



Republic of the Philippines  
**Department of Education**

REGION V  
Schools Division Office of Sorsogon  
Sorsogon

**ADVISORY**  
**March 29, 2021**

**(to Division Memorandum No. 50, s. 2021 re: CONDUCT OF QUARTERLY DIVISION SORSOGON MONITORING, EVALUATION and ADJUSTMENT (DMEA) in the Schools, Districts and Division Office dated March 9, 2021**

This is to clarify the specific schedules of the conduct of quarterly MEA in the schools and districts for CY 2021. Specific schedules are indicated in table below.



<b>Quarterly MEA</b>	<b>School MEA</b>	<b>District MEA</b>	<b>Submission of MEA Report to DO through SGOD (SMME)</b> (leah.peran001@deped.gov.ph)
1 <sup>ST</sup> Quarter	March 30, 2021	April 6, 2021	April 6-7, 2021
2 <sup>ND</sup> Quarter	June 28, 2021	June 30, 2021	July 2, 2021
3 <sup>RD</sup> Quarter	September 27, 2021	September 29, 2021	October 1, 2021
4 <sup>TH</sup> Quarter	November 24, 2021	November 26, 2021	December 3, 2021

The conduct of the District MEA shall be attended by both Elementary and Secondary Schools under the supervision of the PSDSs/OIC PSDSs.

Submission of MEA report shall include the tabulated data, segmentation, characterization, best practices, documentation and other means of verification of the conduct of SMEA and District MEA activities.

Attached to this advisory is the contextualized Teacher's M&E Report template.

For information and guidance of all concerned.

  
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Schools Division Superintendent 



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# Teacher's M&E Report

Name: \_\_\_\_\_ School: \_\_\_\_\_ Advisory Class: \_\_\_\_\_ Quarter: \_\_\_\_\_ Calendar Year: \_\_\_\_\_

## CLASSROOM MANAGEMENT

### 1. Percent of Monthly Attendance

Yearly Enrolment	Ave. Monthly Enrolment		
	1	2	3

### 2. Number of PARDOs/SARDOs and Dropouts

Classes Handled	Number of Learners who are					
	PARDOs/SARDOs			Dropouts		
	Month			Month		
	1	2	3	1	2	3
<b>TOTAL</b>						

Common Reasons for PARDOs/SARDOs:

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Interventions/Actions Taken:

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Common Reasons for PARDOs/SARDOs:

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Interventions/Actions Taken:

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Common Reasons for Dropping out:

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Interventions/Actions Taken:

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Unresolved Issues and Concerns:

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Recommendations to Address Unresolved Issues/Concerns:

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3. Nutritional Status: (skip this if data not available)

No. of Learners classified as WASTED and SEVERELY WASTED		%
At the end of the Quarter	In the Baseline Da	

Interventions/Actions Taken:

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4. Self-Rating using Quality Management Appraisal Forms (not applicable in Pandemic)

	AVE.	Description
Record Management		
Classroom Management-Classroom Practices		
Classroom Management: Ensuring and Maintaining Clean, Conducive, Secure, and Energy-Saving Learning Environment		

## 2. Other Capability Building Programs

	No. of CB programs attended not Included in IPPD
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### SPECIAL ASSIGNMENTS

#### 1. Co-Curricular and Community-Related

CATEGORIES	ROLES	
Number of Co-Curricular Engagement		
Number of Community Activities Participated		

2. Alternative Delivery Mode System (MIMOSA, Open High School, e-IMPACT, EASE)

Program/Project	No. of Outputs		%
	Quarterly TARGET	Accomplished	

3. Other Programs (DORP, ECARP, and others)

Program/Project	No. of Outputs		%
	Quarterly TARGET	Accomplished	

4. Ancillary Services (Canteen, Guidance, Library, Clinic, School Records, ICT, etc.) (Not applicable) (Not applicable)

Program/Project	No. of Outputs		%
	Quarterly TARGET	Accomplished	

## PROFESSIONAL DEVELOPMENT

1. Individual Plan for Professional Development (IPPD) Accomplishments

Total No. of IPPD Outputs (TARGET)	No. of IPPD Outputs Accomplished (ACTUAL)	%

