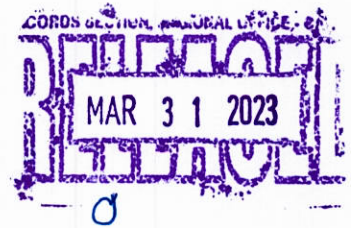




Republic of the Philippines
Department of Education
CARAGA REGION



March 31, 2023

REGIONAL MEMORANDUM
No. 0241, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
Division MEP Focal Persons
This Region

**SCHEDULE OF SUBMISSION OF REPORTS ON THE IMPLEMENTATION
OF MADRASAH EDUCATION PROGRAM (MEP)**

1. DepEd Order No. 41, s. 2017 on the Policy Guidelines on the Implementation of Madrasah Education in the K to 12 Basic Education Program and DepEd Order No. 25, s. 2021 on the Revised Implementing Guidelines on the Utilization of Fund for Madrasah Education Program specify the policies and guidelines for its full implementation and achievement of objectives.
2. To ascertain and monitor compliance with the existing policies and guidelines, the reports to be prepared and submitted by the Schools Division Offices and their implementing schools and the schedule of submission to the Regional Office are found in Enclosures 1 and 2. Available templates can be accessed at <https://bit.ly/2023MEPCaragaReports>. SDOs and schools may also develop their own tools for the reports.
3. All Division MEP Focal Persons are tasked to monitor compliance and timely submission of required reports from MEP implementing schools, as well as to provide technical assistance to School Heads as needed.
4. For immediate dissemination and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: As stated.

References: DepEd Order: No. 41, s. 2017 and No. 25, s. 2021

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

DATA FORMS MADRASAH EDUCATION REPORTS

CLM/rjy
03/31/2023



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2023-03-04295

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**REPORTS TO BE PREPARED AND SUBMITTED BY THE SCHOOLS
IMPLEMENTING THE MADRASAH EDUCATION PROGRAM**

Documents to be Prepared by the Schools	Person/s Responsible	Schedule of Report Submission
Report on Enrolment (disaggregated by sex, grade level)	ALIVE Teacher School Planning Officer School Head	2 weeks after the Opening of Classes; to be updated during the BOSY/EOSY updating in the LIS/EBEIS
Report on the availability and provision of classroom/s, teachers, and learning resources for the organized ALIVE Class/es	School Head	First Week of Classes
Approved Class Program	School Planning Officer School Head	First Week of Classes
Daily Lesson Plan Monitoring Report	Master Teacher/ School Head	Monthly; Every 1 st week of the month
Monitoring Report on the delivery of ALIVE competencies	ALIVE Teacher School Head	Quarterly
Report on Assessment Results (ALIVE Learners' Proficiency Level)	ALIVE Teacher School Head	Quarterly
Report of Instructional Supervision to ALIVE Classes (Class Observation, Provision of TA to ALIVE Teachers)	Master Teacher School Head	Quarterly
Report on School-Based Activities participated by the ALIVE Teachers, such as but not limited to: • School Mapping • Brigada Eskwela • In-Service Training/LAC Sessions • Summer Class/Remedial Class • Development of Instructional Materials (IMs)	School INSET/LAC Coordinator School Head	Quarterly
School Mapping and Analysis Report	Asatidz School ALIVE Coordinator/Planning Officer School Head	3 times per SY: Opening, Mid-Year, and End-of School Year
Report on MEP Advocacy to both internal and external stakeholders/ Report on Advocacy and Partnership Management activities	School Head	2 weeks after the Opening of Classes and at the end of the School Year
Copy of the SIP, AIP, and School Calendar of Activities highlighting the inclusion of MEP-related activities	School Head	Quarter 1 of the School Year
Report on the tagging of learners in the LIS/EBEIS	Class Adviser/ ALIVE Teacher School Planning Officer School Head	BOSY for the next SY: 1 st week of January EOSY of the current SY: 1 st week of July



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REPORTS TO BE PREPARED AND SUBMITTED BY THE SCHOOLS DIVISION
OFFICES IMPLEMENTING THE MADRASAH EDUCATION PROGRAM

Documents to be Prepared and Submitted by SDOs	Person/s Responsible	Schedule of Report Submission
Copy of the DEDP highlighting the inclusion of MEP-related activities	Division MEP Focal Person	Q1 Convergence
Approved Work and Financial Plan	Division MEP Focal Person	1 st week of April
Consolidated report on Enrolment (Disaggregated by school, grade level, and sex)	Division MEP Focal Person Division Planning Officer	3 weeks after the Opening of Classes; to be updated during BOSY and EOSY
Consolidated School Mapping and Analysis Report	Division MEP Focal Person	3 times per SY: Opening, Mid-Year, and End-of School Year
Quarterly Monitoring Report	Division MEP Focal Person	5 working days before the quarterly convergence
Quarterly Technical Assistance Report	Division MEP Focal Person	
Quarterly Physical and Financial Accomplishment Report	Division MEP Focal Person Division Budget Officer	On or before the 2 nd day of the month of the succeeding quarter (April 2, July 2, October 2, January 2)
Updated Division Masterlist/Profile of Asatidz	Division MEP Focal Person	
Report on the tagging of learners in the LIS and EBEIS	Division Planning Officer Division MEP Focal Person	BOSY for the next SY: 2 nd week of January
Report on the updated list of Contract of Service Asatidz subsidized by DepEd (as reported in the EBEIS)	Division Planning Officer Division MEP Focal Person	EOSY of the current SY: 2 nd week of July
Report on the conduct of regular orientation and training to asatidz	Division MEP Focal Person	During the quarterly convergence and/or PIR
Monitoring Report on the School's implementation and compliance to MEP implementing policies and guidelines	Division MEP Focal Person	During the quarterly convergence



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