



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

November 24, 2021

DIVISION MEMORANDUM

No. 31, s. 2021

4th 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 **4th Quarter Division Monitoring, Evaluation, and Adjustment (DMEA)** on December 20-22, 2021 at Kalibo Pilot Elementary School, Kalibo, Aklan.
2. The following are the objectives of the activity:
 - a) present 4th 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
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

Date/Time	Activity	Venue/Platform	Participants
December 6, 2021 9:00 AM	Pre-DMEA Conference	Division Office Conference Room, Poblacion, Numancia, Aklan/ Microsoft Teams 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
December 7-10, 2021	School MEA	Online platform	School Head, School Internal Monitors/Validators and School MEA Team Members
December 13-15, 2021	District MEA and Validation of Data	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
December 20-22, 2021	Division MEA	Kalibo Pilot Elementary School, Kalibo, Aklan/ Microsoft Teams 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

Date/Time	Activity	Venue/Platform
Day 1 December 20, 2021 9:00 AM	District Presentation	Kalibo Pilot Elementary School, Kalibo, Aklan/ Microsoft Teams application
Day 2 December 21, 2021 9:00 AM	Continuation of District Presentation SDO Proper	Kalibo Pilot Elementary School, Kalibo, Aklan/ Microsoft Teams



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	Presentation <ul style="list-style-type: none">• OSDS• OCID• OSGOD	application
Day 3 December 22, 2021 9:00 AM	Continuation of SDO Proper Presentation	Kalibo Pilot Elementary School, Kalibo, Aklan/ Microsoft Teams 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. 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
6. The school/district may include other leading indicators/KPIs not included in the template deemed important and need immediate action.
7. 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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8. All districts shall submit the following to the Division Office, Office of the School Governance and Operations Division (SGOD), attn.: SEPS June R. Patricio, **on or before December 17, 2021**:
- Consolidated SMEA Report (Hard copy filed in a folder)
 - Accomplished District Consolidated Leading Indicators Template (soft copy in Excel Form)
 - 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 and cc: 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 Kalibo Pilot Elementary School 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:
- Enclosure No. 1- 4th Quarter Leading Indicators Template
 - Enclosure No. 2- Division Steering Committee
 - Enclosure No. 3- MEA M&E Tool
13. The participants to 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.



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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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LEADING INDICATORS
4th Quarter of 2021

Name of School: _____ District: _____

Leading Indicators		M	F	T
ACCESS	Number of enrolled SHS ALS Learners (enrolled in regular school)			
	No. of ALS Portfolio Assessment Passers for SY 2020-2021	M	F	T
	Elementary			
	a. Qualifiers			
	b. Actual no. of ALS Portfolio Assessment Passers			
	c. Percentage (%) $(b/a \times 100 = c)$			
	Secondary			
	a. Qualifiers			
	b. Actual no. of ALS Portfolio Assessment Passers			
	c. Percentage (%) $(b/a \times 100 = c)$			
	Final Enrollment for SY 2021 - 2022	M	F	T
	1. K to Elementary Grades			
	a. Kindergarten			
	b. Grade 1			
	c. Grade 2			
	d. Grade 3			
	e. Grade 4			
	f. Grade 5			
	g. Grade 6			
	TOTAL			
	2. Junior High School			
	a. Grade 7			
	b. Grade 8			
	c. Grade 9			
	d. Grade 10			
	TOTAL			
	3. Senior High School (1st sem)			
	a. Grade 11			
	b. Grade 12			
	TOTAL			
	Learners Temporarily Enrolled for SY 2021 - 2022	M	F	T
	1. K to Elementary Grades			
	a. Kindergarten			
b. Grade 1				
c. Grade 2				
d. Grade 3				
e. Grade 4				
f. Grade 5				
g. Grade 6				
TOTAL				
2. Junior High School				
a. Grade 7				
b. Grade 8				
c. Grade 9				
d. Grade 10				
TOTAL				
3. Senior High School (1st sem)				
a. Grade 11				
b. Grade 12				
TOTAL				
Number of Repeaters for SY 2021 - 2022	M	F	T	
1. Elementary Grades				
a. Grade 1				
b. Grade 2				
c. Grade 3				
d. Grade 4				
e. Grade 5				
f. Grade 6				
TOTAL				

	2. Junior High School			
	a. Grade 7			
	b. Grade 8			
	c. Grade 9			
	d. Grade 10			
	TOTAL			
	3. Senior High School (1st sem)			
	a. Grade 11			
	b. Grade 12			
	TOTAL			
	School Leavers (SHS)	M	F	T
	a. Grade 11			
	b. Grade 12			
QUALITY	SBM Level of Practice	Level 1	Level 2	Level 3
	1. Elementary			
	Total No. of Schools Assessed			
	No. of schools by level			
	% of schools by level			
	2. Secondary			
	Total No. of Schools Assessed			
	No. of schools by level			
	% of schools by level			
	GOVERNANCE	No. and Percentage of Schools w/ liquidated MOOE:		
Total No. of Schools				
No. of schools with liquidated MOOE				
% of schools with liquidated MOOE				
Number of Private Schools with Permit and Recognition				
Total No. of Private Schools				
a. New permit to operate				
b. Renewed permit to operate				
c. Recognition				

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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Enclosure No. 2 of Division Memorandum No. 531, s. 2021

**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. Malorres
Nelietia Z. Iradiel

LCD, Laptop and Other

Program Paraphenalla

Floradel P. Jamero
Mahnnie Q. Talentino
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
Febby D. Moleta

Public Relations

Arch. 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. 531, s. 2021

3rd 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:	
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			
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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