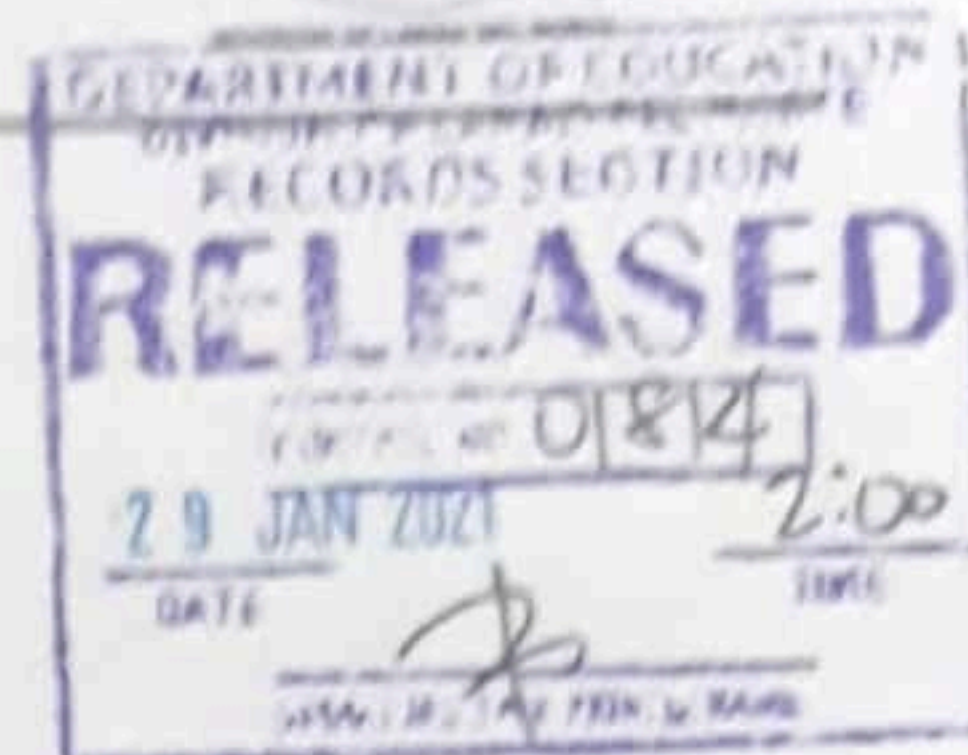




Republic of the Philippines
Department of Education
Region X - Northern Mindanao
DIVISION OF LANA DEL NORTE
Gov. A. Quibranza Prov'l Gov't Compound
Pigcarrangan, Tubod, Lanao del Norte
(063) 227 - 6633 (063) 341 - 5109
lanao.norte@deped.gov.ph



Division Memorandum
No. 047 s. 2021

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

For: *[Signature]*
From: **EDILBERTO L. OPLENARIA, CESO V**
Schools Division Superintendent

Subject: Quarterly Monitoring, Evaluation and Adjustment (MEA) Conference
SY 2020-2021

Date: January 27, 2021

1. The field is hereby informed that Monitoring, Evaluation and Adjustment (MEA) Conference shall be conducted quarterly in School and Division levels.
2. The activity aims to:
 - a. track the progress of the learner's participation during the pandemic;
 - b. address policies, programs, bottlenecks, and barriers across 22 municipalities during the new normal; and
 - c. determine the needed policy and program adjustments to be undertaken by the Division Office to address performance gaps in ensuring continual improvements.
3. Guidelines, schedules, MEA Presentation Format, template for consolidation and formula for gathering the data and DMEA Conference Program are enclosed for reference.
4. 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.
5. Immediate dissemination and compliance with this memorandum is enjoined.

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

1. SMEA and DMEA 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, district 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 or Grade Leaders 2 Representatives of School Planning Team	SGOD & CID EPS EPS PSDS SEPS EPS II ITO Planning Officer
Consultant/s	PSDS/EPS	SDS/ ASDS

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

MEA Conference	TARGET DATE
1 st Quarter School MEA (SMEA) for Oct., Nov. & Dec.	Feb. 4, 2021 (Region 1) & Feb. 5, 2021 (Region 2)
1 st QUARTER Division MEA (DMEA)	Feb. 9, 2021 (Region 1) & Feb. 10, 2021 (Region 2)
2 nd Quarter School MEA (SMEA) for Jan., Feb. & March	April 8, 2021 (Region 1) April 9, 2021 (Region 2)
2 nd QUARTE Division MEA (DMEA)	April 15, 2021 (Region 1) & April 16, 2021 (Region 2)
3 rd Quarter School MEA (SMEA) for April, May & June	July 8, 2021 (Region 1) July 9, 2021 (Region 2)
3 rd Quarter Division MEA (DMEA)	July 15, 2021 (Region 1) & July 16, 2021 (Region 2)
4 th Quarter School MEA (SMEA) for July, August & September	Oct. 7, 2021 (Region 1) Oct. 8, 2021 (Region 2)
4 th Quarter Division MEA (DMEA)	Oct. 14, 2021 (Region 1) & Oct. 15, 2021 (Region 2)

4. The following stakeholders listed in the table below shall be invited to attend the SMEA and DMEA Conference.

Stakeholders to attend SMEA Conference	Stakeholders to attend DMEA Conference
<ul style="list-style-type: none"> • PSDS/EPS as SDS Representative to give response • SEPS & EPS II M & E • 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 <p>Note: Nearby schools can make a joint SMEA</p>	<ul style="list-style-type: none"> *SDS and/or ASDS to give Management Response * SDS/ASDS as DMEA Consultant *All PSDSs * All EPSs *CID & SGOD Chief *OSDS – AO V *All Education Program Specialist (SEPS & EPSs II) *Planning Officer *Unit/Section Heads *PPAs Coordinator * Other Division Personnel

5. The scope of the 1st Quarter SMEA/DMEA are the following:
- ACCESS
Enrollment: (GER, NER)- by modalities under new normal
 - LARDO/SARDO
*2 weeks after the deadline of submission of outputs expressed in raw data and percentages.
 - SATISFACTION
20 percent of the total enrollment in the school
Spread the sampling in all grade levels
 - Grade -by Learning Area

Suggested MEA Presentation Format

Activities	Suggested Time
<p>I. Opening Program. . . .</p> <ul style="list-style-type: none"> • Philippine National Anthem • Invocation • Presentation of Participants • Opening Remarks • Message 	10 minutes
<p>II. SMEA/DMEA Conference Proper</p> <ul style="list-style-type: none"> • Presentation from Dashboard to characterization <ul style="list-style-type: none"> ACCESS *Enrollment (NER,GER) LARDO/SARDO SATISFACTION (see inclosure GRADE BY LEARNING AREA • Discussions with the stakeholders and process observers 	2 hrs.
<p>III. Synthesis</p>	30 minutes
<p>IV. Agreement</p> <p>For SMEA to be handled by the School Head</p> <p>For DMEA to be handled by the SDS/ASDS</p>	15 minutes
<p>V. Closing Prayer</p>	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/Division MEA Report

I.

Agenda (KPI's)	Policy/ Program	Situation/Status/ Challenges (Issues & concerns)	TA Needs to be addressed			Timeline	M&E	Adjustments
			DO	RO	CO			
ACCESS								
By Key Stage:								
K-G3								
G4-G6								
G7-G10								
G11- G12								
ENROLLMENT								
*GER								
*NER								
LARDO/SARDO (pls. use form 1 & form 2 as template)								
SATISFACTION RATING (see survey form)								
GRADE								
*Science								
*Mathematics								
*English								
*Filipino								
*MAPEH								
*TLE/EPP								
*Aral. Pan.								
*ESP								
*MTB-MLE								

Prepared by: MEA TEAM /Program Coordinator/ Process Owner

Noted by: Immediate Head

Enclosure No. 4 of Division Memorandum No. _____ s. 2021

FORMULA/TOOLS FOR GATHERING THE DATA

(Per Regional Memorandum No. 28, s. 2021)

ACCESS: Percentage of learners received online and printed modules

$$= \frac{\text{total no. of pupils/students received all/online/printed modules}}{\text{total no. of pupils/students enrolled in school}}$$

PARTICIPATION : Percentage of learners active in the online/ printed modules

$$= \frac{\text{total no. of pupils/ students submitted/ accomplished activity sheets}}{\text{Total no. of pupils/students received online/printed modules}}$$

LARDO/SARDO: Percentage of learners unable to submit activity sheets
(please use Form 1 & Form 2 as example)

$$= \frac{\text{total no. of pupils/students did not participate for 2 weeks}}{\text{total no. pupils/ students received online/ printed modules}}$$

SATISFACTION RATING (Please use the survey form as provided)

SATISFACTION RATING

Ang Department of Education (DepEd), sa tinguha niini nga kanunay mapalambo and kalidad sa iyang mga Serbisyo ug Sistema sa pagdumala karong naa kita sa "New Normal". Kini nga instrumento gihimo para sa tanang Lumulupyo nga adunay pagpakabana, kasibot, ug kahingawa alang sa pagpadayag sa tagsa-tagsa ka mga panghunahuna alinsunod sa mando sa Gobyerno nga ang Edukasyon magpadayon.

District: _____

School/Office Visited: _____ School ID: _____

Name (Optional): _____

Position:

☐ Pupil/Student

☐ Teaching Personnel

☐ Non-Teaching Personnel

☐ Parent

☐ Other Stakeholder _____

Ang DepEd naga hangyo sa imong matinud-anong pag-grado, komento o suhesyon. (1-Pinakaubos and 5-Pinakataas)



1



2



3



4



5

Pangutana	1	2	3	4	5
1. Malipayon ka ba sa bag-ong pamaagi (Learning Delivery Modality) sa pagtudlo sa mga bata.					
2. Maayo ba ang pag-asikaso kaninyo sa mga tulunghaan o magtutudlo.					
3. Unsa kapaspas o kadali ang pag-asikaso sa serbisyo nga imong gihangyo?					
4. Unsa ka epektibo and pag-asikaso sa imong mga hangyo o panginanghalanon.					
5. Sa kinatibuk-an, unsay ikasulti nimo sa imong eksperinsya sa DepEd.					

Reklamo o Komento: _____

**DIVISION MONITORING, EVALUATION & ADJUSTMENT (DMEA) CONFERENCE
DIVISION OFFICE CONFERENCE HALL**

FEBRARY 9-10, 2021

8:00 am

I. Checking of Attendance (8:00am – 8:15am)

II. OPENING PROGRAM (8:15 am – 8:30 am)

Philippine National Anthem ----- LADY ANN L. CABAUG
ESP II – M&E

Invocation ----- ROSALIO R. VIOS
ESP

Opening Remarks ----- MARIA EVA S. EDON, Ph.D.
Chief ES - CID

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

DIVISION MEA CONFERENCE PROPER

(3-4 minutes per presenter)

REGION 1 (February 9, 2021)

1. Bacolod & Kolambugan----- Emma M. Labunog
Public Schools District Supervisor
2. Balo-i & Pantao Ragat----- Norhattah C. Daud
Public Schools District Supervisor
3. Tagoloan ----- Nor-Amillee A. Sanggacala
Coordinating Principal
4. Linamon & Matungao----- Apolonio M. Marohom
Public Schools District Supervisor
5. Maigo & Kauswagan----- Josephine V. Viscaya
Coordinating Principal
6. Pantar ----- Jamila M. Arumpac
Public Schools District Supervisor
7. Poonapiagapo ----- Fatima Asum
Public Schools District Supervisor
8. Tangcal ----- Mamilawan Cali
Coordinating Principal
9. Munai ----- Edna Lindao
Coordinating Principal

REGION II (February 10, 2021)

1. Baroy & SND ----- Joselito C. Epe
Public Schools District Supervisor
2. Lala ----- Mary Arlene C. Carbpnera
Public Schools District Supervisor
3. Magsaysay ----- Jaime Y. Yurong
Coordinating Principal
4. Nunungan----- Samanira N. Saripada
Public Schools District Supervisor
5. Salvador ----- Ricardo S. Abalo
Coordinating Principal
6. Sapad ----- Sindao D. Asis
Coordinating Principal
7. Tubod ----- Amelita S. Bagol
Public Schools District Supervisor
8. Kapatagan ----- Ervin M. Planas
Public Schools District Supervisor

SPECIAL PROGRAM:

- OPEN HIGH SCHOOL PROGRAM ----- Erl C. Villagonzalo
EPS
- SPED ----- Connie A. Emborong
EPS
- ALS & IPED ----- Angelito D. Barazona
EPS
- Alive ----- Samanira N. Saripada
PSDS

- Synthesizer ----- Kristine J. Timo
EPS II
- Timer ----- Ivy R. Tion
ADAS III
- Documenter ----- Ivy S. Madronero
EPS II
- QATAME ----- Ivy T. Jumawan
SEPS M & E

III. DISCUSSION WITH TOP MANAGEMENT

Comments and Recommendations - SDS, ASDS, SGOD Chief, CID Chief and AO V

Words of Challenge ----- **ROSEMARIE T. MACESAR, Ph.D.**
Assistant Schools Division Superintendent

Closing Prayer ----- Ervin M. Planas
PSDS

EMCEE: **JOVANNY M. PANGASIAN**
EPS-II

Note: Report per district shall be submitted in advance through email at
itjumawan@gmail.com not later than February 9, 2021.

FIRST QUARTER GRADE
(Data Captured Form)

District: _____

School: _____ School ID: _____

Learning Area: _____

Grade Level	Total Enrollment	Did meet Expectation (74 and below)	Not Fairly Satisfaction (75 - 79)	Satisfactory (80 - 84)	Outstanding (90-100)
Kindergarten					
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					
Grade 12					

Data Analysis:

Prepared by:

Name of School Head

Form 1. Performance Indicators in the New Normal

(Data Capture Form)

Grade 1: Section

Name of Learner	Weekly Submission of Outputs / Activity Sheets for the 1st Quarter SY 2020-2021																						Reasons for not submitting Output/s	Action/ intervention taken	With 2 consecutive weeks of No Submission		
	Oct 5-9		Oct 12-16		Oct 19-23		Oct 26-30		Nov 3-6		Nov 9-13		Nov 16-20		Nov 21-25		Nov 28-Dec		Dec 1-4		Dec 7-11						
Example only:	Rec	Ret	Rec	Ret	Rec	Ret	Rec	Ret	Rec	Ret	Rec	Ret	Rec	Ret	Rec	Ret	Rec	Ret	Rec	Ret	Rec	Ret					
Pedro	/				/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
Maria	/	/	/	/	/		/	/	/		/	/	/	/		/	/	/	/	/	/	/			1		
Ana	/	/	/	/	/	/	/	/					/	/	/		/		/	/	/	/					
Edward	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			1		
Total																									2		
Parameter: 2 weeks of non-submissions (consecutive) of 2 consecutive weeks of non-submission																											

Parameter: 2 weeks of non-submissions (consecutive) of Outputs/SLMs can be considered as LARDO

Note: Advisers are required to take action / interventions per missed submissions.

Signature Over Printed Name of the Adviser

Date Submitted

Total No of LARDO

Male 1

Female 1

Form 2. Performance Indicators in the New Normal SY 2020-2021

DISTRICT: _____

SCHOOL: _____

SCHOOL ID: _____

(Process Form - School Level)

Grade Level	Total No. of Enrolment	Total No. of Learners Received SLMs	% of Learners received SLMs	Total No. of LARDOs	% of LARDOs
ex. Grade 1-A	4	4	100%	2	50%
Total					

Prepared by:

Signature Over Printed Name of School Head

Date