



DEPARTMENT OF EDUCATION

SCHOOLS DIVISION OF SORSOGON

Capitol Compound, Sorsogon City, Philippines 4700



June 28, 2019

DIVISION MEMORANDUM

No. 115, s. 2019

**2ND QUARTER DIVISION MONITORING, EVALUATION and ADJUSTMENT (DMEA)
FOR CY 2019**

To : **Assistant Schools Division Superintendent**
Chief of CID and SGOD
All CID & SGOD EPS, SEPS and EPS II
PSDSs and OIC PSDSs
Unit/Section Heads
Cluster Heads of Secondary Schools

1. This Office through the School Governance and Operations division (SGOD) shall conduct the 2nd Quarter DMEA on July 9 and 10, 2019 at a venue to be announced later through advisory.
2. The 2nd Quarter MEA aims to:
 - a. present the 2nd Quarter physical and financial accomplishments per functional division (OSDS, CID and SGOD) vis-à-vis FY 2019 Work and Financial Plan of the Division;
 - b. assess the accomplishment and performance per functional division on the implementation of the different DepEd Programs, Projects and Activities (PPAs) against targets;
 - c. present the dashboard of the results and analysis of the Key Performance Indicators (KPIs) per district and cluster for second quarter;
 - d. identify implementation issues that hindered/contributed to the attainment of the targets;
 - e. identify priority areas for improvement to be considered in the adjustment of Work Plan for the 3rd Quarter (Q3), Work and Financial Plan (WFP) and Annual Implementation Plan (AIP) for CY 2019;
 - f. identify priority needs of districts and clusters for immediate provision of technical assistance (TA), designing interventions, policy review/recommendation and;
 - g. recommend actions to improve performance.
3. MEA reports per governance level and per functional division (Cluster Schools, Districts, SGOD, CID and OSDS) shall be presented through power point using MEA templates and matrices.

a. For Schools, Cluster Schools and Districts

- i. Dashboard and analysis of the Key Performance Indicators (KPIs) identified as thematic areas for the second quarter and strategic options for plan adjustment (results of Pareto analysis or segmentation, characterization and suggested corrective strategies based on analysis).

KPIs/Thematic Areas for the Second Quarter (April, May & June 2019):

Access	<u>Enrolment (Public and Private)</u> > Kindergarten to G12 <u>Over-age & School age</u> > G1 to G 12 <u>No. of Graduates</u> > G 6 & G12
Quality	No. of Non- Readers (Phil-IRI- Pre-test) No. of Non-Numerates
Governance	Offered Summer Classes > With Permit > Without Permit SIP/AIP Liquidation of MOOE Private Schools and Non-DepEd schools (SHS) with and without Authority to Operate (SY 2019-2020)

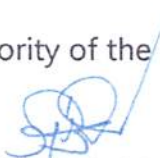

- ii. Issues elevated to higher management with corresponding proposed resolutions and recommendations
- iii. Value-Added Contribution
- iv. Lessons Learned
- v. Implementation Status of major programs and projects (ALS, STE, SPA, SPS, SP for Journalism, Gulayan sa Paaralan, Feeding Program, DRR, BRIGADA, ASP, DPDS, ELLNP, Multi-Grade, DCP, Internet Connectivity, ALIVE, etc.)
- vi. Status of Fund Utilization- (with bar graph and analysis)

b. For SDO's Functional Division (OSDS, CID and SGOD)

- i. MEA Results (Physical and Financial Outputs, percentage of Accomplishment and gains/gaps by KRA and issues)
- ii. Status of Physical Accomplishments
- iii. Analysis and Findings on Quantitative Information for the Quarter
- iv. Status of Identified Unaccomplished Outputs (Programs and Projects; pls. refer to AIP)
- v. Issues elevated to higher management with corresponding proposed resolutions and recommendations
- vi. Value-Added Contribution
- vii. Lessons Learned
- viii. Dashboard and KPI Analysis for Quarter (Result of the Pareto Analysis, segmentation, characterization and suggested corrective strategies based on SWOT analysis)
- ix. Implementation Status of Major Programs and Projects (ALS, STE, SPA, SPS, SP for Journalism, Gulayan sa Paaralan, Feeding Program, DRR, BRIGADA, ASP, DPDS, ELLNP, Multi-Grade, DCP, Internet Connectivity, ALIVE, Infra)
- x. Status of Fund Utilization- (with bar graph and analysis)
- xi. Status of SDO Personnel (Teaching and Non-Teaching) Requirements and Deployment (with bar graph and analysis)
- xii. Recommendations and Resolutions to Common Issues
- xiii. Plan Adjustment

4. Participants in this activity are the 14 Secondary Principal of the Cluster Schools, 27 Public Schools District Supervisors, 14 SGOD personnel, 14 CID personnel and 12 OSDs a total of 80 pax. List of identified participants is found in Enclosure No. 03.
5. Each Functional Division/Municipality (District and Cluster) shall be given 15 minutes to present the MEA Completed Staff Work (CSW) and 30 minutes for the discussion. For the Municipal presentation, the District Supervisors and Cluster Heads are tasked to present the CSW and for Functional Division, the Chiefs are the presenters.
6. Education Program Supervisors are in charge of providing the synthesis of the presentation and discussion of their respective monitoring area/s or municipality emphasizing issues and concerns, recommendations and agreement.
7. District Supervisors and Cluster Heads are advised to bring the consolidated FY 2019 Annual Implementation Plan (AIP) and Teacher's M&E Report and FY 2019 Work and Financial Plan (WFP) for the SDO's Functional Division and laptop.
8. Enclosed to this Memorandum are: a) DMEA Matrix of Activities; b) Schedule of MEA per Governance Level and KPIs/Thematic Areas per Quarter; c) List of Identified Participants and d) Executive, Technical Staff and Committees.
9. Meals, venue, supplies and materials shall be charged to HRTD fund for CY 2019, while the travelling and incidental expenses incurred relative to this activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
10. For immediate dissemination and compliance of all concerned.

By Authority of the SDS:


FLORENCIO P. BERMUNDO
Chief EPS-SGOD 

**Quarter 1 DMEA Matrix of Activities
July 9-10, 2019**

Schedule	Activities	
	Day 1	Day 2
Morning: 7:00 -8:30	Registration	MOL
8:30 -9:00	Opening Program Presentation of Objectives, Matrix of Activities and Expected Outputs	10. Municipality 10
9:00-19:50	Start of Presentation by Municipality (Districts and Cluster)/SDO-Functional Divisions 9. Municipality 1	11. Municipality 11
9:50-10:30	10. Municipality 2	12. Municipality 12
10:30-11:20	3. Municipality 3	13. Municipality 13
11:20-12:10	11. Municipality 4	14. Municipality 14
Afternoon: 12:10-1:00	Health break	
1:00-1:50	12. Municipality 5	15. SGOD
1:50-2:40	13. Municipality 6	16. CID
2:40-3:20	14. Municipality 7	17. OSDS
3:20-4:10	15. Municipality 8	<ul style="list-style-type: none"> • Top Management Response • Synthesis/Agreements
4:10-5:00	16. Municipality 9	Wrap-Up/Closing

2nd Quarter Key Performance Indicators (KPIs) and the Indicative Schedule and Personnel Involved in the MEA Activities per Governance Level/Functional Division

Activities	1 st Quarter MEA		
	KPIs/Thematic Areas		
	ACCESS	QUALITY	GOVERNANCE
2nd Quarter MEA	Enrolment (Public and Private) <ul style="list-style-type: none"> Over-age & School age G 1 to G 6 G 7 to G 10 G 11 to G 12 No. of graduates <ul style="list-style-type: none"> G 6 G 12 	<ul style="list-style-type: none"> No. of Non-Readers (Phil IRI Pre-test) No. of Non-Numerates 	<ul style="list-style-type: none"> Offered Summer Classes <ul style="list-style-type: none"> c) With permit d) Without permit With SIP/AIP Liquidation of MOOE Private Schools and Non-DepED Senior High Schools With and Without Authority to Operate (SY 2019-2020)
	Schedule	Persons Involved	Expected Outputs
SMEA	<ul style="list-style-type: none"> June 24-28, 2019 	<ul style="list-style-type: none"> School Heads Teachers 	<ul style="list-style-type: none"> Accomplished School/CLC Data Gathering Tool Teacher's M&E Tool KPIs for Q2
District MEA (DisMEA)	<ul style="list-style-type: none"> July 1-5, 2019 	<ul style="list-style-type: none"> PSDS/Cluster Head School Heads Asst. Principals Concerned Teachers 	<ul style="list-style-type: none"> Consolidated SMEA/DisMEA Reports
Pre DMEA	<ul style="list-style-type: none"> Any day from July 1-5, 2019 	<ul style="list-style-type: none"> Internal M&E Teams of SGOD, CID and OSDS SDO Budget Officer and Accountant AOV and HRMO 	<ul style="list-style-type: none"> Consolidated SMEA/DisMEA Reports (M&E Reports of Teachers and School Heads) DMEA Matrices Report on the Status of Financial Resources Report on the Status of Human Resources
Actual DMEA	<ul style="list-style-type: none"> July 9-10, 2019 	<ul style="list-style-type: none"> SDS & ASDS SGOD & CID Chiefs SGOD & CID EPSs SGOD Specialists CID Specialists PSDSs and Cluster Heads AOV OSDS Section Heads 	<ul style="list-style-type: none"> Validated DMEA Matrices and SMEA/DisMEA Reports CID, SGOD and OSDS performances Average SDO Performances Status Reports of Human and Financial Resources
Pre – RMEA for SDO	<ul style="list-style-type: none"> For confirmation 	<ul style="list-style-type: none"> For confirmation 	<ul style="list-style-type: none"> Consolidated DMEA Reports
Actual RMEA Conference	<ul style="list-style-type: none"> July 22-25, 2019 	<ul style="list-style-type: none"> SDS, ASDS, SGOD Chief, CID Chief, Budget Officer, SEPS M&E 	<ul style="list-style-type: none"> Presentation of DMEA Reports
Post-RMEA for SDOs	<ul style="list-style-type: none"> For confirmation 	<ul style="list-style-type: none"> SEPS - M&E, EPS II-M&E RO Internal M&E Team QAD Personnel 	<ul style="list-style-type: none"> Final RMEA Report of SDO Performances for Q2 of CY 2019

CY 2019 2nd QUARTER DMEA OF SDO –SORSOGON

List of Participants

<i>Division</i>	<i>Name of Participants</i>		<i>No. of Pax</i>
OSDS	1. Loida N. Nidea, Ed.D., CESO V	SDS	12
	2. Ma. Jeany T. Postrado	ASDS	
	3. Atty. Noel Evan	Legal Officer III	
	4. Paul Andy Deblois	Accountant III	
	5. John Rey Perez	Division IT Officer	
	6. Valentina Hugo	AO V- Budget	
	7. Jomar Enguerra	AO V- General Services	
	8. Gideon Karl L. Grefalda	AO IV-HRMO	
	9. Rica Espigol	AOIV-Cashier	
	10. Albert Perez	AO IV -Supply Officer	
	11. Eduardo Duran	AO IV- Records Officer	
	12. John C. Hidea	ADAS II	
CID	1. Rolando F. Embite	Chief EPS-CID	40
	2. Jerry Firmanes	EPS-Mathematics	
	3. Rodel E. Pancho	EPS- TLE	
	4. Owen Castillo	EPS- Aral. Panlipunan	
	5. Sharon Vito	EPS- Filipino	
	6. Michelle Guadamor	EPS-Science	
	7. Gilbert Apostol	EPS-LRMDS	
	8. Lida Alcantara	EPS-English	
	9. Remus Zuñiga	EPS-MAPEH	
	10. Alvin Rosare	EPS-Values Education	
	11. Maricel Dineros	EPS-Kindergarten	
	12. Salvador Belen Jr.	PDO II-LRMDS	
	13. Johnny J. So	EPS II-ALS	
	14. Nicanor Bailon	EPS-II-ALS	
CID-Districts	1. Marissa G. Bendicio	PSDS-Barcelona	40
	2. Rina Despuig	PSDS(OIC)-Bulusan	
	3. Lucy M. Hamor	PSDS-Casiguran	
	4. Lani Perez	PSDS-(OIC) Castilla East	
	5. Rosalina Burabod	PSDS- Castilla West	
	6. Corazon Montilla	PSDS-(OIC) Castilla South	
	7. Eddie Sabalboro	PSDS-Donsol East	
	8. Arnold Peralta	PSDS-Donsol West I	
	9. Eduardo Pollarca	PSDS-Donsol West II	
	10. Noel Agnote	PSDS-Gubat North	
	11. Lilia Zita A. Pura	PSDS-(OIC) Gubat South	
	12. Manuel Estera	PSDS-(OIC) Irosin I	
	13. Bella Nares	PSDS-Irosin II	
	14. Vicente Nocos	PSDS(OIC)-Bulan I	
	15. Juliet Tamboong	PSDS-Bulan II	
	16. Liny Grefal	PSDS-(OIC) III	
	17. Isaias Bermas	PSDS- Bulan IV	
	18. Rodolfo Evasco	PSDS-(OIC) Juban	
	19. Emma Navas	PSDS-Magallanes North	
	20. Jimmalou A. Mella	PSDS- (OIC) Magallanes South	
	21. Gina Tarog	PSDS-Pilar I	
	22. Socorro Leosala	PSDS-Pilar II	
	23. Bevelyn Caramoan	PSDS-(OIC) Pilar III	

	24. Francisco Arribas	PSDS-(OIC) Matnog I	
	25. Dennis Garbida	PSDS- Matnog II	
	26. Mariane Arines	PSDS- (OIC) Pto. Diaz	
	27. Nenneth E. Alama	PSDS-(OIC) Sta. Magdalena	
SGOD	1. Florencio P. Bermundo	Chief EPS	
	2. Rex T. Barbin	EPS	
	3. Leah H. Peran	SEPS-SMME	
	4. Bernadette R. Bedis	SEPS-HRTD	
	5. Edgardo B. Din	SEPS-Planning & Research	14
	6. Esperanza Espigol	Planning Officer	
	7. Bernardino D. Estrada	SEPS-SocMobNet	
	8. Abraham Gregory	EPS II-SocMobNet	
	9. Joseph John J. Perez	PDO II	
	10. Alan J. Ordoñez	PDO I-SHS	
	11. Maria Riza Dino	PDO I- SHS	
	13. Engr. Jesse Dellosa	Eng. III-Educational Facility Officer	
	14. Dr. Belardo Hadap	Medical Officer III- SHN	
Cluster Schools	1. Alex Rodriguez	PII-Gallanosa Cluster	
	2. Salve E. Ferreras	PIII- Bulan Cluster	
	3. Evangeline Datar	PIII-Donsol Cluster	
	4. Ramon Estur	PII – Gubat Cluster	
	5. Amadeo Laguda	PII- Casiguran Cluster	14
	6. Eden Duka	PII- Barcelona Cluster	
	7. Ave Mendizabal	PII- Bulusan Cluster	
	8. Josephine Villaruel	PII- Cumadcad Cluster	
	9. Dennis De Guzman	PI- Magallanes Cluster	
	10. Maria Teresita Arevalo	PII- Matnog Cluster	
	11. Josephine Enteria	PII Juban Cluster	
	12. Eleonor Obligar	PII- Pilar Cluster	
	13. Imelda Diño	PII- Pto. Diaz Cluster	
	*14. Nenneth E. Alama	PII-Sta. Magdalena Cluster	
Total			80 pax

*Counted as PSDS

WORKING COMMITTEES**DISCUSSION LEADERS**

LOIDA N. NIDEA, Ed.D.,CESO V SDS	Lead Discussion Leader
MA. JEANT T. POSTRADO ASDS	Discussion Leader
FLORENCIO P. BERMUNDO Chief EPS- SGOD	Discussion Leader
ROLANDO F. EMBILE Chief EPS- CID	Discussion Leader
REX T. BARBIN EPS-SGOD	Discussion Leader

SYNTHESIS

Assigned Personnel	Municipality	Assigned Personnel	Municipality
ALVIN T. ROSARE EPS -EsP	Barcelona	OWEN N. CASTILLO EPS-Araling Panlipunan	Irosin
RODEL E. PANCHO EPS-TLE	Bulan	MARICEL M. DINEROS EPS-Kindergaten	Juban
OWEN N. CASTILLO EPS-Araling Panlipunan	Bulusan	MICHELLE H. GUADAMOR EPS-Science	Magallanes
MARICEL M. DINEROS EPS-Kindergarten	Casiguran	REMUS H. ZUÑIGA EPS-MAEH	Matnog
GILBERT Z. APOSTOL EPS-LRMDS	Castilla	LIDA R. ALCANTARA EPS-English	Pilar
SHARON A. VITO EPS-Filipino	Donsol	ALVIN T. ROSARE EPS-EsP	Pto. Diaz
JERRY G. FIRMANES EPS-Mathematics	Gubat	REMUS H. ZUÑIGA EPS-MAPEH	Sta. Magdalena

DOCUMENTATION AND TECHNICAL SUPPORT

BERNADETTE R. BEDIS SEPS-HRTD	Opening & Closing
ESPERANZA G. ESPIGOL Div. Planning Officer III	Registration
MARIA RIZA E. DINO PDO I	Registration
ROSEMARIE D. LISANO ADA VI	Registration
BERNARDINO D. ESTRADA SEPS-SocMobNet	Documentation
EDGARDO B. DIN SEPS-SocMobNet	Documentation
JOSEPH JOHN J. PEREZ PDO II	Documentation
ABRAHAM H. GREGORY EPS II-SocMobNet	Documentation
ALAN J. ORDOÑEZ PDOI	Timer
JOHN C. HIDEA ADAS II	IT Support
GLORIA E. REYMUNDO Principal II	QAME Associate
LEAH H. PERAN SEPS-SMME	Over All Chairman