjustment	ASJ Hall, Old Division Office, Archbishop G.M. Reyes Street, Kalibo, Aklan
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4. The participants during the 1st and 2nd Quarter DMEA-District Presentation on July 7, 2020 (Day 1) are the following:

Participants	No. of Participants
SDS and ASDS	2
Chief Education Supervisors	2
Education Program Supervisors	10
Unit and Section Heads, Monitor and Staff Concerned	7
Public Schools District Supervisors	9
Total	30

The participants during the 2nd Quarter Division Office MEA on July 8, 2020 (Day 2) are the following:

Name	Position
Miguel Mac D. Aposin EdD, CESO V	Schools Division Superintendent
Jose Niro R. Nillasca	OIC, Office of the Assistant Schools Division Superintendent
Dr. Dobie P. Parohinog	Chief Education Supervisor, CID
Dr. Edselyn T. Biray	Education Program Supervisor, Mathematics
Dr. Kyzil D. Lipar	Education Program Supervisor, English
Marth S. Tropa	Education Program Supervisor,



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	Filipino
Ariel Z. Zubiaga	Education Program Supervisor, AIS
Michael T. Rapiz	Chief Education Supervisor, SGO/D
Patrocenia Y. Mamburam	Administrative Officer V (Admin Service)
Bella S. Suante	Administrative Officer V (Budget and Finance)
Marissa A. Jizmundo	Accountant III
June R. Patricio	Senior Education Program Specialist, SMME
Milgie C. Villareal	Planning Officer III
Atty. Ma. Jade B. Villanueva	Attorney III
Dr. Rhoby M. Fernandez	Medical Officer III
Floradel P. Jamero	Information Technology Officer I
Sheena Ricka Y. Mamburam	Project Development Officer I (Secretary)
3 DMEA staff (including the Monitor)	
Total	20

5. During the district presentation, the presenters will be given only **15 minutes per presentation**, following the MEA process. Allotted time must be strictly followed.
6. The parts of the presentation during the district presentation are the following:
 - I. Dashboard (KPI 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/Adjustment



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7. Attached are the following enclosures:
 - a. Enclosure No. 1- 1st and 2nd Quarter MEA KPIs Template
 - b. Enclosure No. 2- Division Steering Committee
8. The school/district may include other KPIs not included in the template which are deemed important and need for an immediate action.
9. Data during School MEA shall be forwarded to the district using online platforms for consolidation.
10. All districts shall submit the soft copy of accomplished template for KPIs (Excel Form) and District MEA Presentation (PowerPoint presentation) to the Division Office, Office of the School Governance and Operations Division (SGOD), **on or before July 2, 2020**, through this e-mail address: **june.patriolo001@deped.gov.ph**.
11. The participants of this activity shall strictly adhere to the precautionary measures to prevent the spread of COVID-19 such as hand washing, wearing of mask, bringing of alcohol based sanitizer, social distancing, etc. The hall must be sanitized and disinfected and provided with footbath, attn.: Administrative Aide concerned.
12. Travel and other expenses relative to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.




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13. Immediate and wide dissemination of this Memorandum is strongly 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



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TEMPLATE FOR KPIs

District:

1st Quarter (January to March)

KPIs		Male	Female	Total
ACCESS	Num. of Learners Promoted			
	a. Kindergarten			
	<i>Enrolment (BOSY)</i>			
	<i>% of promotion</i>			
	b. Grade 1 to Grade 5			
	<i>Enrolment (BOSY)</i>			
	<i>% of promotion</i>			
	c. Grade 7 to Grade 9			
	<i>Enrolment (BOSY)</i>			
	<i>% of promotion</i>			
	d. Grade 11			
	<i>Enrolment (BOSY)</i>			
	<i>% of promotion</i>			
	• Grade 10 Completers			
	<i>a. Enrollment (BOSY)</i>			
	<i>b. Actual no. of completers (March)</i>			
	<i>c. Percentage (%) (b/a = c)</i>			
	• Grade 6			
	<i>a. Enrollment (BOSY)</i>			
	<i>b. Actual no. of Grade 6 graduates (March)</i>			
	<i>c. Percentage (%) (b/a = c)</i>			
	• Grade 12			
	<i>a. Enrollment (BOSY)</i>			
	<i>b. Actual no. of Grade 12 graduates (March)</i>			
	<i>c. Percentage (%) (b/a = c)</i>			
	Dropout			
	<i>a. Total enrolment (BOSY)</i>			
	<i>b. No. of dropout (march)</i>			
<i>c. Percentage (%) (b/a=c)</i>				
Nutritional status: (end line)				
*Severely Wasted				
<i>*K to G6</i>				

	*G7 to G10			
	*G11 to G12			
	*Wasted			
	*K to G6			
	*G7 to G10			
	*G11 to G12			
	No. of A & E Test Registrants and Actual Takers			
	Elementary			
	a. A & E Test Rgistrants			
	b. A & E Actual Test Takers	NA	NA	NA
	JHS			
	a. A & E Test Rgistrants			
	b. A & E Actual Test Takers	NA	NA	NA
	No. of Completers:			
	BLP			
	a. Enrollment			
	b. Actual no. of completers (March)			
	c. Percentage (%) (b/a = c)			
	A & E Elem.			
	a. Enrollment			
	b. Actual no. of completers (March)			
	c. Percentage (%) (b/a = c)			
	A & E JHS			
	a. Enrollment			
	b. Actual no. of completers (March)			
	c. Percentage (%) (b/a = c)			
GOVERNANCE	No. and Percentage of Schools w/ liquidated MOOE			
2nd Quarter (April - June)				
Access	No. of Repeaters (Grades 1 - 10 only)			
Quality	Nutritional status: (baseline)	No data available due to COVID-19 pandemic		
	a. Severely Wasted	Leave it blank		
	*K to G6			
	*G7 to G10			
	*G11 to G12			
	b. Wasted			
	*K to G6			
	*G7 to G10			
	*G11 to G12			
	Summer Classes:	Public	Private	
	a. With Permit			

GOVERNANCE	<i>b. Without Permit</i>			
		<i>Total</i>	<i>%</i>	
	No. & Percentage of Schools with SIP/AIP			
	No. & Percentage of Schools w/ Ilquidated MOOE			
	No. & Percentage of Private Schools with Permit			
	<i>a. New/renewed permit to operate</i>			
	<i>b. Recognition</i>			
No. of Functional CLCs				
Summary of Issues Encountered and actions taken				
Issues Encountered		Actions Taken		
Summary of Facilitating Factors				
Facilitating Factors				
Summary of Hindering Factors				
Hindering factors				
Plan of Action/Next Steps/Recommendations/Adjustment				



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Enclosure No. 2 of Division Memorandum No. 141, s. 2020

**DIVISION MONITORING, EVALUATION AND ADJUSTMENT
STEERING COMMITTEE**

MIGUEL MAC D. APOSIN EdD, CESO V

Schools Division Superintendent
Chairperson

Mr. JOSE NIRO R. NILLASCA

Education Program Supervisor – LRMDS
Officer In-Charge, Office of the Asst. Schools Division Superintendent

Dr. DOBIE P. PAROHINOG

Chief Education Supervisor, Curriculum Implementation Division

Mr. MICHAEL T. RAPIZ

Chief Education Supervisor, School Governance and Operations Division

Mr. JUNE R. PATRICIO

Senior Education Program Specialist
Co-chairpersons



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WORKING COMMITTEES

Program

Ruby Agnes B. Estrada
Jessie S. Flores
Roland F. Democrito
Cindy D. Bautista

Attendance/Registration

Palrocenia Y. Mamburam
Marlyn T. Boreber
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
Mahnjie 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 Cay M. Oquendo

Stage Decoration

Rebecca R. Ibarrela
Engr. Meljan I. Torres
Engr. John Harold C. Gregorio
Engr. Chrisline Joy M. Oquendo

Accommodation

Dr. Mary Cherry Lynn M. Dalipe
Maria Charo C. Carillo
Ann Marie B. Marcelino



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WORKING COMMITTEES

**Venue, Tables, Chairs,
Hall Arrangement and Sounds**

Ariel Z. Zubiaga
Marth S. Tropa
Maria Theresa L. Lao
Mildred B. Zante
Rommel B. Zanle
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



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