



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

March 3, 2021

DIVISION MEMORANDUM

No. 54, s. 2021

1ST 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. This office will conduct the **1st Quarter Division Monitoring, Evaluation, and Adjustment (DMEA)** on March 29-31, 2021.
2. The following are the objectives of the activity:
 - a) present Leading Indicators 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/evaluate Work and Financial Plans of the different programs, projects, and activities.
3. The following is the schedule of Division MEA activities:

Date/Time	Activity	Venue/Platform
Day 1 March 29, 2021 9:00 AM	1 st Quarter DMEA- District Presentation	Division Office Conference Room, Poblacion, Numancia, Aklan/ Microsoft Teams application



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Day 2 March 30, 2021 9:00 AM	Continuation of 1 st Quarter DMEA- District Presentation 1st Quarter Division Office Monitoring, Evaluation and Adjustment	Division Office Conference Room, Poblacion, Numancia, Aklan/ Microsoft Teams application
Day 3 March 31, 2021 9:00 AM	Continuation of 1 st Quarter Division Office Monitoring, Evaluation and Adjustment	Division Office Conference Room, Poblacion, Numancia, Aklan/ Microsoft Teams application

4. The participants to this three-day activity are the Schools Division Superintendent, Assistant Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisor, Senior/Education Program Specialists, and other Division Office personnel.
5. The following members of the DMEA Team will convene at the Division Office Conference Hall, Poblacion, Numancia, Aklan while other members will join via Microsoft Teams at their respective Unit/Section Offices and homes to maintain social distancing:
 1. SDS Miguel Mac D. Aposin EdD, CESO V
 2. ASDS Samuel J. Malayo
 3. CID-CES Dobie P. Parohinog PhD
 4. SGOD-CES Michael T. Rapiz
 5. AOV Bella S. Suante
 6. Acct III Marissa A. Jimundo
 7. EPS Ariel Z. Zubiaga
 8. PDO II Mahnnie Q. Tolentino
 9. SEPS June R. Patricio
 10. SEPS Mar Bien Gregory G. Parel UAP
 11. AO IV Marlyn T. Bereber



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12. PO III Milgie C. Villareal
 13. ITO I Floradel P. Jamero
 14. Nurse II Leoncio T. Regalado
 15. EPSt II John C. Marciales – Secretary
6. During the district presentation, **the PSDSs concerned may be physically present** at the Division Office Conference Hall. The presenter will be given only **10 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.
7. The parts of the presentation during the District Presentation are the following:
- I. Dashboard (Leading Indicators 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
8. All schools/districts shall conduct **School/District Monitoring, Evaluation, and Adjustment (SMEA/District MEA)** on **March 15-25, 2021** using online platforms to be monitored by the Public Schools District Supervisor.
9. The school/district may include other leading indicators/KPIs not included in the template which are deemed important and need immediate action.
10. 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.



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11. All districts shall submit the following to the Division Office, Office of the School Governance and Operations Division (SGOD), **on or before March 26, 2021**:

- a. Consolidated SMEA Report (Hard copy filed in the folder)
- b. Accomplished District Consolidated Leading Indicators Template (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.

12. Attached are the following enclosures:

- a. Enclosure No. 1- 1st Quarter Leading Indicators Template
- b. Enclosure No. 2- Division Steering Committee
- 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.



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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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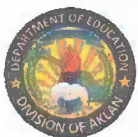


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Enclosure No. 1 of Division Memorandum No. 54, s. 2021

1st QUARTER LEADING INDICATORS

ACCESS			
	Male	Female	
1. No. of PARDO/SARDO			
2. No. of learners temporarily enrolled			
3. No. of ALS learners			
a. BLP			
b. A and E Elementary			
c. A and E JHS			
QUALITY			
1. No. of learners with failing grades (1 st grading) (Note: counted as one)			
GOVERNANCE			
1. Schools with liquidated MOOE	Total No. of schools	% of schools with liquidated MOOE	
2. No. of Private Schools granted permits/recognition:	With new permit	With Renewed Permit	With Govt. Recognition



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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. 54, s. 2021

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

MIGUEL MAC D. APOSIN EdD, CESO V

Schools Division Superintendent

Chairperson

SAMUEL J. MALAYO

Officer In-Charge, Office of the Asst. Schools Division Superintendent

DOBIE P. PAROHINOG

Chief Education Supervisor, Curriculum Implementation Division

MICHAEL T. RAPIZ

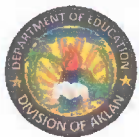
Chief Education Supervisor, School Governance and Operations Division

JUNE R. PATRICIO

Senior Education Program Specialist

School Management Monitoring and Evaluation Section

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
Mahn timer Q. Tolentino
Shena R. Bondad

Invitation

Dr. Kyzil D. Lipar
Wilbert V. Florencio

Reception/Leis/Usherettes

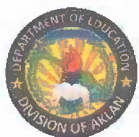
Ma. Corazon R. Panaligan
Dr. Edselyn T. Biray
Johann C. Cawaling
Apple Gay M. Oquendo

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

Archd. 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. 54, s. 2021

1st QUARTER SCHOOL/DISTRICT MONITORING AND EVALUATION TOOL

Basic Information:

School:		Inclusive Date/s of SMEA/DisMEA:	
District:		Venue:	

Total Number of Districts/Schools Participated:	
Total Number of Participants:	
Mode of Delivery:	

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



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4. Summary of Issues			
5. Summary of Facilitating & Hindering Factors			
6. List of Recommendation/s			
7. Consolidated KPIs for the quarter			
General Observations:			
Recommendation/s:			
Monitored by:		Date:	
<div></div> Name & Signature/Position		<div></div>	



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