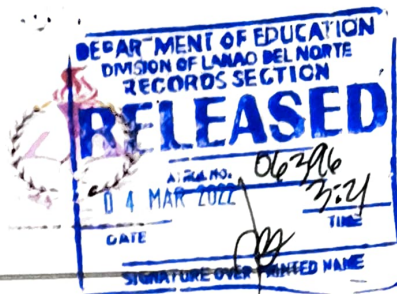




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF LANA DEL NORTE**  
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Division Memorandum  
No. 104 s. 2022

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

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

Subject: **Quarterly Monitoring, Evaluation and Adjustment (MEA) Conference  
SY 2021-2022**

Date: February 24, 2022

1. The field is hereby informed that a Monitoring, Evaluation and Adjustment (MEA) Conference shall be conducted quarterly in school and division levels on the following dates for this school year:

MEA Conference	TARGET DATE	VENUE/PLATFORM
1 <sup>st</sup> Quarter School MEA (SMEA) for Jan., Feb. & March	March 10, 2022 (Region 1) & March 11, 2022 (Region 2)	School/ Online
1 <sup>st</sup> Quarter Division MEA (DMEA)	March 17-18, 2022	Google Meet To be arranged (TBA) if face-to-face is allowed
2 <sup>nd</sup> Quarter School MEA (SMEA) for April, May & June	June 9, 2022 (Region 1) June 10, 2022 (Region 2)	School/ Online
2 <sup>nd</sup> Quarter Division MEA (DMEA)	June 16 – 17, 2022	Google Meet TBA if face-to-face is allowed
3 <sup>rd</sup> Quarter School MEA (SMEA) for July, August & September	Sept. 8, 2022 (Region 1) Sept. 9, 2022 (Region 2)	School/ Online
3 <sup>rd</sup> Quarter Division MEA (DMEA)	Sept. 15-16, 2022	Google Meet TBA if face-to-face is allowed

4 <sup>th</sup> Quarter School MEA (SMEA) for July, August & September	Dec. 1, 2022 (Region 1) Dec. 2, 2022 (Region 2)	School/ Online
4 <sup>th</sup> Quarter Division MEA (DMEA)	Dec. 8, 2022	Google Meet TBA if face-to-face is allowed

2. The activity aims to:
  - a. track the progress of the learners' 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 continuous improvements.
3. Guidelines, MEA presentation format, consolidation form, formula/tools 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 of 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/Curriculum Leaders 2 Representatives of School Planning Team	SGOD & CID EPS EPS PSDS SEPS EPS II ITO Planning Officer Other Division Personnel
Consultant/s	PSDS/EPS	SDS/ ASDS

3. 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"> <li>• PSDS/EPS as SDS Representative to give response</li> <li>• SEPS &amp; EPS II M &amp; E</li> <li>• School Head as SMEA Consultant</li> <li>• All Teachers</li> <li>• SGC Officers</li> <li>• PTA Officers</li> <li>• School Planning Team</li> <li>• Barangay LGU</li> <li>• Representative/s like the Barangay Captain/s</li> </ul>	<ul style="list-style-type: none"> <li>*SDS and/or ASDS to give Management Response</li> <li>* SDS/ASDS as DMEA Consultant</li> <li>*All PSDSs</li> <li>* All EPSs are reactors</li> <li>*CID &amp; SGOD Chief</li> <li>*OSDS – AO V</li> <li>*All Education Program Specialist</li> </ul>

and or Barangay Councilors • Other Stakeholders  Note: Nearby schools can make a joint SMEA	(SEPS & EPSs II)  *Planning Officer  *Unit/Section Heads  *PPAs Coordinator  * Other Division Personnel
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4. The scope of the Quarterly SMEA/DMEA are the following:

**a. Focus**

**First Quarter (based on RM No. 119, s. 2022)**

**ACCESS**

1. Enrollment for LF2F Classes
2. No. of Organized Classes
3. Teacher student's ratio
4. Pupil classroom ratio
5. No. and ratio of Self Learning Modules against learners.

**QUALITY**

1. Grade level and number of learners with grades above 90%
2. Grade level and number of learners with grades above 80%
3. Grade level and number of learners with grades below 75%
4. List of least mastered learning competencies per subject area.
5. Issues and concerns that affect performance.

**EFFICIENCY**

1. Number of Learners not Participating Anymore (NLPA)  
Quantify the reasons why they are not participating anymore  
ng anymore in school learning activities.
2. Cohort Survival Rate
3. School Leavers Rate

**GOVERNANCE**

1. Report on No. of ESC Grantees  
(c/o Private School Coordinator)
2. Report on Senior High School Voucher Grantees  
(c/o Private School Coordinator)
3. Report JDVP – Grantees  
(c/o Private School Coordinator)
4. Report of Physical and Financial Utilization Status per program  
(c/o Division Budget Officer)
5. Report on the filling up of items (c/o Division HR Coordinator)
6. Report on the Division Work and Financial Plan for CY 2022  
(c/o Division Budget Officer)
7. Number of SHS graduates employed and finishers who were not employed.
8. What are the issues that affect performance?

## **Second Quarter**

### **ACCESS**

Enrollment: (GER, NER)- by modalities  
Promotion Rate  
Graduation Rate  
Completion Rate  
Retention Rate  
Cohort Survival Rate  
School Leaver Rate  
NLPA (Learners Not Participating anymore in Learning Activities)

### **QUALITY**

CMSS Result (3<sup>rd</sup> and 4<sup>th</sup> Quarter Grade by Learning Area)  
Phil. IRI Result (Pre Test and Post Test)

### **GOVERNANCE**

Programs, Projects, and Activities (PPAs) Implementation  
Utilization of Funds including downloaded funds  
Status of school sites.

## **Third Quarter**

### **ACCESS**

Enrollment: (GER, NER)- by modalities  
LARDO/SARDO  
\*2 weeks after the deadline of submission of outputs  
expressed in raw data and percentages.

### **QUALITY**

- CMSS Result (1<sup>st</sup> Quarter Grade by Learning Area)  
- Phil. IRI Result (Pre Test)

### **GOVERNANCE**

- Programs, Projects, and Activities (PPAs) Implementation
- Utilization of Funds including downloaded funds

## **Fourth Quarter**

### **ACCESS**

Enrollment: (GER, NER)- by modalities  
LARDO/SARDO  
\*2 weeks after the deadline of submission of outputs  
expressed in raw data and percentages.

### **QUALITY - CMSS Result**

**GOVERNANCE:** Programs, Projects, and Activities (PPAs) Implementation  
Utilization of Funds including downloaded funds

**b. Main Discussion**

\*The presentation (dashboards- 3 yrs. data), segmentation, prioritization, characterization/SWOT analysis) should provide a clear impression regarding the strengths and weaknesses of relevant CO/RO policies and programs/ SDO Programs, Programs and Activities (PPAs).

***Suggested MEA Presentation Format***

Activities	Suggested Time
<p>I. <b>Opening Program.</b> . . .</p> <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Invocation</li> <li>• Presentation of Participants</li> <li>• Opening Remarks</li> <li>• Message</li> </ul>	10 minutes
<p>II. <b>SMEA/DMEA Conference Proper</b></p> <ul style="list-style-type: none"> <li>• Presentation from Dashboard to characterization ACCESS QUALITY GOVERNANCE</li> <li>• Discussions with the stakeholders and process observers</li> </ul>	2 hrs.
<p>III. <b>Synthesis</b></p>	30 minutes
<p>IV. <b>Agreement</b></p> <p>For SMEA Conference to be handled by the School Head</p> <p>For DMEA Conference to be handled by the SGOD/CID/OSDS</p>	15 minutes
<p>V. <b>Closing Prayer</b></p>	5 minutes

Note: Please use the template to capture the items as 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/District 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								
QUALITY								
GOVERNANCE								

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

PPAs	Date	VENUE/ PLATFO RM	Physical Accomplishme nt			Financial Accomplishment			Participa nts/Perso ns Involved	Result s/Imp act	Rema rks (On- time/ Delay ed)
			Tar get	Act ual	%	Alloc ation	Utilizat ion	%			

## IMPLEMENTATION STATUS OF PROGRAMS, PROJECTS AND ACTIVITIES (PPAs)

(Sample only)

Sample only)

PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)				VENUE/PLATFORM	Physical Accomplishment			Financial Accomplishment			Participants/ Persons Involved	Results/Impact	REMARKS	
(Title)					Target	Actual	Percentage	Target	Actual	Percentage				
1	Conduct of PISA 2022 Main Survey (MS) National Training & Orientation			FEB. 3-4, 2022	Zoom Meeting	5 pax	5 pax	100%	none	none	none	School Coordinator/DTC School Heads of Salvador NHS SchoolHeads of Sultan Mananggolo Integrated School Division Health Personnel  Division ITO	Capacitated the field testing personnel on the guidelines on PISA test administration and the health and safety protocols and againts COVID-19 (before, during, after the test administration).	ON-TIME Implement ation
2	First Quarter Division Monitoring, Evaluation, and Adjustment (DMEA) Conference			FEB. 10-11, 2022	DIVISION OFFICE CONFERENCE HALL	60 pax	58 pax	97%	10,000.00	10,000.00	100%	10 OSDS PERSONNEL 15 SGOD SGOD PERSONNEL 35 CID PERSONNEL	Assessed quarterly implementation of DepED PPAs in the Division Office and addressed the performance gaps of the schools/district/division office.	Delayed Implement ation due to conflict of schedule

Prepared by: MEA TEAM/Program Coordinator/ Program Owner

Noted by: Immediate Head



**DIVISION MONITORING, EVALUATION & ADJUSTMENT (DMEA) CONFERENCE**  
**FIRST QUARTER**  
**MARCH 17-18, 2022**  
**8:30 am**

**I. Checking of Attendance**

**II. OPENING PROGRAM**

Philippine National Anthem -----

Invocation -----

Opening Remarks -----

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

**DIVISION MEA CONFERENCE PROPER**

(maximum of 5 minutes per presenter)

**REGION 1**

1. Bacolod ----- Josephine V. Viscaya  
Coordinating Principal
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. Kauswagan----- Superiano Maglangit  
Public Schools District Supervisor
6. Pantar ----- Jamila M. Arumpac  
Public Schools District Supervisor
7. Poonapiagapo & Munai----- Fatima Asum  
Public Schools District Supervisor
8. Tangcal ----- Mamilawan Cali  
Public Schools District Supervisor
9. Kolambugan ----- Joselito C. Epe  
Public Schools District Supervisor
10. Tubod ----- Amelita S. Bagol  
Public Schools District Supervisor

## REGION II

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

### Other Reports Needed (per RO Memo No. 119, s. 2022)

Report on No. of ESC Grantees

Report on Senior High School Voucher Grantees

Report JDVP – Grantees -----LADY ANN L. CABAUG  
EPS-II/ Private School Coordinator

Report on the Division Work and Financial Plan for CY 2022

Report of Physical and Financial Utilization Status per program

----- - EMILY L. PADAYHAG  
Division Budget Officer

Report on the filling up of items----- WARNIE EDRIA

Division HR Coordinato

Number of SHS graduates employed and finishers who were not employed

----- LORAIN O. EDRIA  
Senior High School Coordinator

Documenter ----- Synthesizer -----

QATAME ----- Timer -----

## III. DISCUSSION WITH TOP MANAGEMENT

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

Words of Challenge -----

Closing Prayer -----

