



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF SORSOGON  
Sorsogon

May 10, 2025

**DIVISION MEMORANDUM**  
No. 130, S. 2025

**RECONSTITUTION OF THE DIVISION MONITORING AND EVALUATION TEAM  
(DMET) IN SDO SORSOGON**

**To:** Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Functional Area Heads  
Education Program Supervisors/Division Coordinators  
Education Program Specialists

1. Pursuant to DepEd Order No. 029, s. 2022 entitled Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF), RM No. 138, s. 2022 titled Guidelines in the Utilization of Standardized Monitoring and Evaluation (M&E) Tools for Programs, Projects, and Activities (PPAs) in DepEd Region V and RM No. 149, s. 2022 titled Adoption of the Regional Monitoring and Evaluation (M&E) Operations Manual for Programs, Projects and Activities (PPAs) in DepEd Region V this Office hereby reconstitutes the Composition of Division Monitoring and Evaluation Team (DMET).

2. The Division Monitoring and Evaluation Team shall be composed of the following:

**Core Team**

**JOSE L. DONCILLO, CESO V**, Schools Division Superintendent  
Adviser/Consultant-DMET

**CHERYLL V. BERMUDO, CESE**, Assistant Schools Division Superintendent  
Co-Adviser/Consultant-DMET

**JOHN REY J. PEREZ, CES-SGOD**  
Team Leader-DMET

**GINA Q. TAROG, CES-CID**  
Vice Team Leader -DMET

**Members**

**LEAH H. PERAN, SEPS-SMME**  
**REX T. BARBIN, EPS-SGOD**  
**JOSE MA. ALBERT H. PEREZ, Engr. III-EF**

**BERNADETTE R. BEDIS, SEPS-HRDS**  
**RODEL E. PANCHO, EPS-CID**



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**Division Sub Teams**

<b>Team</b>	<b>Sub-Team 1</b>	<b>Sub-Team 2</b>	<b>Sub-Team 3</b>	<b>Sub-Team 4</b>	<b>Sub-Team 5</b>
<b>Sub-Team Leader</b>	Rex T. Barbin	Leah H. Peran	Bernadette R. Bedis	Roman Jebulan	Bernardino D. Estrada
<b>Assistant Sub-Team Leader</b>	Maria Riza E. Dino/Alan J. Ordonez	Ronald D. Esteves	Joseph John J. Perez	Ma. Esperanza G. Espigol	Abraham H. Gregory
<b>Member</b>	EPS In-Charge of the Area/Municipality				
<b>Member</b>	PSDS of the District to be visited				
<b>Member</b>	AO II of the District to be visited	AO II of the District to be visited	AO II of the District to be visited	AO II of the District to be visited	AO II of the District to be visited
<b>Assigned Municipalities</b>	Donsol & Pilar	Castilla, Casiguran & Juban	Bulan & Magallanes	Gubat, Prieto Diaz & Barcelona	Matnog, Sta. Magdalena, Irosin & Bulusan

3. On special cases, the following may join any team:

- a. Legal Officer
- b. IT Officer
- c. Budget and Finance Officer and Staff
- d. Administrative Officer
- e. Health Personnel

4. Enclosed are the Terms of References (TORs) of the Schools Division Office (SDO) in setting up the SDO M&E System per DepEd Order No. 29, s. 2022, Roles and responsibilities of Program Owners and the Members of the DMET.

5. The Program Owners/Implementers/In-Charge of the PPAs are hereby advised to coordinate with the DMET SDO Team thru Ms. LEAH H. Peran, SEPS-SMME and seek the approval of the Schools Division Superintendent prior to the PPA implementation and conduct of M&E activities. All schools and functional areas in



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the SDO are advised to organize their M&E group to harmonize the tasks and function of the schools/functional areas concerned with the SDO M&E Team.

6. The SDO and School M&E teams are enjoined to attend capability building activities on Monitoring and Evaluation (M&E), the Program Implementation Review and Performance Assessment (PIRPA) and other M&E fora/activities.

7. There shall be horizontal and vertical conduct of monitoring and evaluation in the implementation of the approved PPAs. Hence, PPAs shall be monitored shall be evaluated by the Program Owner and the assigned DMET.

8. For information, guidance and compliance.

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**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

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Enclosure to the Memorandum No. \_\_\_\_, s. 2025 re: Reconstitution of the Division Monitoring and Evaluation Team (DMET) in SDO Sorsogon

### The Division M&E System

The Division M&E System shall:

1. Establish a results-based M&E at the division level;
2. Ensure the horizontal integration of the M&E activities of the different operating units in division and schools;
3. Strengthen vertical integration to link M&E system between SDO functional divisions and schools;
4. Ensure the M&E standards and processes are implemented at the SDO level ;
5. Evaluate the effectiveness and efficiency of education program and projects in the SDO;
6. Facilitate exchange of information, practices, insights, lessons and issues between and among operating units and external stakeholders;
7. Provide report to Regional Office M&E results particularit on issues with implications to regional policies and programs;
8. Ensure the integration of M&E results in developing local programs and projects, customizing the education strategies and policies, and
9. Link M & E results to the organizations and individual performances.

The School Governance and Operations Division (SGOD) thru the School Management Monitoring and Evaluation (SMME) as the main process owner of the division M & E system shall:

1. Manage the conduct of M & E of all division operating units including schools and ensure the adherence to established standards;
2. Provide input to the M & E plans of the functional areas in the SDO and the schools;
3. Consolidate and analyze M & E reports from the functional areas and schools for the preparation of SDO reports to be disseminated to internal and external stakeholders;
4. Maintain an SDO database which contains data and information gathered from SDO's M & E activities that can be easily accessed, managed and updated.
5. Lead the conduct of quarterly Program Implementation Review among functional areas and schools to track the physical and financial accomplishments and assess the progress implementation of planned program, projects and activities;
6. Provide assistance in the conduct of evaluations on SDO and schools programs, projects and activities;
7. Provide technical assistance and capacity building support to SDO functional areas and schools on the management and conduct of M & E within their levels.

All the **operating units** in the Division M&E system shall:

1. establish a results-based M&E within their respective offices;
2. adhere to the established M&E standards in performing M&E activities and processes;



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3. partake in strengthening the horizontal integration in the division M&E system by engaging other division operating units during planning, implementing of national policy, program designing and implementation, and M&E;
4. develop M&E plan for their respective education plans, programs and policy implementation;
5. provide feedback, insights, lessons, and other issues gathered from their respective M&E activities to relevant central, regional division operating units;
6. participate in division M&E initiatives such as PIRs, periodic reporting of accomplishments of plans, programs, projects, and major activities, and submission of OPCRF /IPCRF, among others; and,
7. apply the M&E results in improving office and individual performance

### Terms of Reference/ Roles and Responsibilities

#### Program Owner/ Implementer:

1. Prepares the Monitoring and Evaluation (M & E) Plan before the conduct of any M&E activities. The M & E plan contains four (4) core M&E processes that are critical in conducting the M&E:
  - establishment of scope and purpose of M&E,
  - data collection and management,
  - data analysis, and
  - M&E results reporting, dissemination, and utilization;
2. Identifies the appropriate standardized M&E tools found in the M&E Operations Manual to be used in the conduct of Monitoring and Evaluation;
3. Leads in crafting the M&E Tool, if the required M&E tool specific for the PPA to be monitored is not available in the RV's standardized M&E Tools vis-a-vis M&E Plan and shall observe the provisions in Regional Memorandum No. 138, s. 2022;
4. Facilitates the preparation and approval of communications (Memo, Advisory, etc.) relative to the conduct of monitoring;
5. Facilitates the conduct of orientation or briefing conference of all the DMET Team Leaders and Members before the conduct of monitoring in collaboration with the RMET Regional Team Leader;
6. Facilitates the conduct of a debriefing conference of all the DMET Sub-Team Leaders/ Co-Team Leaders and Members after the conduct of monitoring in collaboration with the DMET Division Team Leader, and
7. Does other related tasks.



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**Specific Roles and Responsibilities of DMET:**  
**Division Team Leader and Vice Team Leader:**

The Division Team Leader and Vice Team Leader refer to the SGOD Chief and CID Chief, being the Division Onsite Team Leaders. Have the following roles and responsibilities:

1. Facilitate the conduct of orientation/briefing conference in coordination with the Program Owner;
2. Lead in designing regional M & E frameworks, plans and processes in accordance with DepEd policies and standards;
3. Monitor the implementation of the M & E plan;
4. Lay out plans to address issues and concerns contained in the M & E reports;
5. Ensure that the consolidated division reports as a result of monitoring and evaluation activities conducted, are disseminated to internal (Division Top Management, SGOD, CID, Program Owners, SMME and others) and external stakeholders;
6. Initiates capacity building activities for the Division and School M&E Teams;
7. Provides technical assistance to the monitoring teams;
8. Joins any of the sub-teams during the conduct of M&E activities, and
9. Does other related tasks.

**Focal Person, Monitoring and Evaluation:**

**The Focal Person for the Monitoring and Evaluation has the following roles and responsibilities:**

1. Assists the Division Team Leader per above-stated roles and responsibilities;
2. Prepares the consolidated division reports as a result of monitoring and evaluation activities conducted, for dissemination to internal ( Top Management, SGOD, CID, SMME, Program Owners, and others) and external stakeholders;
3. Joins any of the sub-teams during the conduct of M&E activities, and
4. Does other related tasks as may be required/ assigned by the Division Team Leader.

**Sub-Team Leaders:**

The Sub-Team Leaders are the Functional and Support Section Heads assigned as team leaders in each M & E Sub-Team. They have the following responsibilities.

1. Attend the orientation/ briefing conference;
2. Lead the team in the conduct of monitoring activities;
3. Monitor the implementation of M & E plan;
4. Facilitate the collection of M&E Reports from the members of the team;
5. Consolidate M & E reports of the Team Members;
6. Prepare analyses of report findings;
7. Present the M&E Report and Analysis during the DMET's debriefing conference;

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8. Provide suggestions on the steps to be taken based on the issues and challenges raised in the M&E;
9. Submit the consolidated M&E Reports of the team and analyses of report findings to the Division Team Leader;
10. Provide technical assistance to the DMET Members, and
11. Do other related tasks

**Assistant Sub-Team Leaders:**

The Assistant Sub-Team Leaders are the Program Specialists, DPO, PDO from the School Governance Operations Division (SGOD). Their main roles and responsibilities are the following:

1. Assist the Sub-Team Leader per above-stated roles and responsibilities;
2. Facilitate the preparation of the consolidated reports in collaboration with the DMET Division Team Leader, and
3. Do other related tasks.

**DMET Members:**

1. Attend the orientation/ briefing conference;
2. Utilize the appropriate standardized M&E tools;
3. Conduct monitoring activities in the assigned DO-FDs and Schools Division Offices;
4. Prepare the M&E Report;
5. Prepare and present the M&E Report during the team's debriefing conference;
6. Submit the M&E Report to the respective Sub-team Leaders,
7. Do other related tasks.