



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
- 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.**
 - The objectives of the activity are as follows:
 - To present the targets and accomplishments of the different Programs, Projects and Activities;
 - 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
 - To track progress and measure the effectiveness of the programs and projects.
 - 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
3. 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
9. 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. Clarrise Joy C. Amaez-Llaban	Attorney III	Legal	Section Head





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13. Dr. Jasmine A. Asarak	Dentist II	SGOD	Program Holder
14. Hazel Marie L. Escabillas	Nurse II	SGOD	Program Holder
15. Helen N. Franconas	Engineer III	SGOD	Program Holder
16. Evangeline A. Heman	EPS	SGOD	Program Holder
17. Cecile C. Uy	EPS II	SGOD	Program Holder
18. Eleser D. Mateo	EPS II	SGOD	Program Holder
19. Rofelia De Mesa	Guidance	SGOD	Program Holder
20. Jose Israel M. Maravilles	PDO I	SGOD	Program Holder
21. Julie Anne Posadas	PDO I	SGOD	Program Holder
22. Reyzen O. Monserate	PDO II	SGOD	Program Holder
23. Airon M. Alejandro	Planning Officer III	SGOD	Program Holder
24. Peter-Jason C. Senarillos	SEPS	SGOD	Program Holder
25. Ronald B. Dedace	SEPS	SGOD	Program Holder
26. Xavier S. Fuentes	SEPS	SGOD	Program Holder
27. Jessica G. Lucero	PSDS	CID	Program Holder
28. Helen A. Casimiro	PSDS	CID	Program Holder
29. Ferna Renira T. Alde	PSDS	CID	Program Holder
30. Neil D. Bongcayao	PSDS	CID	Program Holder
31. Patrioso O. Penas	PSDS	CID	Program Holder
32. Cherry Rossette E. Oliva	PSDS	CID	Program Holder
33. Ely G. Cataluña	PSDS	CID	Program Holder
34. Ida I. Juezan	PSDS	CID	Program Holder
35. Clarence S. Pillerin	PSDS	CID	Program Holder
36. Mary Joy B. Fortun	PSDS	CID	Program Holder
37. Luzminda B. Jasmin	EPS	CID	Program Holder
38. Tito M. Endrina	EPS	CID	Program Holder
39. Gervasio R. Salinas, Jr.	EPS	CID	Program Holder
40. Joan M. Niones	EPS	CID	Program Holder
41. Jem Boy B. Cabrella	EPS	CID	Program Holder
42. Ronilyn P. Nieves	EPS	CID	Program Holder
43. Mary Glor D. Tabanao	EPS	CID	Program Holder
44. Angel V. Bisaga, Jr.	EPS	CID	Program Holder
45. Gemma P. Salanga	EPS	CID	Program Holder

4. 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.
5. Participants are required to observe Minimum Health Standard Protocol (wearing of facemask & faceshield and observe social distancing) while in attendance of this face-to-face 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.
8. Immediate and wide dissemination of this Memorandum is desired.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
 68113
 DATE: 03 MAR 2021 TIME: _____

BY: _____

CRISTY C. EPE
 Schools Division Superintendent

Feb. 22, 2021



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



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

Time	Activity/Topic	Person Responsible	Output/Outcome
7:30 – 8:00 AM	Prefatory Activities National Anthem Invocation Digos City Hymn Presentation of Participants Opening Remarks: Rationale Message	AVP AVP AVP Beverly S. Daugdaug, EdD CID Chief Basilio P. Mana-ay, Jr., EdD Assistant Schools Division Superintendent Sollie B. Oliver, JD, MATE SGOD Chief Cristy C. Epe Schools Division Superintendent	Participants were set and ready for the activity
8:00-11:00 AM	Powerpoint presentation of CID Q1 CY 2021 DMEA Report - Feedback Giving	CID Program Holders - SDS, ASDS, Division Chiefs	Created plans/adjustments to solve the issues, concerns and gaps
11:00 AM-2:00 PM	Powerpoint presentation of SGOD Q1 CY 2021 DMEA Report - Feedback Giving	CID Program Holders - SDS, ASDS, Division Chiefs	Created plans/adjustments to solve the issues, concerns and gaps
2:00 -4:00 PM	Powerpoint presentation of OSDS Q1 CY 2021 DMEA Report - Feedback Giving	CID Program Holders - SDS, ASDS, Division Chiefs	Created plans/adjustments to solve the issues, concerns and gaps
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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	Plans programs and manages the distribution of national fund allotments as well as monitor the utilization of funds provided by the national government and the local government units to the schools and learning centers.	SGDS / Budget & Finance													
	Prepares and recommends approval of budgets of schools within the schools division to the provincial/city board, and confer with them on matters affecting school appropriations and disbursements.	SGOD / Chief ES													
KRA 5: Partnership and Linkages	Sits as co-chair of the Provincial/City School Board and/or as officer/member of other bodies as provided by law.	SGOD / SMN													
	Accepts grants, donations, bequests and other forms of assistance from various donors and benefactors of basic education.	SGOD / SMN													
	Coordinates and cooperate with local government units and non-government organizations including national government officer on matters affecting schools/LCs and certain community development projects.	SGOD / SMN													
	Establishes linkage and network with other local government units for disaster risk reduction and emergency response purposes.	SGOD / SMN													
	Speakeads in partnership and linkage with Local Government Units (LGUs), Non-Government Organizations (NGOs), Government Organizations (GOs), and other agencies.	SGOD / SMN													
KRA 6: Other Duties	Performs such other functions as may be provided by law, rule and regulations.	SGOD, CID & OASD													
Total				TOTAL				Mean Percentage:		Mean Percentage:			Mean Percentage:		
Prepared by:															
Education Program Supervisor,															
Approved:															
Chief,															
Date Accomplished:															

Template Prepared by:	Reviewed:	Recommending Approval:	Approved:
ELESER D. MATEO EPS I/SMMBE Date: Feb. 9, 2021	LIE S. OLIVER, JD, MATE Chief ES, SGOD	BASILIO P. MANAAY JR., EdD ASDS	CRISTY C. EPE SDS

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Davao City

Monitoring, Evaluation and Adjustment (MEA) Template

Division:

PHYSICAL ACCOMPLISHMENT REPORT OF OPERATION

____ Quarter, FY ____

M&E Template 2 - Value-Added Outputs Report

Value-Added Outputs

Reasons for Accomplishments

Prepared by:

Education Program Supervisor, ____

Approved:

Chief, _____

Date Accomplished:

KRA 6: Other Duties							
		TOTAL			Mean Percentage:		Mean Percentage:
Prepared by:							
Approved:							
Date Accomplished:							

KRA 6: Other Duties							
		TOTAL			Mean Percentage:		Mean Percentage:
Prepared by:							

	Education Program Supervisor, ____						
Approved:							

	Chief, _____						
Date Accomplished:	_____						

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 DEPARTMENT OF EDUCATION
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 Davao City

YEAR-END SUMMARY OF RATINGS

Division:

SUMMARY FORM - MONITORING, EVALUATION AND ADJUSTMENT (MEA) TEMPLATE

PHYSICAL ACCOMPLISHMENTS

FINANCIAL ACCOMPLISHMENTS

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 Gain	GAP (Amount of Unutilized Funds)	Percentage of Gap
1st													
2nd													
3rd													
4th													
OVERALL			Mean Percentage:		Mean Percentage:		Mean Percentage:			Mean Percentage:	Mean Percentage:		Mean Percentage:
Prepared by:													
Education Program Supervisor, _____													
Approved:													
Chief, _____													
Date Accomplished:													