



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF SORSOGON
Capitol Compound, Sorsogon City, Philippines 4700



August 29, 2019

DIVISION MEMORANDUM

No. 171, s. 2019

**3RD QUARTER DIVISION MONITORING, EVALUATION and ADJUSTMENT (DMEA)
FOR CY 2019**

To : Assistant Schools Division Superintendent
Chiefs of CID and SGOD
All CID & SGOD EPSs, SEPSs and EPSs 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 3rd Quarter DMEA on October 2 and 3, 2019 at a venue to be announced later through advisory.

2. The 3rd Quarter MEA aims to:

- a. present the 3rd 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 functional division, district and cluster for third 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 4th Quarter (Q4), 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;
- g. recommend actions to improve performance;
- h. present means of verification(MOV) of all physical and financial accomplishments per KRA for the quarter needed for Inter-SDO Validation.

3. MEA reports per governance level and per functional division (Cluster Schools, Districts, SGOD, CID and OSDS) shall be presented through power point using the prescribed 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 Third Quarter (July, August & September 2019):

Access	<ul style="list-style-type: none"> • No. of Drop-Out • No. of PARDO/SARDO
Quality	<ul style="list-style-type: none"> • No. of Learners with Failing Grades per grade level per subject • No. of Non-Readers (Phil IRI Pre-test) • No. of Non-Numerates
Governance	<ul style="list-style-type: none"> • SBM Level of Practice • Liquidation of MOOE • Private Schools and Non-DepED Senior High Schools With and Without Authority to Operate (SY 2019-2020) • WFP • No. of AR/ATC • No. of CI Projects and Status of Implementation

- 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 the 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)
- xii. Status of SDO Personnel (Teaching and Non-Teaching) Requirements and Deployment (with bar graph and analysis)
- xiii. Recommendations and Resolutions to Common Issues
- xiv. Plan Adjustment

4. Participants in this activity are the 14 the Cluster Heads of Secondary 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.



LOIDA M. NIDEA, Ed.D., CESO V
Schools Division Superintendent 

**Quarter 3 DMEA Matrix of Activities
October 2-3, 2019**

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

3rd 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	<ul style="list-style-type: none"> No. of Drop-Out No. of PARDO/SARDO 	<ul style="list-style-type: none"> No. of Learners with Failing Grades per grade level per subject No. of Non-Readers (Phil IRI Pre-test) No. of Non-Numerates 	<ul style="list-style-type: none"> SBM Level of Practice Liquidation of MOOE Private Schools and Non-DepED Senior High Schools With and Without Authority to Operate (SY 2019-2020) WFP No. of AR/ATC No. of CI Projects and Status of Implementation
	Schedule	Persons Involved	Expected Outputs
SMEA	<ul style="list-style-type: none"> September 16-20, 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 Q3
District MEA (DisMEA)	<ul style="list-style-type: none"> September 16-20, 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 September 16-27, 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"> October 2-3, 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"> For confirmation 	<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 Q3 of CY 2019

CY 2019 3rd QUARTER DMEA OF SDO –SORSOGON

List of Participants

Division	Name of Participants		No. of Pax
OSDS	1. Loida N. Nidea, Ed.D., CESO V	SDS	12
	2. Ma. Jeany T. Postrado, Ed.D.	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. Embile	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 Zuhiga	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 1	
	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. Ma. 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. Adrian Eneria	PSDS (OIC)- 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 III	
	7. Bernardino D. Estrada	SEPS-SocMobNet	
	8. Abraham Gregory	EPS II-SocMobNet	
	9. Ronald D. Esteves	EPS II-SMME	
	10. Joseph John J. Perez	PDO II-SHS	
	11. Alan J. Ordoñez	PDO I- SHS	
	12. Maria. Riza E. Dino	PDO I-SHS	
	13. Engr. Jesse Delloza	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. JEANY 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
EDGARDÓ B. DIN SEPS-SocMobNet	Documentation
JOSEPH JOHN J. PEREZ PDO II	Documentation
ABRAHAM H. GREGORY EPS II-SocMobNet	Documentation
RONALD D. ESTEVES EPS II-SMME	Documentation
ALAN J. ORDOÑEZ PDOI	Timer
JOHN C. HIDEA ADAS II	IT Support
RAYMART A. EREVE J.O.	Support Staff
GLORIA E. REYMUNDO Principal II	QAME Associate
LEAH H. PERAN SEPS-SMME	Over All Chairman