



April 4, 2019

REGIONAL MEMORANDUM

No. 173 s. 2019

CONDUCT OF DIVISION MONITORING, EVALUATION, AND ADJUSTMENTS (DMEA), CY: 2019

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

1. The MEA Strategy is a periodic monitoring and evaluation of the progress of RO and SDOs its delivery of education services as well as its performance as an organization. As a strategy, it promotes the participation of the various functional as well as administrative units of RO and SDOs in all the M & E processes with the endpoint of obtaining information from the management to make decisions on adjusting its work plans and strategies.
2. To this effect, the division needs to strategically respond to the requirements of the RA 9155 which clearly defines shared governance as the management model in the delivery of quality basic education thus paving the way to the division offices with much clearer roles and functions. The Division Office, through its unified education development plan, provides directions to the functional division initiatives toward the attainment of its KRAs targets vis-à-vis accomplishments.
3. The monitoring and evaluation is to provide objective information that can inform decision-making for continuously improving:
 - Organizational Performance for efficient and effective fulfillment of the division mandate, and
 - Delivery of education services to achieve the desired output and sustainability of Education outcomes.
4. The DMEA Objectives are to:
 - a. Provide division management and technical/functional divisions information on the implementation and achievement of division **programs and projects** as a basis for:
 - a.1 Plan and strategy adjustment as well as
 - a.2 Adopting/replicating/continuing/institutionalizing these **programs and projects** based on the merit of its results;
 - b. Provide information for division management to determine and adjust approaches and strategies that will ensure proper allocation and equitable distribution, easy access, effective and optimal use of **Education Resources** in the divisions and schools;
 - c. Establish information as basis for determining **appropriate approach/strategy** to improve **organizational performance** in fulfillment of division mandate and strengthen collective actions to service better the divisions and schools within the accountability of the region;

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- d. Present information regarding **organization, resource support** to the regional management that will support decisions and adjustments to plans (e.g. budget, personnel, physical facilities plan) and strategies to ensure appropriate allocation of resources to support performance efficiency and effectiveness.

5. Anent to this, the SDOs shall institutionalize the conduct of Monitoring, Evaluation, and Adjustments (MEA) for CY: 2019. RO QAD is in-charge of the activity and shall conduct a quarterly MEA to be participated by RO and SDOs from the different functional divisions (OSDS, SGOD, and CID) and its administrative units. The expected participants of the DMEA Report presentation and DisMEA (through SMEA) are the ff:

- 5.1 SGOD Chief shall report the Consolidated DMEA Report of the SDOs;
- 5.2 CID Chief shall report the consolidated DisMEA (through SMEA);
- 5.3 PSDS shall assist the CID Chief in the consolidation of the KPIs of Access, Quality, and Governance in the SMEA or represent the CID Chief if on official travel; and
- 5.4 SEPS or EPS II M & E shall assist or represent the SGOD Chief if on official travel and consolidate the DMEA Report for submission to RO QAD for possible TA of the RFTAT.

6. The consolidated DMEA Progress Accomplishment Report shall be finalized by the SEPS and EPS II M & E a week after their presentation to RO for submission to the RFTAT for possible TA on the identified issues, concerns, and unaccomplished outputs. The quarterly conduct of DMEA shall be done in clusters according to its geographical locations consist of four (4) SDOs per cluster. The quarterly conduct is as follows:

Quarter	Cluster	Division	Date	Host Division
1	Maka-tao	Agusan del Norte	May 7, 2019	Agusan del Norte
2		Bayugan City	July 24, 2019	Bayugan City
3		Butuan City	October 23, 2019	Butuan City
4		Cabadbaran City	December 10, 2019	Cabadbaran City
1	Makabansa	Bislig City	May 8, 2019	Bislig City
2		Agusan del Sur	July 25, 2019	Agusan del Sur
3		Tandag City	October 24, 2019	Tandag City
4		Surigao del Sur	December 11, 2019	Surigao del Sur
1	Maka-diyos	Surigao del Norte	May 9, 2019	Surigao del Norte
2		Dinagat Islands	July, 26, 2019	Surigao City
3		Siargao Islands	October 25, 2019	Surigao del Norte
4		Surigao City	December 12, 2019	Surigao City

7. The Regional Office through the Quality Assurance Division has a budget allotted in the conduct of the said activity for transfer/downloading of funds to the host division subject to usual accounting procedures. The expected total participants per cluster in the SDOs are 16 with 4 in every SDOs and 7 from RO for a total of 23 at P600/pax inclusive of one (1) breakfast, one (1) lunch, two (2) snacks (AM/PM) and exclusive of venues. It is suggested that the venue for presentation are conference hall of the Division Office or conference hall of the host school that can accommodate 23 or more participants.

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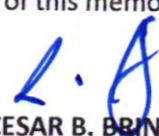
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8. The SDOs through the M & E shall consolidate all Work Financial Plan (WFP), CY: 2019 of every units and functional divisions to counter check the alignment and relevance of objectives, strategies and outputs of each functional divisions/units workplan. The workplan crafted by the functional divisions/units of the SDOs is based on their respective KRAs reflected in the DMEA Report for presentation to RO. The Work Financial Plan, CY: 2019 shall be submitted on or before April 22 to 24, 2019 prior to the conduct of the First Quarter DMEA Presentation and shall be retained in RO QAD as reference on the succeeding quarterly DMEA Report.
9. Attached are the templates for Table 1 to Table 10 in the DMEA Report with changes incorporated on Table 2: Computed Accomplished Physical Outputs and Template for the Work Financial Plan all are registered standard templates for ISO 9001:2015.
10. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
A- OIC – Regional Director 

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

PROGRAMS

MONITORING

EVALUATION

PERMIT

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Table 1: CONSOLIDATED COMPUTED ACCOMPLISHED PHYSICAL OUTPUTS

Table 1: Consolidated Computed Accomplished Physical Outputs			
FUNCTIONAL DIVISION	TARGET OUTPUTS	PHYSICAL ACCOMPLISHMENTS	%ACCOMPLISHED VS. TARGETS
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT			
SECTION			
KRA 1:	5.00	3.77	75.40%
KRA 2:	5.00	5.00	100.00%
CURRICULUM IMPLEMENTATION DIVISION			
SECTION			
KRA 1:	10.00	8.00	80.00%
KRA 2:	8.00	8.00	100.00%
KRA 3:	7.00	6.00	85.71%
SCHOOL GOVERNANCE OPERATIONS DIVISION			
SECTION			
KRA 1:	10.00	8.00	80.00%
KRA 2:	8.00	8.00	100.00%
KRA 3:	7.00	6.00	85.71%
TOTAL			

TABLE 2: COMPUTED ACCOMPLISHED PHYSICAL OUTPUTS

Table 2										
Computed Accomplished Physical Outputs										
2019 Targets		Actual Accomplishment	% of Accomplishment	Source of Funds	Funds Alloted	Funds Obligated	Funds Disbursed	Achievement of Targets		Lessons Learned
Description of Planned Outputs	Quantity							Facilitating Factors	Hindering Factors	
FUNCTIONAL DIVISION :										
SECTION :										
KRA 1 :										
1										
2										
3										
4										
5										

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TABLE 3: COMPUTED UNACCOMPLISHED PHYSICAL OUTPUTS

Table 3. 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)
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT					
SECTION					
KRA 1:	5.00	1.23	24.60%	Conflict of Schedule	Rescheduled on....
KRA 2					
Sub-Total					
SECTION					
KRA 1:					
KRA 2					
KRA 3					
Sub-Total					
TOTAL					

TABLE 4: PROGRAMS AND PROJECTS (PAPs) - NATIONAL

PROGRAMS AND PROJECTS (PAPs) MATRIX (NATIONAL)

Table 4: Consolidated PAPs Computed Accomplished Physical Output's (National)

PAP's	FOCAL PERSON	Target	Actual Accomplishments	% of Accomplishment	MOVS	Achievement of Target		Lesson Learned
						Facilitating Factors	Hindering Factors	
Adopt-A-School Program	Engr. Viajar							
Basic Education Facilities Fund	Engr. Viajar							
Youth Formation Program	Dr. Castanos							
Gender and Development (GAD)	Dr. Castanos							
Learning Action Cell (LAC)	Dr. Asis							
School Curricular Program								
Special Science Elem. Sch. (SSES)	Mr. Linog							
Science Technology and Engineering (STE)	Mr. Linog							
Special Program for Arts (SPA)	Mr. Abellana							
Special Program for Sports (SPS)	Mr. Abellana							
Special Program for Foreign Languages (SPFL)	Ms. Magno							
Tech-Vocational High School (STVET)	Dr. Bautista							
Special Program for Journalism (SPJ)	Dr. Asis							
Special Education Program (SPED)	Dr. Capangpangan							

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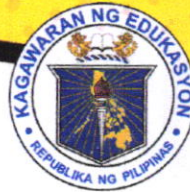


TABLE 5: CONSOLIDATED PAPs COMPUTED ACCOMPLISHED PHYSICAL OUTPUTS

PROGRAMS AND PROJECTS (PAPs) MATRIX (LOCAL)

Table 5: Consolidated PAPs Computed Accomplished Physical Outputs

PAPs	Focal Person	Target	Actual Accomplishments	% of Accomplishment	MOVS	Achievement of Target		Lesson Learned
						Facilitating Factors	Hindering Factors	
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT								
SCHOOL GOVERNANCE OPERATIONS DIVISION								
CURRICULUM IMPLEMENTATION DIVISION								

TABLE 6: VALUE-ADDED CONTRIBUTIONS

Table 6: Value-Added Contributions

FUNCTIONAL DIVISIONS	VALUE ADDED CONTRIBUTIONS	REASONS FOR ACHIEVING THEM
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
SCHOOL GOVERNANCE OPERATIONS DIVISION		
CURRICULUM IMPLEMENTATION DIVISION		

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TABLE 7: CONSOLIDATED ISSUES AND PROPOSED RESOLUTIONS

Table 7: 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
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT				
ENVIRONMENTAL/ INFRASTRUCTURE			Airconditioning Unit is not functioning	Seek for Replacement
TECHNICAL				
INSTITUTIONAL				
FINANCIAL				
POLITICAL				
SOCIAL				
GENDER				
SCHOOL GOVERNANCE OPERATIONS DIVISION				
ENVIRONMENTAL/ INFRASTRUCTURE			Airconditioning Unit is not functioning	Seek for Replacement
TECHNICAL				
INSTITUTIONAL				
FINANCIAL				
POLITICAL				
SOCIAL				
GENDER				
CURRICULUM IMPLEMENTATION DIVISION				
ENVIRONMENTAL/ INFRASTRUCTURE				
TECHNICAL				
INSTITUTIONAL				
FINANCIAL				
POLITICAL				
SOCIAL				
GENDER				

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TABLE 8. STATUS OF PERSONNEL REQUIREMENT AND EMPLOYMENT

To be filled up by Personnel Section

Table 8: Status of Personnel Requirement and Employment								
FUNCTIONAL DIVISION	No. of Personnel Proposed by Functional Divisions		No. of Personnel with Plantilla Position for the Division		No. of Personnel Detailed in the Division		Job Order Employees	
	Technical Support	Support Staff	Technical Support	Support Staff	Technical Support	Support Staff	Technical Support	Support Staff
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT								
SCHOOL GOVERNANCE OPERATIONS DIVISION								
CURRICULUM IMPLEMENTATION DIVISION								
TOTAL								

TABLE 9. STATUS OF ALLOTMENT AND UTILIZATION OF FUNDS FOR THE FUNCTIONAL DIVISIONS

To be filled up by Finance Division

Table 9: Status of Allotment and Utilization of Funds for the Functional Divisions															
Functional Divisions	FUNDS ALLOCATED					FUNDS UTILIZED					% OF UTILIZATION				
	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT															
SCHOOL GOVERNANCE OPERATIONS DIVISION															
CURRICULUM IMPLEMENTATION DIVISION															
TOTAL															

TABLE 10. SUMMARY OF RECOMMENDATIONS

Table 10: Summary of Recommendations		
Physical Outputs	Basis for Recommendation	Recommendation
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
Conduct training....	Delayed downloading of SARO	Follow-up CO
SCHOOL GOVERNANCE OPERATIONS DIVISION		
CURRICULUM IMPLEMENTATION DIVISION		

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