Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes Street, Kalibo, Aklan

November 11, 2019

DIVISION MEMORANDUM
No. 419 , s. 2019

4th QUARTER DIVISION MONITORING, EVALUATION, AND ADJUSTMENT TEAM MEETING

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 **4th Quarter Division Monitoring, Evaluation, and Adjustment (DMEA) Team Meeting** on **November 19-20, 2019** at ASJ Hall, Division Office, Kalibo, Aklan. Opening Program will start at 8:00 o'clock in the morning of November 19, 2019.

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 Plan.

3.   The participants during the DMEA-District Presentation on November 19, 2019 (Day 1) are the:

Division Office	No. of Participants
SDS and ASDS	2
Chief Education Supervisors	2
Education Program Supervisors	10
Unit and Section Heads and Staff Concerned	17

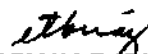| Public Schools District Supervisors and Additional Participants	
Banga and Altavas	PSDS + 1
Libacao and Balete	PSDS + 1
Madalag and Batan	PSDS + 1
Malay and Buruanga	PSDS + 1
Numancia, Ibajay East, and Ibajay West	PSDS + 2
Kalibo I and II	PSDS + 1
Lezo and New Washington	PSDS + 1
Makato and Nabas	PSDS + 1
Malinao and Tangalan	PSDS + 1
Total	**50**

Participants during DMEA-Division/Unit/Section Presentation on November 20, 2019 (Day 2) are the:

Division Office	No. of Participants
SDS and ASDS	2
Chief Education Supervisors	2
Education Program Supervisors	10
Public Schools District Supervisors	9
Unit and Section Heads and Staff Concerned	17
Total	**40**

Participants during Day 2-Division/Unit/Section Presentation shall bring their own snacks and lunch.

4. During the district presentation, the presenter will be given only **10 minutes** to present, following the MEA process. Allotted time must be strictly followed.

5. 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. Plan of Action/Next Steps/Adjustment

6. KPIs needed for the 4th Quarter Division MEA is found in Enclosure No.1. The school/district may include other KPIs not included in the template which are deemed important and need for an immediate action.

7. Travel and other expenses relative to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.

8. Immediate and wide dissemination of this Memorandum is strongly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

Dr. EDSELYN T. SIRAY
Education Program Supervisor
In-Charge of the Division

Enclosure: As stated
Reference: None
To be indicated in the <u>Perpetual Index</u>
        under the following subjects:

POLICY   **SCHOOLS**   **SUPERVISION**

JRP

4th Quarter KPIs TEMPLATE

Name of Division
Office:
District:

4th Quarter (Year-end - October to December)

	Enrolment				
ACCESS	**Senior High School (2nd sem)***				
	a. Grade 11				
	b. Grade 12				
QUALITY	No.of PARDO/SARDO**				
	No. of Learners with Failing Grades (2nd Grading)***				
GOVERNANCE	No. & % Percentage of Schools w/ liquidated MOOE****				

Notes:

* compare the previous data during 1st Semester

** compare the previous data during 3rd quarter

*** learners with failing grade/s in one or more subject/s is/are counted as one in the dashboard but during the segmentation, identify the number of failing grades per subject area

*** leaners with failing grades is identified not to the average grade but to the failed subject/s

*** compare the previous data during 3rd quarter

****sample entry: 3 out of 5 school or 60%