

Republic of the Philippines

Department of Education REGION XI SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

February 22, 2021

DIVISION MEMORANDUM No. 155, s. 2021

CONDUCT OF 1ST QUARTER DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) FOR CY 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors & Education Program Supervisors
Schools Division Office Unit/Section Heads/Program Holders
Elementary & Junior/Senior High School Heads
All Others Concerned

- 1. Pursuant to Administrative Order No. 161, "Institutionalizing Quality Management System in Governance" amended through Executive Order No. 605, "Institutionalizing the Structure, Mechanisms and Standards to Implement Quality Management Program", this Office conduct the 1st Quarter Division Monitoring, Evaluation & Adjustment (DMEA) for CY 2021 on March 25, 2021 at Megan's Function Hall, Lim-Bataan St., Digos City, starting 8:00 o'clock in the morning.
- 2. The objectives of the activity are as follows:
 - a. To present the targets and accomplishments of the different Programs, Projects and Activities;
 - b. To identify the concerns, issues, gaps and problems of Programs, Projects Activities (PPAs) aligned in the Division Basic Education Development Plan;
 - To present plans and adjustments to solve the concerns, issues, gaps and problems
 - c. To track progress and measure the effectiveness of the programs and projects.
- 3. An orientation on the DMEA Template with Compendium-based objectives will be conducted on March 9, 2021 (Tuesday), 9:00 AM to 12:00 NN via Google Meet: meet.google.com/xkw-idhh-jvn. The participants of the said orientation are the following:

Name	Position	Office	Program
1. Basilio P. Mana-ay Jr.	ASDS	ASDS	
2. Sollie B. Oliver	CHIEF ES	SGOD	Division Chief
Beverly S. Daugdaug	CHIEF ES	CID	Division Chief
4. Franci Jude D. Alcomendras	Admin Officer V	Admin	Section Head
5. Myhria Faye L. Bontia	Admin Officer IV	HRMO	Section Head
6. Marcelino Ranollo Jr.	Admin Officer IV	Supply	Section Head
7. Rosario B. Diamante	Admin Officer IV	Cashier	Section Head
8. Aleli M. Chiong	Admin Officer IV	Records	Section Head
Stephen R. Pascual	Division IT Officer	ITO	Section Head
10. Noreliza A. Misal	Accountant III	Accounting	Section Head
11. Neptune L. Tambilawan	Admin Officer V	Budget	Section Head
12. Atty. Clarmise Joy C. Amaez- Llaban	Attorney III	Legal	Section Head



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No: (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375



Republic of the Philippines

Department of Education region xi

SCHOOLS DIVISION OF DIGOS CITY

Dentist II	SGOD	Program Holder
Nurse II		Program Holder
Engineer III	SGOD	Program Holder
EPS		Program Holder
EPS II		Program Holder
EPS II		Program Holder
Guidance		Program Holder
PDO I		Program Holder
PDO I		Program Holder
PDO II		Program Holder
Planning Officer III		Program Holder
SEPS	SGOD	Program Holder
SEPS	SGOD	Program Holder
SEPS	SGOD	Program Holder
PSDS	CID	Program Holder
EPS	CID	Program Holder
	Nurse II Engineer III EPS EPS II EPS II Guidance PDO I PDO I PDO II Planning Officer III SEPS SEPS SEPS PSDS PSDS PSDS PSDS PSDS	Nurse II SGOD Engineer III SGOD EPS SGOD EPS II SGOD EPS II SGOD Guidance SGOD PDO I SGOD PDO I SGOD PDO II SGOD Planning Officer III SGOD SEPS SGOD SEPS SGOD PSDS CID EPS CID EPS CID EPS CID EPS CID

- Only the Division Chief/Unit Head will present the consolidated 1ST Quarter accomplishments per division/office using the prescribed templates. Means of Verification (MOV) of all the accomplishments shall also be prepared.
- Participants are required to observe Minimum Health Standard Protocol (wearing of facemask & faceshield and observe social distancing) while in attendance of this face-toface activity.
- 6. Expenses on meals, snacks and venue for School Heads are chargeable to School MOOE while that of the Division Office Personnel to Division MOOE subject to the existing accounting and auditing rules and regulations.
- 7. Attached is the Program Matrix and DMEA Templates for Q1 CY 2021, for reference.
- Immediate and wide dissemination of this Memorandum is desired.

RECORDS SECTION

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CRISTY C. EPE Schools Division Superintendent

BY:____

Feb. 22, 2021





Republic of the Philippines

Department of Education region XI schools division of digos city

Enclosure 1: Program Matrix (March 25, 2019 Venue: Megan's Function Hall)

Enclosure 1	: Program Matrix (March 25,	2019 Venue: Megan's Function	
Time	Activity/Topic	Person Responsible	Output/Outcome
7:30 – 8:00 AM	Prefatory Activities National Anthem Invocation Digos City Hymn	AVP AVP AVP	Participants were set and ready for the activity
	Presentation of Participants	Beverly S. Daugdaug, EdD CID Chief	
	Opening Remarks:	Basilio P. Mana-ay, Jr., EdD Assistant Schools Division Superintendent	
	Rationale	Sollie B. Oliver, JD, MATE SGOD Chief	
	Message	Cristy C. Epe Schools Division Superintendent	
8:00- 11:00 AM	Powerpoint presentation of CID Q1 CY 2021 DMEA Report	CID Program Holders	Created plans/adjustments to solve the issues, concerns and gaps
	- Feedback Giving	- SDS, ASDS, Division Chiefs	
11:00 AM- 2:00 PM	Powerpoint presentation of SGOD Q1 CY 2021 DMEA Report	CID Program Holders	Created plans/adjustments to solve the issues, concerns and gaps
	- Feedback Giving	- SDS, ASDS, Division Chiefs	
2:00 -4:00 PM	Powerpoint presentation of OSDS Q1 CY 2021 DMEA Report	CID Program Holders	Created plans/adjustments to solve the issues, concerns and gaps
	- Feedback Giving	- SDS, ASDS, Division Chiefs	
4:00-5:00 PM	- Presentation of Q1 CY 2021 SDO DMEA Report (Consolidated) - Feedbacking	SMM&E Personnel	Presented the SDO Q1 CY 2021 Accomplishment Report
5:00 – 5:30 PM	Wrap-up	Sollie B. Oliver, JD, MATE SGOD Chief	Findings, Comments & recommendations are presented

Emcee:

Julie Anne Posadas PDO I – YFP

Nurses-On-Duty:

1. Ireene P. Dandoy

2. Kristin Marie Y. Bejarin



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		DEPARTMENT OF EDUCATION					 		-	-		<u> </u>	-		
	_	REGION XI										-		Physical Committee (Committee Committee Commit	
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Monitoring	g, t	Evaluation and Adjustment (M	EA) lemplat	re											
Division:														The state of the s	
PHYSICAL ACCOME	PLIS	HMENT REPORT OF OPERAT	TION												
Quarter, FY				Concerned office/section sh	all fill up this portion					T					
	T	PROGRAM/ACTIVITY/ PROJECT	Office/Section		T					PHYS	SICAL ACCOMPLISHMENTS				
KRA	(Ba	sed on SDS Job Description Compendium Version 2.1)	Responsible	PERFORMANCE INDICATORS	MOVs	Number of	ACHIEVED	Percentage of	GAIN	Percentage	Reason/s for the Gain	GAP (Number of	Percentage	Issues for the Gap	Recommendation
KRA 1: Strategic Management	1.1	Leads in the development and implementation of	SGOD /			Physical	(based on	Accomplishments (Achieved	 	of Gain		Unaccomplished	of Gao		(Drop, Carry Over,
and Operations		policies, research agenda, and Division Education	Research &												
(This KRA includes Education		Development Plan (DEDP)/ strategic plan for the	Planning						1	1					
Plan, Policies, Programs	1.2	entire schools division Initiates the implementation of programs and	SGOD/M&E &			 			-	-					
Management and M&E. It also		initiatives anchored on evidence-based planning, in							1						
captures ancillary services to		collaboration with the Assistant Schools Division											1 1		
operations such as ICT, DRRM,		Superintendent, Curriculum Implementation							1						
Health and Nutrition and internal communications)		Division (CID) and Schools Governance and Operations Division, to ensure quality and											1 1		
(Communications)		accessible education in schools and learning centers													
	1.3	Supervises the implementation of quality assurance processes on SIP, SBM and other programs and	SGOD/SBM												
1		projects as basis for continuous improvement													1
											_	_			
	1.4	Communicates and coordinates with Central Office	Division Public									T			
1		and other Public Affairs offices across levels of DepEd and other government agencies regarding	Information												
		information, news, and other matters relating to	Officer			1									
		their functions;	(c'u Sir Endrina)									1			
	1.5	Manages information flow and internal	OSDS / Records						†			<u> </u>			
	16	Communications Oversees the operationalization of the Management	0.0000000000000000000000000000000000000												
	1.0	Information System (MIS)	OSDS/ITO												
1	1.7	Approves, implements and manages monitoring of	SGOD/DRRM							1					
		Division and School Disaster Risk Management				1									
1		Plans and regularly reviews and tests the plan consistent with other national and local planning													
1		DIDKIMUS.										1			
	1.8	Promotes and raises public awareness on policies	SGOD/DRRM							1					
1		and directives relative to disaster risk management, responds to and manages the adverse effect of				1									
i		emergencies in their areas of jurisdiction;				1									
1															
i	1.9	Oversees the Division and School Populace through	SGOD/HNU							1					
		the management and implementation of health programs, provision of basic health and nutrition											1		
		services and establishment of a healthful school													
		environment.													_
	1.10	Leads healthy lifestyle habits and practices among	SGOD/HNU												
		teachers and non-teaching personnel for them to become more efficient and effective workers.	国际基础												
	1.11	Ensures coordination with Division Field Technical	SGOD												
		Assistance Team (DFTAT) for the provision of technical assistance for the division and schools													
KRA 2: Curriculum and	2.1	Supervises the operations of all public and private	CID												
Instruction Management		pre-schools, elementary, secondary, integrated schools and learning centers in the schools division;													1
		promote awareness of, and adherence by all schools													
į		and learning centers to accreditation standards													
	2.2	Organizar database die da 1 1 1 1 1 1 1													
	2.2	Organizes, develops, directs and administers the Schools Division and exercises general supervision	CID			1						_			
		over basic education and non-school based				1									
		education programs (kindergarten, elementray,													
		secondary ALS and non-school based education													
		programs) in the provincial or city schools division													
	2.3	Leads in ensuring compliance to quality standards	CLD			1				 					
		and managing programs for curricula													
		implementation, localization of curricula, and teaching through the Curriculum Implementation													
	L	Division (CID)													
	Maria Cara		Name and Address of the Owner, where the Owner, while the		Annual Control of the	discontinuous services	Contractive and in contractive		_						

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CID	CID	CLD	CLD	OSDS / ERMO	здор/пкр	OSDS / HRASO a	SGOD/HRD	OSDS/HRMO A	OSDS / HRMO ,	OSDS / IERMO , Admin		SGOD / HRD	OSDS / Admin	OSDS / Admin	OSDS/Admin a Legal	OSDS Admin o Legal	OSDS : Supply	OSDS / Budget a		Adms - Saso		
Initiatee and directs the development of local	cinnemin mareriaus and programs. Recommends evaluation of applications for new schools, separation of annexes, integration of	schools, permitireognition to operate Conducts periodic waits to public and private schools and learning centers to check compliance with shudards in the implementation of curricular transportments and oneconocious.	restructions and proper protein and a second a sec	Oversees hiring, plucing and evoluating all division emperators and choole district supervisors ne well as all employees in the division, both teaching and nou-teaching personnel, including school least, except for the aeristant division emperintendent	Approves proposed training needs by all Direct Supervivors for all teaching and non-teaching staff within the schools division through the School Governance and Operations Division (SGOD)	Bvalnates performance of Chiefe, Supervisors. Public Schoole District Supervisors (RSDS), Principals, and other direct reports; evaluates performance of ASDS and recommends to ARD	Reviews implementation of INSETs and/or Learning Center Improvement Plan	Formulates Staff Development Plan and Welfare Programs for all direct reports	Evaluates and approves administrative matters such are keave forms, authority to travel and daily time record	Approves appointments and deployments, and evaluate and recommend personnel actions (promotions, transfers, transfers, transfers, and	reinstatements and dropping from the rolls) on all personnel of the Schools Division, except the Asieburt Schools Division Sension Sensions to Asieburt Schools Division Sensions and Sensions S	Specified the planning and implementation of a comprehensive Professional Learning & Development Program for teaching and non- reaching rand non-	Acte as discipling authority for administrative actions against non-leaching pervonnel in their respective schools thrisbus.	Commence administrative proceedings motu propio in case of non-teaching personnel within their tunsdiction.	Acts on complaints brought before her office, including appointing an investigator's who shall conduct fact-finding investigation or preliminary investication.	Chairs the Formal Investigating Committee when the respondent is a teacher	Leads in budget preparation and allocation, and ensures proper use of funds and resources at	Division Office, Schools and Learning Centers Supervises the division office management with economical, efficient, and effective accounting and	budgeting services to ensure the cost-effective utilization of fugneial resources	Exercises general administration and supervision of properties both fixed and movable within his/her immediation and american the allocation/use and/or	acquisition/procurement of goods and services for instructional and non-instructional purposes,	inchading repairs, maintenance, rehabilitation and construction of education fivilities, subject to existing rules and regulations
2.4 Initia	2.5 Reco	2.6 Cond schoe	2.7 Enem Assiss techn	3.1	3.2 Appr Super within Gove	3.3 Evalue Publi Princ	3.4 Revie	3.5 Form	3.6 Evaluat ar keave	3.7 Appr evalu (pron	reins perse	3.8 Spear comp Deve	3.9 Acte action	3.16 Comp propi	3.11 Acts inclus condi	3.12		Supe	bud	Exer	acqu	cons
				KRA 3: Human Resource Development and Management													KRA 4: Resource Management					

1	Plans programs and manages the distribution of	OSDS / Budget &			1		THE RESIDENCE AND ADDRESS OF THE PARTY OF TH	_			-		
1	national fund allotments as well as monitor the	Finance		1	1	1	1						1
1	utilization of funds provided by the national	The state of the s			1 1	1		1	1	1		1	1
1	dunzation of minus provided by the national				1	1	1	1	1	1	1	1	1
- 1	government and the local government units to the		1	1	1 1		1	1	1		1	1	1
	schools and learning centers;				1 1	1	1		1	1		1	1
	Prepares and recommends approval of budgets of	SGOD / Chief ES										}	1
	1 reputes mid recommends approval of budgets of	SOUD CHEFTS		1	1 1								
	schools within the schools division to the			1	1 1		1	1	1	1	1	1	1
1	provincial/city board, and confer with them on			l	1 1		1	1	į.	1	1		1
1	matters affecting school appropriations and				1 1					1	1	1	1
	disbursements:				1 1		1	1		1		ł	1
KRA 5: Partnership	distributements.							1		1	1		1
	Sits as co-chair of the Provincial/City School Board	SGOD/SMN						-			-		
and Linkages	and/or as officer/member of other bodies as			ı	1 1	1	1	1	l .				
	provided by law;				1	1	1	1		1	1	1	1
1	Accepts grants, donations, bequests and other forms									1	1		1
1	Accepts grants, donations, bequests and other forms	SGOD / SMIN		1							+		
1	of assistance from various donors and benefactors	SEVEN ENGA		I	1	1	1	1		1		1	
L	of basic education;			1	1		1			1	1	1	
	Coordinates and cooperate with local government	SGOD/SMN		1	+					1		1	1
1	units and a secondarian with local government	SUUDI ANIN	i	1				1			1		-
1	units and non-government organizations including	ALCOHOLD STATE	1	1	1	1		1	1	1	1	1	1
1	national government offices on matters affecting	Water State State	1	1	1	1	1	1	1	I	1	1	1
1	schools/LCs and certain community development	Charles Con. VI. A.	1	1	1	1		1		1			1
1	projects:		1	1	1	1		1	1	1	1	I.	1
F					1		1	1	1	1	1	1	
1	Establishes linkage and network with other local	SGOD (SMN						-			-		
1	government units for disaster risk reduction and			1	1 1	1		1				1	
1	emergency response purposes;			1	1 1	1	1	1				ł	1
	Spearheads in partnerships and linkages with Local	Deposits Contract									I _	1	1
1	opeanteans in partnerships and inkages with Local	SGOD/SMN			1						-		
1	Government Units (LGUs), Non-Government	Maria 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		I	1 1	1	1	1	1		1	1	1
1	Organizations (NGOs), Government Organizations			1	l i	1	1	1	1		1		1
	(GOs), and other agencies			1	1 1	1	1	1					1
CRA 6: Other Duties	Performs such other functions as may be provided	Action of the								1			1
CACA O. Other Daties	reflorms ruch other functions as may be provided	SGOD, CID &						1					-
	by law, rules and regulations.	OSDS		i	1 1	1	1	1		1		l .	1
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Prepared by:													-
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Educati	tion Program Supervisor,			1	 			-					1
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Approved:						Template Prepared by:	Reviewed:		Recommending Approval:	-	Approved:		+
. approved,							41		The state of the s		Approved:		
***************************************							LIE S. OLIVER, JD. N	. OL. 5			-		-
	Chief.				-	ELESER D. MATEO		TATE	BASILIO P. MANAAY JR., EdD		CRISTY C. EPE		
			L.	L		EPS II-SMMRE	Chief ES, SGOD	1	ASDS	1	SDS		+
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Dute Assessment at						Date: Feb. 9, 2021		1					
Date Accomplished:				T		Date: Feb. 9, 2021	+	-					

	Republic of the Philippines DEPARTMENT OF EDUCATION			
	DEPARTMENT OF EDUCATION			
	REGION XI			
	Davao City			
Monitoring, Evaluation and	Adjustment (MEA) Template			
Division:				
PHYSICAL ACCOMPLISHM	ENT REPORT OF OPERATION Inter, FY			
Qua	irter, FY			
M&E Template 2 - Value-Added Outputs Repo	rt			
Value-Added Outputs	Reasons for Accomplishments			

Prepared by:				
Education Progr	am Supervisor,			
Annania				
Approved:				
Chief	7			
Data Accomplished			 	
Date Accomplished:				

	Republic of the Philippines		
	DEPARTMENT OF EDUCATION		
	REGION XI		
	Davao City		
	Monitoring, Evaluation	n and Adjustment (MEA) Template	2
Division:			
PHYSI	CAL ACCOMPLISHME	NT REPORT OF OPERATION	
M&E Tomplete 2 Implementation Consequent	Quarte	r, FY	
M&E Template 3 - Implementation Concert	ns, issues, Gaps, & Prop	iems (CiGPs), Proposed Resolution	s and Lessons Learned
Concerns, Issues, Gaps, Problems (CIGPs)	Category (Technical, Institutional, Financial, Political, Infrastructure, Social, Gender)	Proposed Resolutions/Commitment	Lessons Learned
Prepared by:			
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Education Program Supervisor,			
Approved:			
	MOTOR Administration (Control of Control of		
Chief,			
			An agreement of the control of the c
Date Accomplished:			

	Republic of the Philippines						
	DEPARTMENT OF EDUCATION						
	REGION XI						
	Davao City						
	Monitor	ing, Evaluation o	and Adjustme	nt (MEA) To	emplate		
Division:							T
	FI	NANCIAL ACCOMPL	ISHMENT REPOR Quarter, FY	T OF OPERATIO	ON		
M&E Template	4 - MOOE Funds Utiliz	ation (Regular Allo					
	PROGRAM/ACTIVITY/	PERFORMANCE		FINANCIA	L ACCOMPLISH	MENTS	The state of the state of
KRA	PROJECT	INDICATORS	Funds Allocated	Funds Utilized	Percentage of	GAP (Amount of	Percentage of
		INDIOATORO			Utilization	Unutilized Funds)	Gap
KRA 1: Strategic							
KRA 2: Curriculum and							
Instruction Management							
motraction Management							
KRA 3: Human Resource							
Development and							
Management							
KRA 4: Resource							
Management							
KRA 5: Partnership							
and Linkages							

RA 6: Other Duties					
		TOTAL		Mean	Mean
				Percentage:	Percentage:
Prepared by:					
Education Progr	am Supervisor,				
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Approved:					
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Data Assemblished					
Date Accomplished:					

	Republic of the Philippines						
	DEPARTMENT OF EDUCATION						
	REGION XI						
	Davao City						
	Monitor	ing, Evaluation a	nd Adjustme	nt (RMEA)	Template		
Division:							
	F	INANCIAL ACCOMPL	ISHMENT REPOR Quarter, FY	T OF OPERATION	ON		
M&E Template	5 - DOWNLOADED Fur	nds Utilization					
				FINANCIA	L ACCOMPLISH	MENTS	L
KRA	PROGRAM/ACTIVITY/ PROJECT	PERFORMANCE INDICATORS	Funds Allocated	Funds Utilized	Percentage of	GAP (Amount of	Percentage of
	PROJECT	INDICATORS			Utilization	Unutilized Funds)	Gap
KRA 1: Strategic							,
KRA 2: Curriculum and							
Instruction Management							
KRA 3: Human Resource							
Development and							
Management							
KRA 4: Resource							
Management							
VDA E. Dortmarchin							
KRA 5: Partnership and Linkages							
anu Linkages							
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A 6: Other Duties				
	TOTAL		Mean	Mean
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Prepared by:				
Education Program Supervisor,				
Approved:				
Chief,				
Date Accomplished:				

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ivision:													
	SUMN	MARY FORM	1 - MONITOR	ING EVA	LILATION	ND ADUICT	NACRIT /B AF						
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	Р	HYSICAL	ACCOM	PLISHN	MENTS			F	INANCIAI	ACCO	MPLISH	MENTS	
QUARTER	Number of Planned Targets	Achieved (based on planned targets)	Percentage of Accomplishments (achieved VS targets)	Gain	Percentage of Gain	Gap	Percentage of Gap	Funds Allocated	Funds Utilized	Percentage of Utilization	Percentage of	GAP (Amount of Unutilized	Percentage
1st										Othization	Gain	Funds)	Gap
2nd													
3rd													
4th											-		
OVERALL			Mean Percentage:		Mean Percentage:		Mean Percentage:			Mean Percentage:	Mean Percentage:		Mean Percentag
Prepared by:													
Education Program Sup	pervisor,												
	7												
Approved:													
Chief,	gandania.												
Date Accomplished:													