



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

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March 2, 2022

**DIVISION MEMORANDUM**

No. 106, s. 2022

**1<sup>st</sup> QUARTER DIVISION MONITORING, EVALUATION, AND ADJUSTMENT**

To: **OIC, Office of the Assistance Schools Division Superintendent**  
**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 **1<sup>st</sup> Quarter Division Monitoring, Evaluation, and Adjustment (DMEA)** on March 21-23, 2022 at Casa Pilar Beach Resort, Boracay, Malay, Aklan.
2. The following are the objectives of the activity:
  - a) present 1<sup>st</sup> Quarter Leading Indicators and accomplishments;
  - b) discuss issues encountered for the quarter and actions taken;
  - c) identify factors that hindered or facilitated the attainment of targets for the quarter;
  - d) make recommendations/actions to improve performance; and
  - e) adjust/evaluate Work and Financial Plan.



Poblacion, Numancia, Aklan  
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Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



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3. The following is the schedule of MEA activities including the venue/platform and participants:

<b>Date/Time</b>	<b>Activity</b>	<b>Venue/Platform</b>	<b>Participants</b>
March 7, 2022 9:00 AM	Pre-DMEA Conference	Division Office Conference Room, Poblacion, Numancia, Aklan/ Microsoft Teams/Zoom application	Schools Division Superintendent, OIC, Office of the Assistance Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Senior/Education Program Specialists, Section/Unit Heads and other personnel concerned
March 10-11, 2022	School MEA	Limited Face-to-Face/Online platform	School Head, School Internal Monitors/Validators and School MEA Team Members
March 14-15, 2022	District MEA and Validation of Data	Limited Face-to-Face/Online platform	Public Schools District Supervisors, School Heads, Division Personnel In-charge of the District, District Internal



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			Monitors/Validators and District MEA Team Members
March 21-23, 2022	Division MEA	Casa Pilar Beach Resort, Boracay, Malay, Aklan/ Microsoft Teams/Zoom application	Schools Division Superintendent, OIC, Office of the Assistance Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, Senior/Education Program Specialists, Division Internal Monitors, Section/Unit Heads and other personnel concerned

**Schedule of DMEA Activities**

<b>Date/Time</b>	<b>Activity</b>	<b>Venue/Platform</b>
Day 1 March 21, 2022 9:00 AM	District Presentation	Casa Pilar Beach Resort, Boracay, Malay, Aklan/ Microsoft Teams/Zoom application
Day 2 March 22, 2022 9:00 AM	Continuation of District Presentation	Casa Pilar Beach Resort, Boracay, Malay, Aklan/



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	SDO Proper Presentation <ul style="list-style-type: none"><li>• OSDS</li><li>• OCID</li><li>• OSGOD</li></ul>	Microsoft Teams/Zoom application
Day 3 March 23, 2022 9:00 AM	Continuation of SDO Proper Presentation  Closing Program	Casa Pilar Beach Resort, Boracay, Malay, Aklan/ Microsoft Teams/Zoom application

4. All schools/districts shall conduct School/District Monitoring, Evaluation, and Adjustment (SMEA/District MEA) using online platforms to be monitored and participated by the Public Schools District Supervisor.
5. The parts of the presentation during the District Presentation are the following:
  - I. Top 3 Highlights of Leading Indicators and Accomplishments
  - II. Top 3 Gaps/Pressing Concerns that Need Regional TA Provisions
  - III. Insights/Lessons Gained During the Delivery of Services using BE-LCP+ Implementation
6. The following will be submitted using the template (excel) which are bases for the presentation:
  - I. Dashboard (Leading Indicators Template)
  - II. Segmentation/Prioritization
  - III. Characterization using K-12 Curriculum Support System (Related to the KPIs)
  - IV. Summary of Issues, Hindering Factors and Actions to be taken
  - V. Summary of Facilitating/Best Practices
  - VI. Highlights/Achievements



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VII. Plan of Action/Next Steps/Recommendations

7. The school/district may include other leading indicators/KPIs not included in the template which deemed important and need immediate action.
8. 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.
9. All districts shall submit the following to the Division Office, Office of the School Governance and Operations Division (SGOD), attn.: SEPS June R. Patricio/EPSt John C. Marciales, **on or before March 18, 2022**:
  - a. Consolidated SMEA Report (Hard copy filed in the folder)
  - b. Accomplished District Consolidated Leading Indicators Template (completely accomplished in 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](mailto:june.patricio001@deped.gov.ph)** and cc: **[john.marciales@deped.gov.ph](mailto:john.marciales@deped.gov.ph)**.

11. During the district presentation at the division level, **the PSDSs concerned must be physically present on the day of their presentation** at the venue with the reactors and identified Division personnel. The presenter will be given only **15 minutes per presentation**, following the MEA process. Allotted time must be strictly followed. **The presentation must be simple and shall have no animation nor transition.**
12. Attached are the following enclosures:
  - a. Enclosure No. 1- 1<sup>st</sup> Quarter Leading Indicators Template
  - b. Enclosure No. 2- Division Steering Committee



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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 are 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/jcm



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Name of School: \_\_\_\_\_ District: \_\_\_\_\_

Leading Indicators		M	F	T																					
<b>ACCESS</b>	1. No. of SARDOs/PARDOs or NLPA (No Longer Participating in School Activities)																								
	2. No. of learners temporarily enrolled																								
	3. School Leavers (SHS)																								
	4. No. of ALS learners																								
	a. BLP b. A and E - c. A and E -JHS																								
<b>1st Rating</b> No. of Learners w/ Failing Grades (Final Grade per Subject)	English			Filipino			Math			Science			Araling Pan.			MAPEH			TLE/EPP			EsP/Values Ed			
<b>Grade Levels</b>	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	
Grade 1																									
Grade 2																									
Grade 3																									
Grade 4																									
Grade 5																									
Grade 6																									
Grade 7																									
Grade 8																									
Grade 9																									
Grade 10																									
<b>TOTAL</b>																									
<b>Senior High School (Kindly specify the subjects Failed)</b>																									
SUBJECTS →																									
<b>QUALITY</b>	Grade 11																								
	Grade 12																								
	<b>TOTAL</b>																								
	<b>2nd Rating</b> No. of Learners w/ Failing Grades (Final Grade per Subject)	English			Filipino			Math			Science			Araling Pan.			MAPEH			TLE/EPP			EsP/Values Ed		
	<b>Grade Levels</b>	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
	Grade 1																								
	Grade 2																								
	Grade 3																								
	Grade 4																								
	Grade 5																								
	Grade 6																								
	Grade 7																								
	Grade 8																								
Grade 9																									
Grade 10																									
<b>TOTAL</b>																									
<b>Senior High School (Kindly specify the subjects Failed)</b>																									
SUBJECTS →																									
<b>GOVERNANCE</b>	<b>No. and Percentage of Schools w/ liquidated MOOE:</b>																								
	Total No. of Schools																								
	No. of schools with liquidated MOOE																								
	% of schools with liquidated MOOE																								
	<b>*Number of Schools Opening limited Face-to-Face class</b>																								
Total No. of Schools																									

a. Number of Schools Opening

*limited Face-to-Face class*  
*\* Issues encountered for this indicator must along with the 4 pillars: School Operation management, Focusing on Teaching and learning, Well-Being and Protection and Home School Coordination*

*Note: Segmentation Template for other leading indicators will be sent later.*

Summary of Issues Encountered, Hindering Factors and Actions to be Taken			
Leading Indicator	Issues Encountered	Hindering Factors	Actions To Be Taken

Summary of Facilitating Factors/ Best Practices	
Leading Indicator	Facilitating Factors/ Best Practices/ Innovations

Highlights/Achievements

Plan of Action/Next Steps				
Objectives/ Targets (Issue or Concern)	Strategies/Activities	Time Frame	Person/s Involve	Expected Output

Recommendations

*Note: This includes unaccomplished activities for the quarter, leading indicators that needs to be addressed and other plans for the next quarter.*



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**1st QUARTER MONITORING,  
EVALUATION AND ADJUSTMENTS**

**District**

March 20-22, 2022

DEPARTMENT OF EDUCATION  
DIVISION OFFICE OF AKLAN

CPG JAS-ANE

*... where every child is a Champion*

**Top 3 Highlights of  
Leading Indicators and  
Accomplishments**

CPG JAS-ANE

*... where every child is a Champion*

### Top 3 Highlights of Leading Indicators and Accomplishments

Leading Indicators	Accomplishments



*... where every child is a Champion*

### Top 3 Gaps/Pressing Concerns that Need Division TA Provisions



*... where every child is a Champion*

### Top 3 Gaps/Pressing Concerns that Need Division TA Provisions

Gaps/Pressing Concerns		Suggested Division TA Provisions	Date



*... where every child is a Champion*

## Insights/Lessons Gained

During the Delivery of Services using BE-LCP+ Implementation



*... where every child is a Champion*

## Insights/Lessons Gained

During the Delivery of Services using BE-LCP+ Implementation




*... where every child is a Champion*





# Maraming salamat po!



*...where every child is a Champion*



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Enclosure No. 2 of Division Memorandum No. 106, s. 2022

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

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

**JERSON B. LABOS EdD**  
Officer In-Charge, Office of the Asst. Schools Division Superintendent

**DOBIE P. PAROHINOG PhD**  
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

**JOHN C. MARCIALES**  
Education Program Specialist II  
School Management Monitoring and Evaluation Section

*Co-chairpersons*



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**WORKING COMMITTEES**

**Program**

Ruby Agnes B. Estrada  
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  
Mahnne 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



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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. 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



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Enclosure No. 3 of Division Memorandum No. 106, s. 2022

**1<sup>st</sup> QUARTER SCHOOL/DISTRICT MONITORING AND EVALUATION TOOL**

**Basic Information:**

<i>School:</i>		<i>Inclusive Date/s of SMEA/DisMEA:</i>	
<i>District:</i>		<i>Venue:</i>	

Total Number of Districts/Schools Participated:	
Total Number of Participants:	
<b>Mode of Delivery:</b>	

<b>A. DMEA Preparation:</b>	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>B. DMEA Proper:</b>			
1. Sharing of best practices			
2. Presentation of the following:			
a. KPIs			
b. Accomplishment Reports			
c. Status of PAPs			
3. Others (pls. specify)			
<b>C. Post DMEA:</b>			
1. WFP/AIP Adjustment			
2. Harvesting of PMIS accomplishment for the quarter (if applicable)			
3. Presence of Minutes			
4. Summary of Issues			



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5. Summary of Facilitating & Hindering Factors			
6. List of Recommendation/s/Plan of Actions/Next Steps			
7. Consolidated KPIs for the quarter			
Please attach pictures: (Kindly attached additional sheet if necessary)			
General Observations:			
Recommendation/s:			
Monitored by:	Date:		
_____	_____		
Name & Signature/Position			



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