



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 27, 2023

DIVISION MEMORANDUM

No. 024, s. 2023

**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
Public Schools District Supervisors/OIC-PSDSs
School Heads of Elementary, Integrated and Secondary Schools

1. In compliance to Regional Memorandum No. 2, s. 2023, re: Reconstitution of the Regional Monitoring and Evaluation Team (RMET) in Region V, the Division Monitoring and Evaluation Team (DMET) is hereby composed to ensure the effective, efficient and inclusive implementation of all education Programs, Projects and Activities of this division.

2. The Core Team is composed of:

JOSE L DONCILLO, CESO V, SDS

Adviser/Consultant – DMET

BERNIE C. DESPABILADERO, ASDS

Co-adviser/Consultant

FLORENCIO P. BERMUNDO, CES-SGOD

Team Leader – DMET

GINA Q. TAROG, CES-CID

Vice Team Leader

Members

LEAH H. PERAN, SEPS-SMME

REX T. BARBIN, EPS – SGOD

ENGR. JOSE MA. ALBERT H. PEREZ, CE

BERNADETTE R. BEDIS, SEPS –HRDS

RODEL E. PANCHO, EPS-CID



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SUB – TEAM

The : Sub Teams are composed of the following:

Sub Team 1

Leader - Rex T. Barbin
Asst. Leader – Maria Riza E. Dino/ Alan J. Ordonez
Member – EPS In-Charge of the Area to be visited
-PSDS of the District to be visited
-AO II of the District to be visited

Sub Team 2

Leader – Leah H. Peran
Asst. Leader – Ronald D. Esteves
Member – EPS In-Charge of the Area to be visited
-PSDS of the District to be visited
-AO II of the District to be visited

Sub Team 3

Leader – Bernadette R. Bedis
Asst. Leader – Joseph John J. Perez
Member – EPS In-Charge of the Area to be visited
-PSDS of the District to be visited
-AO II of the District to be visited

Sub Team 4

Leader – Roman Jebulan
Asst. Leader – Ma. Esperanza G. Espigol
Member – EPS In-Charge of the Area to be visited
-PSDS of the District to be visited
-AO II of the District to be visited

Sub Team 5

Leader – Bernardino D. Estrada
Asst. Leader – Abraham H. Gregory
Member – EPS In-Charge of the Area to be visited
-PSDS of the District to be visited
-AO II of the District to be visited



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The area of assignments of the sub teams are as follows:

Sub Teams	Area	No. of Districts
Sub Team 1	Donsol, Pilar	8 districts
Sub Team 2	Castilla, Casiguran, Juban	7 districts
Sub Team 3	Donsol, Magallanes	7 districts
Sub Team 4	Gubat, Prieto Diaz, Barcelona	7 districts
Sub Team 5	Matnog, Sta. Magdalena, Irosin, Bulusan	6 districts

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 Offices (SDO) in setting up the SDO-M & E System per DepEd Order No. 29. S. 2022, the 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 leader 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 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 the capability building activities on Monitoring and Evaluation (M& E) the Program Implementation Review and Performance Assessment (PIRPA) and other M& E forum/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 and evaluated by the Program Owner and the assigned DMET.
8. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent 



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***Enclosure to Reconstitution of the Division Monitoring and Evaluation Team
(DMET) in the DepEd Schools Division of 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 the division and schools;
3. Strengthen vertical integration to link M & E system between SDO functional division and schools;
4. Ensure that 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 particularly 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 school 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 Functional Areas and Schools in the SDO 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;
3. Partake in strengthening the horizontal integration in the SDOs M & E system by engaging the functional areas during planning, programs, projects and activities and the corresponding M & E tools to be used for the DPA implementation;
4. Provide feedbacks, insights, lessons and other issues gathered from the M & E activities;
5. Participate in SDO's M & E initiatives such as program implementation, PIRs, reporting of accomplishments of PPAs and submission of IPCRF, among others, and,
6. Apply the M & E results in improving office and individual performance.

Terms of Reference/ Roles and Responsibilities

Program Owner/Implementer

1. Prepares the M & E Plan before the conduct of any M & E activities. The M & E Plan contains four (4) 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 to be used in the conduct of M & E.
3. Leads in crafting the M & E tools if no standardized tools present made by the ROV pursuant to RO Memo 138, s. 2022.
4. Facilitates the preparation and approval of communication (memo, advisory, etc.) relative to the conduct of monitoring
5. Attends the orientation or briefing conferences spearheaded by the DMET Division Team Leader
6. Attends the debriefing conference
7. Does other related tasks

Specific Roles and Responsibilities of the DMET

Division Team Leader:

The Division Team Leader refers to the SGOD Chief with the assistance of the SMME SEPS, being the SDO on-site Team Leader. He/She has the following roles and responsibilities:

1. Facilitates the conduct of orientation / briefing conference in coordination with the program owner/ implementer;
2. Leads in designing the SDOs M & E framework, plans and processes in accordance with DepEd policies and standards
3. Monitors the implementation of the M & E plans;
4. Lays out plans to address issues and concerns in the M & E report

5. Prepares the consolidated SDO reports as a result of M & E activities conducted for dissemination to internal (SDO top management, OSDS, CID, and SGOD Program Owners) and external stakeholders;
6. Facilitates capacity building activities for the SDO and school M & E teams;
7. Provide technical assistance to the monitoring team
8. May join any of the sub-teams in the conduct of monitoring and evaluation;
9. Does related tasks

Sub Team Leaders

The sub – team leaders are the EPS and SEPS of the SGOD assigned as team leaders. 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 the M & E plan
4. Facilitate the collection of team members
5. Consolidate the M & E reports of the team members
6. Prepare analysis and report findings
7. Present the M & E report and analysis during the DMET debriefing conference
8. Define the issues and challenges raised in M & E activities and
9. Submit the teams' consolidated M & E reports and analysis of the report findings to the DMET
10. Do other related tasks

Assistant Sub-Team Leaders

The assistant sub-team leaders are the EPS II and PDO from the SGOD. Their main roles and responsibilities are the following:

1. Assist the sub-team leaders per above stated roles and responsibilities
2. Facilitate the preparation of the consolidated reports in collaboration with the SDO Team Leader
3. Do other related tasks

Sub-Team Members

The Sub-Team members are Education Supervisors, PSDS and Administrative Officers II, who have contact with School Heads as they implement their PPAs are assigned as regular members, personnel from School Health Units, Budget and Finance and other OSDS units. Their roles and responsibilities are the following:

1. Attend the orientation /briefing conference
2. Utilize the appropriate standardized M & E tools;
3. Conduct monitoring activities in the assigned school districts and schools
4. Prepare the M & E report
5. Prepare and present the M & E report during the team debriefing
6. Collaborate with co-members to prepare the Sub-Team M & E report
7. Do other related tasks.