

2018-07-24



Republic of the Philippines
Department of Education
CARAGA ADMINISTRATIVE REGION
Butuan City



July 10, 2018

REGIONAL MEMORANDUM

No. 360, s. 2018

**CORRIGENDUM/ADDENDUM TO RM # 220, S. 2018: CONDUCT OF MONITORING, EVALUATION AND
ADJUSTMENT (MEA), CY: 2018**

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chiefs, RO Functional Divisions/SGOD/CID
RO and SDO Education Program Supervisors/Coordinators
School Heads
This Region

1. The School Monitoring, Evaluation and Adjustments (SMEA) was institutionalized in the region as a mechanism in the conduct of periodic monitoring and evaluation of the progress in the delivery of basic education services as well as its performance as an school organization. The SDOs adopted the SMEA Tool in Excel Format which contains all the data requirements in ACCESS, QUALITY and GOVERNANCE relative to the school implementation of mandated processes, school based initiated interventions, and alignment of SDOs and RO implementation of DepEd programs and projects to the schools.
2. In the 2nd quarter SMEA presentation to RO, a comparative analysis on the different KPIs is suggested to determine the increase and decrease for in-depth analysis on the contributing factors that needs TA from the instructional leader of the Districts/SDOs. The KPIs for presentation which is also incorporated in the SMEA Tool shall be presented during SDOs convergence in the region. The consolidated accomplished SMEA Tool in excel format shall be submitted to QAD after every presentations.
3. Attached are the KPIs on ACCESS, QUALITY, and GOVERNANCE for SMEA presentation in the 2nd Quarter.
4. The Regional Office through Quality Assurance Division (QAD) is mandated to conduct monitoring and evaluation (M & E) on the different Programs and Projects (PAPs) implemented by DepEd as learner-centered institution in the implementation of K to 12 Basic Education Program. The DMEA Templates adopted by the SDOs will have a separate table on national initiated PAPs (Table 4) and another table for locally initiated PAPs (Table 5). The PAPs subject for monitoring by RO through DMEA shall be accomplished by the SDOs based on their PAPs work and financial plan for implementation in CY: 2018. All other national initiated PAPs enumerated and not implemented by the SDOs may not be included in the report. The SDOs can add national initiated PAPs not enumerated by RO QAD but subject for SDO monitoring.
5. The revised DMEA Templates for CY: 2018 shall take effect in the 2nd Quarter onwards, to wit:
Table 1: Consolidated Computed Accomplished Physical Outputs
Table 2: Computed Accomplished Physical Outputs
Table 3: Consolidated Computed Unaccomplished Physical Outputs
Table 4: Consolidated PAPs Computed Accomplished Physical Outputs (National)
Table 5: Consolidated PAPs Computed Accomplished Physical Outputs (Local/SDO Initiated)

Table 6: PAPs Physical Outputs Accomplishment by Program Coordinator

Table 7: Value-Added Outputs

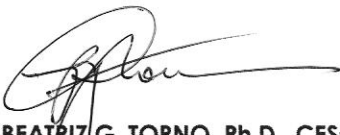
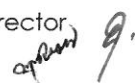
Table 8: Consolidated Issues and Proposed Resolutions

Table 9: Status Personnel Requirement and Employment

Table 10: Status of Allotment and Utilization of Funds for the Functional Divisions/Units

Table 11: Summary of Recommendations

6. The DMEA presentation in RO shall be in excel format and not in power point, fontsize: 10, fontstyle: Arial, do not hide cells (delete if needed) and accomplished Table 1 to 10.
7. All other items in the said regional memorandum are still in effect.
8. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director


Incl.: As stated

To be indicated in the Perpetual Index under the following subjects:

PROGRAMS

MONITORING AND EVALUATION

STRATEGY

QAD6/edm

SCHOOL PROFILE

1 Enrolment By Gender

	March, 2018			June, 2018		
	M	F	T	M	F	T
Kindergarten						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						

Legend: M = Male
F = Female

2 Health and Nutritional Status

	March, 2018										June, 2018									
	M					F					M					F				
	SW	W	N	Ov	Ob	SW	W	N	Ov	Ob	SW	W	N	Ov	Ob	SW	W	N	Ov	Ob
Kindergarten																				
Grade 1																				
Grade 2																				
Grade 3																				
Grade 4																				
Grade 5																				
Grade 6																				
Grade 7																				
Grade 8																				
Grade 9																				
Grade 10																				
Grade 11																				
Grade 12																				

Legend: SW = Severely Wasted
W = Wasted
N = Normal
Ov = Overweight
Ob = Obese

3 Teachers' Professional Development

	Total No. of Teachers			Total No. of Teachers Trained				
				K-12	ICT	SBM	LAC	others
Kindergarten								
Grade 1								
Grade 2								
Grade 3								
Grade 4								
Grade 5								
Grade 6								
Grade 7								
Grade 8								
Grade 9								
Grade 10								
Grade 11								
Grade 12								

4 Learners Materials

Other Sources	No. of Computers	No. of Computers in Comp. Lab
Kindergarten		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Grade 7		
Grade 8		
Grade 9		
Grade 10		
Grade 11		
Grade 12		

ACCESS

1 Number and Rate of Dropouts

	Enrolment			Q1			%
	June, 2018			July, 2018			
	M	F	T	M	F	T	
Kindergarten							
Grade 1							
Grade 2							
Grade 3							
Grade 4							
Grade 5							
Grade 6							
Grade 7							
Grade 8							
Grade 9							
Grade 10							
Grade 11							
Grade 12							

2 Repetition Rate

	SY 2017-2018			SY 2018-2019			% of		
	Enrolment			Repeaters			Repeaters		
	M	F	T	M	F	T	M	F	T
Kindergarten									
Grade 1									
Grade 2									
Grade 3									
Grade 4									
Grade 5									
Grade 6									
Grade 7									
Grade 8									
Grade 9									
Grade 10									
Grade 11									
Grade 12									

Elementary

FORMULA:

$$\frac{\text{Repeaters SY2018-2019}}{\text{Enrolment SY2017-2018}} \times 100$$

3 Retention Rate

Enrolment			Enrolment			%
SY 2017-2018			SY 2018-2019			
M	F	T	M	F	T	

Grade 1						
Grade 2						
Grade 3					v	
Grade 4						
Grade 5						
Grade 6						

TOTAL						
-------	--	--	--	--	--	--

Elementary

FORMULA:

$$\frac{\text{Enrolment (Grade2-6)SY2018-2019}}{\text{Enrolment (Grade1-5)SY2017-2018}} \times 100$$

Enrolment			Enrolment			%
SY 2017-2018			SY 2018-2019			
M	F	T	M	F	T	

Grade 7						
Grade 8						
Grade 9						
Grade 10						

TOTAL						
-------	--	--	--	--	--	--

Junior High School

FORMULA:

$$\frac{\text{Enrolment (Grade8-10)SY2018-2019}}{\text{Enrolment (Grade7-9)SY2017-2018}} \times 100$$

Enrolment			Enrolment			%
SY 2017-2018			SY 2018-2019			
M	F	T	M	F	T	

Grade 7						
Grade 8						

TOTAL						
-------	--	--	--	--	--	--

Junior High School

FORMULA:

$$\frac{\text{Enrolment (Grade 12)SY2018-2019}}{\text{Enrolment (Grade 11)SY2017-2018}} \times 100$$

4 No. of Contact Days Used

Standard # of Days 	June, 2018	Academic	Co-Curricular	Extra-Curricular	Others
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					

Note: Each Grade Level should fill-up the following:

- *Academic
- *Co-Curricular
- *Extra-Curricular
- *Others

*Others may be defined as::: due to calamity, teacher absences, teachers'

QUALITY

1 Literacy Rate

[illegible][illegible]

2 Pretest MPS

	Subjects				
	English	Math	Science	Filipino	Aral Pan
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					

GOVERNANCE

1 Learner-Teacher Ratio

	Enrolment	No. of Teachers	Ratio
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			

2 Learner-Toilet Ratio

	Enrolment	No. of Toilet	Ratio	No. of Common Toilet
Kindergarten				
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				
Grade 12				

3 Learner-Classroom Ratio

	Enrolment	No. of Classrooms	Ratio
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			

	Rooms for Ancillary Services/ Others	No. of Rooms Used
1	Library	
2	Faculty	
3	Medical	
4	Office	
5	Others	
6		
7		
8		
9		

4 Instructional Supervision

	No. of Schools	No. of IS required by SDO per SH	Actual No. of IS conducted by the SH	Average
Kindergarten				
Elementary				
JHS				
SHS				

Table 1

Consolidated Computed Accomplished Physical Outputs

	FUNCTIONAL DIVISION	TARGET OUTPUTS	PHYSICAL ACCOMPLISHM ENTS	%ACCOMPLISHE D VS. TARGETS
1	SECTION			
	KRA 1:			
	KRA 2:			
2	SECTION			
	KRA 1:			
	KRA 2:			
	KRA 3:			
	TOTAL			

Table 2
Computed Accomplished Physical Outputs

2018 Targets				Actual Accomplishment	% of Accomplishment	Achievement of Targets		Lessons Learned
Description of Planned Outputs		Quantity	Facilitating Factors			Hindering Factors		
FUNCTIONAL DIVISION :								
	SECTION :							
	KRA 1 :							
	1							
	2							
	3							
	4							
	5							

Table 3
Consolidated Computed Unaccomplished Physical Outputs

	FUNCTIONAL DIVISION	TARGET OUTPUTS	UNACCOMPLISHED PHYSICAL ACCOMPLISHMENTS	% OF UNACCOMPLISHED PHYSICAL OUTPUTS VS. TARGETS	Reasons for the Balance	Status of the Balance (plan Adjustment Date of the Unaccomplished Target)
1	SECTION					
	KRA 1:					
	KRA 2:					
2	SECTION					
	KRA 1:					
	KRA 2:					
	KRA 3:					
	TOTAL					

PROGRAMS AND PROJECTS (PAPs) MATRIX (NATIONAL)

Table 4
Consolidated PAPs Computed Accomplished Physical Outputs

	PAP's	Target	Actual Accomplishments	% of Accomplishment	MOVS	Achievement of Target		Lesson Learned
						Facilitating Factors	Hindering Factors	
1	Adopt-A-School Program							
2	Basic Education Facilities Fund							
3	Youth Formation Program							
4	Gender and Development (GAD)							
5	Learning Action Cell (LAC)							
6	School Curricular Program							
6.1	Special Science Elem. Sch. (SSES)							
6.2	Science Technology and Engineering (STE)							
6.3	Special Program for Arts (SPA)							
6.4	Special Program for Sports (SPS)							
6.5	Special Program for Foreign Languages							
6.6	Tech-Vocational High School (STVET)							
6.7	Special Program for Journalism (SPJ)							
6.8	Special Education Program (SPED)							
6.9	Development Appropriate Practice-Early Lang. Literacy and Numeracy							
6.1	Multi-Grade (MG)							
6.11	Mother Tongue-Based Multilingual Education (MTB- MLE)							
6.12	Every Child A Reader Program (ECARP)							
7	Indigenous Program Education (IPEd)							
8	School Health & Nutrition Program							
8.1	Medical Services							
8.2	Nursing Services							
8.3	Dental Program							
8.4	Food Production Program (Gulayan sa Paaralan)							
8.5	Deworming							
8.6	Wash in School (Wins)							

	PAP's	Target	Actual Accomplishments	% of Accomplishment	MOVS	Achievement of Target		Lesson Learned
						Facilitating Factors	Hindering Factors	
8.7	School- Based Feeding Program							
9	Disaster Risk Reduction Management (DRRM)							
9.1	Climate Change Adaptation							
9.2	National Drug Education Program (NDEP)							
10	Child Friendly School System Program							
11	Teachers Induction Program (TIP)							
12	Basic Education Research Fund (BERF)							
13	Program Mnagement Information System							
14	Budget Execution Codument (BED)							
15	School to School Partnership (SSP)							
16	School-Based Managemeent (SBM)							
17	Alternative Learning System (ALS)							
18	Community Learning Center (CLC)							
18.1	Alternative Delivery Mode (ADM)							
18.2	Radio-Based Instruction							
18.3	Assessment and Certification of Learning							
18.4	Arabic Learning in Various Education							
18.5	Accreditation & Equivalency Program							
18.6	Mobile Teacher Program							
18.7	eSkwela/e-Learning Program							
18.8	BP-OSA Program							
18.9	The Kariton Klasrum							
18.10	Adolescent Friendly Literacy Enhancement							
18.11	Family Basic Literacy Project							
18.12	Project Basic Literacy Program							
18.13	Abot-Alam Program							
18.14	Differently-abled Person (SPED in ALS)							
18.15	Indigeous Program Education (IPEd) in ALS							
19	DepEd Computerization Program (DCP)							
20	Continuous Improvement Project (C.I.)							

PROGRAMS AND PROJECTS (PAPs) MATRIX (LOCAL)

Table 5
Consolidated PAPs Computed Accomplished Physical Outputs

	PAP's	Target	Actual Accomplish ments	% of Accomplis hment	MOVS	Achievement of Target		Lesson Learned
						Facilitating Factors	Hindering Factors	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								

PROGRAMS AND PROJECTS

Table 6
PAPs Physical Outputs Accomplishment by Program Coordinator

Program Coordinator: _____

Program: _____

[illegible]

Table 7
Value-Added Outputs

		VALUE ADDED CONTRIBUTIONS	REASONS FOR ACHIEVING THEM
FUNCTIONAL DIVISION	SECTION 1		
	SECTION 2		
	SECTION 3		

Table 8
Consolidated Issues and Proposed Resolutions

CATEGORY OF ISSUES	ISSUES WITHIN THE UNIT'S CONTROL	PROPOSED RESOLUTION	ISSUES FOR ATTENTION OF HIGHER MANAGEMENT/ EXTERNAL STAKEHOLDERS	PROPOSED RESOLUTION OR ACTION SOUGHT FROM MANAGEMENT
--------------------	--	------------------------	--	--

FUNCTIONAL DIVISION				
ENVIRONMENTAL/ INFRASTRUCTURE				
TECHNICAL				
INSTITUTIONAL				
FINANCIAL				
POLITICAL				
ENVIRONMENTAL/ INFRASTRUCTURE				
SOCIAL				
GENDER				

To be filled up by Personnel Section

Table 9
Status of Personnel Requirement and Employment

FUNCTIONAL DIVISION	No. of Personnel Proposed by Functional Divisions		No. of Personnel with Plantilla Position for the <i>DIVISION</i>		No. of Personnel Detailed in the <i>DIVISION</i>		Job Order Employees	
	Technical Support	Support Staff	Technical Support	Support Staff	Technical Support	Support Staff	Technical Support	Support Staff

To be filled up by Finance Division

Table 10
Status of Allotment and Utilization of Funds for the Functional Divisions

[illegible]