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

June 17, 2022

DIVISION MEMORANDUM
No. **283**, s. 2022

2nd 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 **2nd Quarter Division Monitoring, Evaluation, and Adjustment (DMEA)** on July 4-6, 2022 at Aklan State University (Kalibo Campus), Andagao, Kalibo, Aklan.

2. The following are the objectives of the activity:

   a) present 2nd 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 l 265 3741 l 265 3743)
Website: http://www.depedaklan.org
Email Address: aklan.1958@deped.gov.ph

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

Date/Time	Activity	Venue/Platform	Participants
June 22, 2022 8:00 AM	Pre-DMEA Conference	Online Platform (Link will be sent later)	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, District Internal Monitors/Validators and District MEA Team Members and other personnel concerned
June 23-24, 2022	District/ School MEA	Limited Face-to-Face/Online platform	Public Schools District Supervisors, School Heads, Division Personnel In-charge of the District, District Internal

			Monitors/Validators and District MEA Team Members School Head, School Internal Monitors/Validators and School MEA Team Members
July 4-6, 2022	Division MEA	Limited Face-to-Face Aklan State University (Kalibo Campus), Andagao, Kalibo, Aklan	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 July 4, 2022 8:00 AM	2nd Quarter Performance Review District Presentation	Aklan State University (Kalibo Campus), Andagao, Kalibo, Aklan
Day 2 July 5, 2022 8:00 AM	Continuation of District Presentation SDO Proper Presentation • OSDS • OCID • OSGOD	Aklan State University (Kalibo Campus), Andagao, Kalibo, Aklan
Day 3 July 6, 2022 8:00 AM	Continuation of SDO Proper Presentation Closing Program	Aklan State University (Kalibo Campus), Andagao, Kalibo, Aklan

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 Division/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
   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 July 1, 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** and cc: **john.marciales@deped.gov.ph**.

11. During the presentation, 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- 2nd 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 of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

JERSON B. LABOS EdD
OIC, Office of the Assistant Schools Division Superintendent
In-charge of the Division

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

POLICY **SCHOOLS** **SUPERVISION**

JRP/jcm

Enclosure No. 1 of Division Memorandum No. 283, s. 2022

LEADING INDICATORS
2nd Quarter of 2022

Name of School: _____ District: _____

Leading Indicators		M	F	T
ACCESS	1. Enrollment			
	2. No. of Learners Promoted			
	No. of Learners w/ 1 or 2 Subjects Failed			
	Grade Levels	**M**	**F**	**T**
	Grade 1			
	Grade 2			
	Grade 3			
	Grade 4			
	Grade 5			
	Grade 6			
	Grade 7			
	Grade 8			
	Grade 9			
	Grade 10			
	TOTAL			
	Senior High School			
	Grade 11			
	Grade 12			
	TOTAL			
	No. of Learners w/ 3 or more Subjects Failed			
	Grade Levels	**M**	**F**	**T**
	Grade 1			
	Grade 2			
	Grade 3			
	Grade 4			
	Grade 5			
	Grade 6			
QUALITY	*Grade 7*			
	Grade 8			
	Grade 9			
	Grade 10			
	TOTAL			
	Senior High School			
	Grade 11			
	Grade 12			
	TOTAL			

No. of Learners with Final Grades of 75-79 by Learning Area	English			Filipino			Math			Science			Araling Pan.			MAPEH			TLE/EPP			EsP/Values Ed		
Grade Levels	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																								
TOTAL																								
Senior High School (Kindly specify the subjects Failed)																								
SUBJECTS →																								
Grade 11																								
Grade 12																								
TOTAL																								

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 Schools Opening Limited Face-to-Face Classes**	
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 Pactices/ 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.

Enclosure No. 2 of Division Memorandum No. **283**, s. 2022

DIVISION MONITORING, EVALUATION AND ADJUSTMENT STEERING COMMITTEE

FELICIANO C. BUENAFE JR. CESO VI
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

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

Mahnnie 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

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. Edron T. Bullo

Melky B. Arboleda

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

Enclosure No. 3 of Division Memorandum No.**283** s. 2022

2nd 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			
4. Summary of Issues			

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	_____