



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA O DEL NORTE
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Division Memorandum
No. 88 s. 2020

To: CID, SGOD & OSDS Personnel
Elementary and Secondary School Heads
Other Concerned
This Division

From: 
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

Subject: **ADDENDUM-CORRIGENDUM TO DIVISION MEMORANDUM NO. 230 s. 2019 re:
Conduct of Quarterly Monitoring, Evaluation and Adjustment Conference for
SY 2019-2020**

Date: Feb. 21, 2020

1. Addendum/Corrigendum to Division Memorandum No. 230 s. 2019 titled Conduct of Quarterly Monitoring, Evaluation & Adjustment Conference, the School MEA Conference shall be Feb. 26-28, 2020 instead of March 24-27, 2020 and Division MEA Conference shall be on March 6, 2020 at Division Office, Pigcarangan, Tubod, Lanao del Norte.
2. Guidelines, Schedule, Monitoring Team, School MEA Conference Presentation Format and Template for consolidation are enclosed for reference.
3. Meals, Travel and other incidental expenses in the conduct of the said activity shall be charged against local funds subject to the usual auditing and accounting policies, rules and regulations.
4. Immediate dissemination and compliance with this memorandum to all concerned is hereby enjoined.



GUIDELINES IN THE CONDUCT OF QUARTERLY MONITORING, EVALUATION AND ADJUSTMENT (MEA) CONFERENCE FOR SCHOOLS AND DIVISION

1. School MEA and Division MEA are designed to monitor and evaluate the status, progress, and results of the delivery of basic education services in schools in relation to ACCESS, QUALITY AND GOVERNANCE.
2. Gathering, validating, processing and analyzing (i.e. data consolidation and/or segmentation of schools or division) of M & E data on the delivery of basic education services are the responsibilities of Monitoring and Evaluation Teams in the school and division levels that may comprise the following:

	School MEA Team	Division MEA Team
Chairperson/s	School Head	SGOD Chief CID Chief OSDS- AO V
Members	School M & E Coordinator School ICT Coordinator Master Teacher Dept. Heads/Head Teacher Grade Leaders 2 Representative of School Planning Team	EPS PSDS/ Coordinating Principal SEPS EPS II ITO Planning Officer Health Section Head Accounting Section Head Supply Section Head HR Section Head Budget Section Head Record Section Head Casher Section Head
Consultant/s	SGOD Chief and/or CID Chief Or any Division Personnel Assigned	SDS and/or ASDS



3. The schedule for the Quarterly MEA Conference is shown on the table below.

MEA Conference	TARGET DATE	VENUE
1 st Quarter School MEA (SMEA) for Jan., Feb. & March	Feb. 26, 27 or 28, 2020 (1-2 hrs per school)	School
1 st Quarter Division MEA (DMEA)	March 6, 2020	Division Office Conference Hall
2 nd Quarter School MEA (SMEA) for April, May & June	May 26 -28, 2020 (1- 2hrs. per school)	School
2 nd QUARTER Division MEA (DMEA)	June 5, 2020	Division Office Conference Hall
3 rd Quarter School MEA (SMEA) for July, Aug. & Sept.	August 25-27, 2020 (1-2 hrs. per school)	School
3 RD QUARTE Division MEA (DMEA)	Sept. 4, 2020	Division Office Conference Hall
4 th Quarter School MEA (SMEA) for Oct., Nov. & Dec.	Nov. 17-19, 2020 (1-2 hrs. per school)	School
4 th Quarter Division MEA (DMEA)	Nov. 27, 2020	Division Office Conference Hall

4. The following stakeholders listed in the table below shall be invited to attend the School MEA and Division MEA Conference.

SMEA Conference Participants	Division MEA Conference Participants
<ul style="list-style-type: none"> CID and/or SGOD Chief as SDS Representative to give response Administrative Officer V EPS/PSDS/Coordinating Principal SEPS & EPS II Planning Officer ITO Other Division Personnel School Head as SMEA Consultant All Teachers SGC Officers PTA Officers School Planning Team Barangay LGU Representative/s like the Barangay Captain/s and or Barangay Councilors Other Stakeholders 	<ul style="list-style-type: none"> *SDS and/or ASDS to give Management Response * CID & SGOD Chief *All PSDSs * All EPSs *Administrative Officer V *SEPS & EPSs II *Planning Officer *ITO Health Section Head Accounting Section Head Supply Section Head HR Section Head Budget Section Head Record Section Head Casher Section Head



5. Public Schools District Supervisor (PSDS)/Coordinating Principal shall present the consolidated School SMEA report in his/her district assigned during Division MEA Conference.
6. The scope of the SMEA/DMEA Conference, which focusses on the Delivery of the Basic Education Services, are:

ACCESS

DASHBOARD

FORMAL SCHOOL (PUBLIC AND PRIVATE)

Enrolment (K to 12) - 2nd Quarter CY

NER/GER - 2nd Quarter CY

*NER-Net Enrolment Rate and GER – Gross Enrolment Rate broken down per level.

Transition Rate - 2nd Quarter CY

*Transition Rate – Kindergarten 2018-2019 to Grade 1 SY 2019-2020

*Transition Rate – Grade 6 SY 2018-2019 to Grade 7 SY 2019-2020

*Transition Rate – Grade 10 SY 2018-2019 to Grade 11 SY 2019-2020

Completion Rate - 1st Quarter CY, 2nd Quarter CY

Graduation Rate - 1st Quarter CY, 2nd Quarter CY

Promotion Rate - 1st Quarter CY, 2nd Quarter CY

Cohort Survival Rate - 1st Quarter CY, 2nd Quarter CY

Drop-out - All Quarters CY

SARDOS/PARDOS - 2nd, 3rd & 4th Quarters CY

Repetition Rate - 1st Quarter CY, 2nd Quarter CY

Retention - 1st Quarter CY, 2nd Quarter CY

School Leaver - 1st Quarter CY, 2nd Quarter CY

SPECIAL PROGRAMS

ALS (Enrolment) - 2nd Quarter CY

SPED (Enrolment) - 2nd Quarter CY

Open High School (Enrolment) - 2nd Quarter CY

SEGMENTATION

CHARACTERIZATION



QUALITY

DASHBOARD (Current Year)

Quarterly Test Results (MPS by Learning Area)	- All Quarters CY
Competencies Covered by Learning Area	- All Quarters CY
Learning Area Contact Time (Actual)	- All Quarters CY
Disturbance Rate	- All Quarters CY
Literacy Level:	- All Quarters CY
❖ Filipino & English	
❖ Phil. IRI Elem & Secondary	
❖ Number of Non-reader	
Monitoring of Failures by Subjects	- All Quarters CY
ALS – A & E (Takers against Passers)	- 1 st Quarter CY
Results of National Achievement Test (NAT), ELLNA, PEPT & TEPT (if available)	
Curriculum Management System (CMS) Result	

SEGMENTATION

CHARACTERIZATION

GOVERNANCE

I. Physical & Financial Report

- A. Physical & Financial Accomplishment Report (S - Curve) of the following:
 - a. School MOOE Funds
 - b. PTA Funds
 - c. LSB / SEF Funds
 - d. SBFP Funds / Gulayan Funds / Funds for Special Programs and Projects
 - e. Canteen Funds
 - f. Funds from other Partners / Stakeholders (Donation in kind or cash)
 - g. Other School Funds
- B. Report on the status of liquidation of the downloaded funds

M & E Adjustments

Technical Assistance Needed from Division Office/Regional Office

Optional only – if the data affected the KPI

II. Human Resources (1st Quarter CY)

- a. Teaching (Compliance with the Policy on Six-Hour Teaching)
- b. Teachers with Others Functions
- c. Teachers Teaching not their Field of Specialization
- d. Teacher Need Analysis
- e. Teachers Teaching within the Locality
- f. Teachers with Graduate and/or Post-Graduate Studies
- g. Staffing / position
- h. Length of services rendered



III. Learning Resources

- a. Reports on the extent of use of IMs, TGs, and CGs

IV. Physical Resources

- a. Classroom
- b. Genderized Comfort Rooms
- c. Desks/Armchairs, Blackboards
- d. Handwashing Facilities
- e. Laboratories (Computer, Science, Speech, etc.)
- f. Library
- g. Guidance Office
- h. Principal's Office
- i. School Site
- j. School Fence

V. Health & Nutrition

- a. WINS Implementation
- b. Number of Dewormed Students/ status of number of learners dewormed
- c. Status of School Based Feeding Program (SBFP)
- d. NDEP/ Barkada Kontra Druga
- e. Dugong Guro (% of accomplishment for number of personnel)
- f. Anti-smoking (Status of smokers to non-smokers)
- g. Gulayan sa Paaralan
- h. Dental Health Condition
- i. Food safety

VI. SBM Level of Practice /Status of SBM Implementation

- a) Result of Division/Regional SBM on-site validation

VII. SRC/ SIP Implementation

- a) Status of School Improvement Plan
- b) Monitoring and Evaluation of the PPAs implemented (Accomplished by School M & E Team)
- c) Submission of SIP Monitoring and Evaluation Reports to SDO (Received File)

VIII. DRRM Implementation

- a. Implementation of Quarterly National Simultaneous Earthquake Drill and submission of narrative report
- b. Implementation of Quarterly Fire Drill and submission of narrative report
- c. Conduct of Pre-Drill and Post-Drill activities
- d. Crafting of School 3-Year DRRM Plan.

IX. Brigada Eskwela Implementation

X. Learning & Development (L&D) Program

Trainings Conducted/SLAC Implementation (Proposal & Accomplishment Report with QATAME)



XI. AWARDS RECEIVED (School, School Head, Teachers & Students)

Enclosure No. 2 of Division Memorandum No. _____ s. 2020

Suggested M&A Presentation Format

What do we expect in the presentation ?

- a. From Dashboard KPI's to characterization
- b. Barriers and bottlenecks
- c. Updates of the PPAs implemented
- d. Key practices
- e. Opportunities
- f. Agenda affecting policy, program and strategies
- g. Suggestions/Findings/Recommendations
- h. Adjustments/Agreement

Activities	Suggested Time
I. Opening Program. . . . <ul style="list-style-type: none">• Philippine National Anthem• Invocation• Presentation of Participants• Welcome Address• Message	10 minutes
II. SMEA/DMEA Conference Proper Presentation from Dashboard to characterization ACCESS QUALITY GOVERNANCE Discussions with the stakeholders and process observers	1 hr. & 30 minutes
III. Synthesis (Declare break for the preparation of the materials for the presentation)	10 minutes
IV. Agreement For SMEA Conference to be handled by the School Head For DMEA Conference to be handled by the SDS/ASDS	5 minutes
V. Closing Prayer	5 minutes

Note: Please use the template to capture items discussed, synthesis and recommendations

Manpower Needed:

1. Facilitators
2. Documenter
3. Process Observers
4. Time Keeper
5. Synthesizer
6. Agreement



CONSOLIDATION FORM

_____ Quarter School MEA Conference/Division MEA Conference Report

I.

Agenda (KPI's)	Policy/ Program	Situation/Status/ Challenges (Issues & concerns)	TA Needs to be addressed			Timeline	M&E	Adjustments
			DO	RO	CO			
A.ACCESS								
B.QUALITY								
C.GOVERNANCE								
D.Others								

II. Implementation Status of PPAs (Programs, Projects and Activities)

PPAs	Physical Accomplishment			Date of Implementation			Financial Accomplishment		
	Target	Actual	%	Plan	Actual	Remarks	Allocation	Utilization	%
LAC on _____	20	20	100%	2/14/2020	2/14/2020	On-time	Php 2000.00	Php 2000.00	100%

Guide Questions:

Physical Accomplishment

Guide Questions (Analysis):

Graph the data. What is the graph telling us?

Is implementation on time?

What factors facilitate the good performance?

Why is implementation delayed?

What programs/projects were delayed?

What are the bottlenecks affecting delivery of services?

Policies? Program? Design? Systems?

What assistance/actions do you need from the DO/RO/CO?

Budget Allocation versus Utilization

Guide Questions (Analysis):

Graph the data. What is the graph telling us?

Which programs are efficient in the utilization of resources?

Which programs show poor utilization of resources? Why?

What bottlenecks (policy, program design, system) in the DepEd operations are causing poor utilization of resources?

What assistance/actions do you need from the DO/RO/CO?

Prepared by: School MEA TEAM/ District MEA Team

Noted by: Immediate Head



SCHEDULE AND MONITORING TEAM

No.	DISTRICT	DATE	VENUE	NAME OF MONITOR/OBSERVER	
1	Bacolod	Feb. 28, 2020	Rupagan ES	EMMA M. LABUNOG	
2	Baloi East	Feb. 26, 2020	Nangka ES	NORHATTAH DAUD	
3	Baloi West	Feb. 28, 2020	Dadoan ES	NORHATTAH DAUD	
4	Baroy	Feb. 26, 2020	Raw-an Point ES	JOSELITO D. EPE	ROBIN TABAR
5	Kapatagan Central	Feb. 28, 2020	Kapatagan East CS	ERVIN PLANAS	ANGELITO BARAZONA
6	Kapatagan East	Feb. 27, 2020	Kapatagan CS	ERVIN PLANAS	LORRAINE O. EDRIA
7	Kapatagan West	Feb. 26, 2020	Balili CES	ERVIN PLANAS	BELEN T. BASTILLADA
8	Kauswagan (Batch 1)	Feb. 28, 2020	Tacub ES (AM)	JOSEPHINE V. VISCAYA	
9	Kauswagan (Batch 2)	Feb. 28, 2020	Kauswagan CES (PM)	JOSEPHINE V. VISCAYA	
10	Kolambugan	Feb. 27, 2020	Manga IS	EMMA M. LABUNOG	BELEN T. BASTILLADA
11	Lala (Batch 1)	Feb. 26, 2020	Maranding CES (cluster 1)	LYDIA D. LINGGOLINGGO	ERL VILLAGONZALO
12	Lala (Batch 2)	Feb. 26, 2020	Abaga ES (cluster 2)	LYDIA D. LINGGOLINGGO	ROSALIO VIOS
13	Linamon	Feb. 27, 2020	Linamon CES	APOLONIO M. MAROHOM	ANGELITO BARAZONA
14	Magsaysay	Feb. 28, 2020	Tambacan IS	JAIME Y. YURONG	ERL VILLAGONZALO
15	Maigo (Batch 2)	Feb. 26, 2020	Maigo CS (PM)	JOSEPHINE V. VISCAYA	
16	Maigo (Batch 1)	Feb. 26, 2020	Claro M. Recto (AM)	JOSEPHINE V. VISCAYA	
17	Matungao	Feb. 28, 2020	SMD Permites	APOLONIO M. MAROHOM	LORRAINE O. EDRIA
18	Munai	Feb. 27, 2020	Munai NHS	EDNA D. LINDAO	
19	Nunungan	Feb. 28, 2020	Masibay IS	SAMANIRA N. SARIPADA	
20	Pantao Ragat	Feb. 27, 2020	Dimayon ES	NORHATTAH DAUD	
21	Pantar	Feb. 27, 2020	Pantar CS	JAMILA M. ARUMPAC/ANISAH C. PALAGAWAD	
22	Poonapiagapo	Feb. 28, 2020	Poonapiagapo NHS	FATIMA ASUM	
23	Salvador	Feb. 26-28, 2020	Salvador CES	RICARDO S. ABALO	ROBIN TABAR
24	Sapad	Feb. 26-28, 2020	Sapad CES	SINDAO D. ASIS	
25	SND Central and SND East	Feb. 27, 2020	Maguindanao IS	JOSELITO D. EPE	ROSALIO VIOS
26	SND West	Feb. 28, 2020	Mamagum ES	JOSELITO D. EPE	ROSALIO VIOS
27	Tagoloan	Feb. 28, 2020	Sultan Palao ALI ES	Nor-Amille A. Sanggacala	IVY T. JUMAWAN
28	Tangcal	Feb. 28, 2020	Banisilon CS	MAMILAWAN S. CALI	
29	Tubod (Batch 1)	Feb. 27, 2020	Tubod CES (AM)	AMELITA S. BAGOL	ERL VILLAGONZALO
30	Tubod (Batch 2)	Feb. 27, 2020	Malingao CES (PM)	AMELITA S. BAGOL	ERL VILLAGONZALO



PROGRAM OF ACTIVITIES

QUARTERLY DIVISION MONITORING, EVALUATION & ADJUSTMENT (DMEA) CONFERENCE

REGISTRATION OF PARTICIPANTS (8:00 am – 8:15 am)

OPENING PROGRAM (8:15 am – 8:30 am)

Philippine National Anthem ----- Video Presentation

Invocation ----- Video Presentation

Welcome Address ----- **MARY ANN M. ALLERA**
Assistant Schools Division Superintendent

Message ----- **EDILBERTO L. OPLENARIA, CESO V**
Schools Division Superintendent

DIVISION MEA CONFERENCE PROPER

OSDS (8:30am to 9:30 am)

Inventory of Administrative Cases ----- Armando B. Pasok, AO V

Report on Updates from Accounting Section ----Torr Aurelio Ardon

Report on Updates from Budget Section ----- Emily Padayhag

Report on Updates from Records Section ----- Silvestra P. Macapobre

Report on Updates from HR Section ----- Warnie Edrea

Report on Updates from ICT Unit ----- Florderick Velarde

Documenter: Eunice Gay S. Gumban & Fema P. Uy

CID (9:30am – 12:00pm)

(5 minutes per presenter)

Batch 1 :

1. Bacolod	-----	Emma Labunog
2. Baroy	-----	Joselito Epe
3. Kapatagan	-----	Ervin Planas
4. Kauswagan	-----	Josephine V. Viscaya
5. Kolambugan	-----	Emma Labunog
6. Lala	-----	Lydia Linggolinggo
7. Linamon	-----	Apolonio Marohom
8. Maigo	-----	Josephine Viscaya
9. Tubod	-----	Amelita S. Bagol
10. Magsaysay	-----	Jaime Y. Yurong
11. Salvador	-----	Ricardo S. Abalo



- Batch 2:
1. Baloi ----- Norhattah Daud
 2. Munai ----- Edna Lindao
 3. Nunungan----- Samanira Saripada
 4. Pantao Ragat ----- Norhatta Daud
 5. Pantar ----- Jamila M. Arumpac
 6. Poonapiagapo----- Fatimah Asum
 7. Sapad ----- Sindao D. Asis
 8. SND ----- Joselito Epe
 9. Tagoloan ----- Nor-Amille A. Sanggacala
 10. Tangcal ----- Mamilawan Cali
 11. Matungao ----- Apolonio Marohom

Documenters: IVY S. MADRONERO , MYLES SAYRE and IVY TION

LUNCH BREAK (12:00pm – 1:00pm)

1:00 pm– 2:00pm

Batch 3: Report by Learning Areas & PPAs Status of Implementation (5 minutes per presenter)

NO.	NAME	LEARNING AREA	PPAs Status
1	MARIA EVA S. EDON	English	Reading CNR/Phil- IRI/Journalism
2	BELEN T. BASTILLADA	Science & Technology	Science Fair/ RFOT
3	LORRAINE O. EDRIA	Mathematics	MTAP/ Senior HS Program
4	MARIFE VICOY	MTB-MLE	Reading CNR/Phil- IRI/Kindergarten
5	CONNIE EMBORONG	LRMDS	LR Development/Division Library/SPED
6	MONISA MABA	Filipino	Multi-Grade/Open HS/ Journalism
7	ANGELITO BARAZONA	Aral. Pan.	ALS / IPED
8	ROSALIO VIOS	TLE	Senior HS - TVL
9	ROBIN TABAR	MAPEH	Festival of Talents
10	ERL VILLAGONZALO	ESP	Festival of Talents

SGOD (2:00pm – 2:30pm)

Implementation Status of PPAs

(Programs, Projects and Activities) ----- IVY T. JUMAWAN
SEPS M&E

2:30pm – 5:00pm

Comments and Recommendations

SDS, ASDS , AO V, CID & SGOD Chiefs

Words of Challenge/Agreement----- EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

Closing Prayer ----- Video Presentation

