



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

March 15, 2023

DIVISION MEMORANDUM

No. 128, s. 2023

**GUIDELINES ON THE CONDUCT OF
DIVISION AND SCHOOL MONITORING, EVALUATION AND ADJUSTMENT**

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/OIC of the Districts
Heads of Public Elementary, Secondary and
Integrated Schools
Unit and Section Heads
All Others Concerned

1. This Office issues the attached guidelines based on **Regional Memorandum No. 167, s. 2023** dated March 7, 2023 on the conduct of Monitoring, Evaluation and Adjustment (MEA) activities to guide schools and SDO's functional divisions, units and sections on their implementation in accordance with the Basic Education Monitoring and Evaluation Framework (BEMEF).
2. The institutionalization of MEA technology will effectively deliver the organizational performance and educational services of the schools and functional divisions/units/ sections of the Schools Division Office that will lead to the realization of the MATATAG Agenda and the Region's mantra of producing champions.
3. All existing memoranda inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
4. For more information, contact the School Management, Monitoring and Evaluation (SMME) Section through email at ronald.dile001@deped.gov.ph or mobile number 09209831298.
5. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum 128, s. 2023

Guidelines on the Conduct of Division and School Monitoring, Evaluation and Adjustment

I. Introduction

This Office aims to institutionalize a result-based management system to strengthen its internal system and processes to improve access and quality of basic education in the country through the institutionalization of monitoring and evaluation (M&E) mechanisms across governance levels.

This is anchored on the DepEd's vision and mission, the Basic Education Development Plan (BEDP) 2030 and in the development of the Basic Education Monitoring and Evaluation Framework (BEMEF) to improve organizational performance.

In this regard, the School Management, Monitoring and Evaluation (SMME) Section of the School Governance and Operations Division ensures that the quarterly performances are properly tracked, challenges/issues that hindered achievement of the targets are identified, quarterly targets have recommendations for plan adjustment, actions to improve performance are provided, and best practices of the schools and functional divisions are recognized.

II. Objectives

The objectives of this activity are the following:

- a. customize policies and programs on increasing access, quality, equity, resiliency and well-being and governance;
- b. identify the major bottlenecks in the delivery of basic education services;
- c. agree on the scope of technical assistance the SDO will provide to schools in improving access, quality, equity, resiliency and well-being and governance; and
- d. formulate a set of policy recommendations and/or adjustments to existing policies, programs or strategies and systems supporting increase of access, quality, equity, resiliency and well-being, and governance.



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III. Schedule

Below is the schedule on the conduct of quarterly SMEA and DMEA Reporting.

Quarter of the Year	Participants	Schedule of SMEA and DMEA Reporting
1st Quarter (January to March)	SMEA a. Pre SMEA Activity - School Heads, School SMEA Team b. SMEA Proper - School Heads, all teaching and non-teaching personnel, PSDS or representative, SDO representative and stakeholders	SMEA a. Pre SMEA Activity - schedule to be determined by the schools b. SMEA Proper- March 23-24, 2023 DMEA a. Pre DMEA Reporting - March 27-28, 2023 b. DMEA Proper - March 30, 2023
2nd Quarter (April - June)	PSDS or representative, SDO representative and stakeholders	SMEA a. Pre SMEA Activity - schedule to be determined by the school b. SMEA Proper - June 20-21, 2023 DMEA a. Pre DMEA Activity - June 26-27, 2023 b. DMEA Proper- June 29, 2023
3rd Quarter (July - September)	DMEA a. Pre DMEA Activity - Chief, Admin Office Head, Internal M&E and all personnel b. DMEA Proper - SDS, ASDS, Chief CID, Chief SGOD, Unit Heads, Sections Heads, Internal M&E, SEPS and EPS II M&E	SMEA a. Pre SMEA Activity - schedules to be determined by the school b. SMEA Proper- September 20-21, 2023 DMEA a. Pre DMEA Activity - September 25 - 26, 2023 b. DMEA Proper - September 28, 2023
4th Quarter (October - December)	SDS, ASDS, Chief CID, Chief SGOD, Unit Heads, Sections Heads, Internal M&E, SEPS and EPS II M&E	SMEA a. Pre SMEA Activity - schools will determine the schedule b. SMEA Proper - December 18-19, 2023 DMEA a. Pre DMEA Activity - December 21-22, 2023 b. DMEA Proper - December 27, 2023





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IV. MEA Process (Based on RM 590, s. 2021)

1. DATA GATHERING – the collection of data that contains the performance indicators, physical outputs, financial accomplishments, issues, hindering and facilitating factors encountered during the current quarter. It includes the presence of Data Collection Plan/ M&E Plan that aims to identify and define what are to be collected from FDs and Support Units and SDOs for the current quarter and for what purpose/s.
2. DATA PRESENTATION AND ANALYSIS – the data to be presented shall be organized for processing and analysis. The quantitative data can be transformed into percentages, ratios, or ranks whichever is applicable. These are presented in tables and graphs to show relationship between variables. Qualitative data like issues, facilitating and hindering factors are also presented and processed using probing questions.
3. DATA VALIDATION – this activity ensures that the identified accomplishments are aligned with the Work and Financial Plan and are duly supported by documents as proofs/Mode/s of Verification (MOVs).
4. REPORTING AND CRAFTING OF RECOMMENDED ACTIONS- this provides suggestions on the improvement of programs to minimize the effects of hindering factors contributing to non – attainment of the target/s. It also provides suggestions on the action or measures to be taken to address the limitations or weaknesses of the programs.

V. Mechanics

1. School Monitoring, Evaluation and Adjustment (SMEA)

The SMEA shall be conducted every 3rd week of the last month of each quarter. The school heads shall present the quarter accomplishments based on Annual Work and Financial Plan and Key Performance Indicators in graphical, tabular, and textual PowerPoint Presentation for easy understanding in the delivery of data elements.





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Before SMEA Reporting	During SMEA Reporting Proper	After
<p>A. Each school shall conduct Quarter Assessment to gather data on the KPI for the quarter (if applicable) and the WFP-based physical and financial accomplishments</p> <p>B. Each school shall prepare WFP-based Accomplishment Report with Movs</p> <p>C. The school heads shall submit the accomplished reporting templates to the District SMEA Team</p>	<p>A. Each school shall present for the Validation and Reporting of Accomplishments.</p> <p>B. The panel of reactors shall provide feedback comments regarding the reports presented.</p> <p>C. The school heads shall conduct plan adjustment</p>	<p>A. The District MEA Team shall consolidate the data presented and validated</p> <p>B. The District MEA Team shall prepare the Division MEA Accomplishment Report</p>
In-Charge: School Heads, School SMEA Team	In-Charge: School Heads, School SMEA Team, PSDS, SDO Personnel	In- Charge: PSDS, District MEA Team

2. Division Monitoring, Evaluation and Adjustment (DMEA)

The DMEA shall be conducted every 4th week of the last month of each quarter. The CID and SGOD Chiefs, and the AO V or the Budget Officer shall present the Office quarter accomplishments based on the Work and Financial Plan and the Performance Indicators in graphical, tabular, and textual PowerPoint Presentation for easy understanding in the delivery of elements.

Before DMEA Reporting	During DMEA Reporting Proper	After
<p>A. Each operating unit shall conduct Quarter Assessment to gather data on KPIs for the quarter (if applicable) and the physical and financial accomplishments</p> <p>B. Each operating unit shall prepare WFP –</p>	<p>A. The CID Chief, SGOD Chief, the AO V or the Budget Officer shall present for the Validation and Reporting of Accomplishments.</p> <p>B. The panel of reactors shall provide</p>	<p>A. The Division shall prepare the DMEA Accomplishment Report for RMEA Validation and Reporting</p>



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based Accomplishment Report with MOVs C. The internal M&E of each operating unit shall submit the accomplished reporting templates to the Division TWG	feedback/comments regarding the reports presented. C. Each operating unit shall conduct plan adjustments	
In-Charge: FD Chiefs, Admin Office Head/ Unit/ Section Head, Internal M&E	In-Charge: SDS, ASDS, FD Chiefs, Unit Heads, Section Heads, Internal M&E, SEPS & EPS II M&E	In-Charge: Internal M&E, SEPS and EPS II M&E

VI. Performance Indicators

A set of performance indicators were identified as the basis for measuring the performance of the Department in terms of achieving the Intermediate Outcomes and Enabling Mechanisms. These define the data collection requirements and processes that shall contribute to the evidence-based decision making. The data requirements for the quarter are identified below.

FIRST QUARTER
PERFORMANCE INDICATORS

(Performance Indicators shall be segmented by grade level, gender, subject area)

ACCESS

No.	PERFORMANCE INDICATOR
1	Total No. of ALS Learners with 100% Attendance
2	Total No. of SARDO/PARDO
3	No. of Voucher Recipient Learners With 100% Attendance (Private Schools Only)
4	No. of Learners with Incidence of Tardiness
5	No. of Learners with Incidence of Habitual Absenteeism
6	Total No. of Learners Per Nutritional Status Category
7	Total No. of Classes
8	Total No. of Available Modules



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QUALITY

No.	PERFORMANCE INDICATOR
1	Percentage of Passing by Subject Area in Quarterly Academic Assessment (Based On Sf9 Of Form 138)
2	No. of Least Learned Competencies Based on Quarterly Test Item Analysis in all Subject Areas
3	No. of Learning Sessions Conducted (ALS)
4	Reading Level (English And Filipino)
5	No. of Non-Numerates
6	No. of Promoted Learners
7	School Performance In National Assessment -ELLNA and NAT (Depending on the Availability of Result)
8	No. of Instructional Supervision Conducted by School Head
9	No. of Teachers Attended LAC Session
10	No. of Teachers Attended Other Training
11	No. of Teachers Provided with Technical Assistance on Curriculum Management and Implementation
12	No. of Newly Created Teaching Positions Filled-Up
13	Percentage of Learners Enrolled In: SPED, ALS, IPED, ALIVE
14	Percentage of Learners Provided with Learning Resources
15	No. of Public Schools Provided with Learning Resources
16	No. of Public-School Teachers and Teaching-Related Staff Trained
17	Stakeholders' Participation and Donation
18	No. of School Awards (Students, Teachers, Sh)
19	School-Based Training And Development (LAC And INSET)

EQUITY

No.	PERFORMANCE INDICATOR
1	No. of Learners Benefiting from "School - Based Feeding Program"
2	Water Sanitation & Hygiene In School Assessment
3	Child Friendly School System



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RESILIENCY & WELL-BEING

No.	PERFORMANCE INDICATOR
1	No. of Affected and Displaced Learners Retained
2	No. of Bullying And Child Abuse Cases are Acted Upon
3	No. of Schools and Learning Centers Compliant to RBE in the Learning Environment
4	No. of Schools with very Satisfactory Learners Rating on RBE
5	No. of Learners Equipped with Capacities on what to do before, during, and after A Disaster/Emergency
6	No. Of Learners With Atleast 80% Learners Have Improved Health Statistics (BMI)

SECOND QUARTER PERFORMANCE INDICATORS

(Performance Indicators shall be segmented by grade level, gender, subject area)

ACCESS

No.	PERFORMANCE INDICATOR
1	Total No. of ALS Learners with 100% Attendance
2	Total No. of SARDO/PARDO
3	No. of Voucher Recipient Learners With 100% Attendance (Private Schools Only)
4	No. of Learners with Incidence of Tardiness
5	No. of Learners with Incidence of Habitual Absenteeism
6	Total No. of Learners Per Nutritional Status Category
7	Total No. of Classes
8	Total No. of Available Modules

QUALITY

No.	PERFORMANCE INDICATOR
1	Percentage of Passing by Subject Area in Quarterly Academic Assessment (Based On SF9 of Form 138)
2	No. of Least Learned Competencies Based on Quarterly Test Item Analysis in all Subject Areas
3	No. of Learning Sessions Conducted (ALS)
4	Reading Level (English And Filipino)
5	No. of Non-Numerates



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6	No. of Promoted Learners
7	School Performance In National Assessment -ELLNA and NAT (Depending on the Availability of Result)
8	No. of Instructional Supervision Conducted by School Head
9	No. of Teachers Attended LAC Session
10	No. of Teachers Attended Other Training
11	No. of Teachers Provided with Technical Assistance on Curriculum Management and Implementation
12	No. of Newly Created Teaching Positions Filled-Up
13	Percentage of Learners Enrolled In: SPED, ALS, IPED, ALIVE
14	Percentage of Learners Provided with Learning Resources
15	No. of Public Schools Provided with Learning Resources
16	No. of Public-School Teachers and Teaching-Related Staff Trained
17	Stakeholders' Participation and Donation
18	No. of School Awards (Students, Teachers, Sh)
19	School-Based Training And Development (LAC And INSET)

EQUITY

No.	PERFORMANCE INDICATOR
1	No. of Learners Benefiting from "School the Based Feeding Program"
2	Water Sanitation & Hygiene In School Assessment
3	Child Friendly School System

RESILIENCY & WELL-BEING

No.	PERFORMANCE INDICATOR
1	No. of Affected and Displaced Learners Retained
2	No. of Bullying And Child Abuse Cases are Acted Upon
3	No. of Schools and Learning Centers Compliant to RBE in the Learning Environment
4	No. of Schools with Very Satisfactory Learners Rating on RBE
5	No. of Learners Equipped with Capacities on what to do before, during, and after A Disaster/Emergency
6	No. of Learners with atleast 80% Learners have improved Health Statistics (BMI)



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**THIRD QUARTER
PERFORMANCE INDICATORS**

(Performance Indicators shall be segmented by grade level, gender, subject area)

ACCESS

No.	PERFORMANCE INDICATOR
1	Total Enrollment
2	Total No. of Drop-Outs
3	Total No. of Completers
4	Total No. of School Leavers
5	Total No. of Repeaters
6	Total No. of Available Modules

QUALITY

No.	PERFORMANCE INDICATOR
1	Mean Percentage Score of Quarterly Test in every Subject Area by Grade Level
2	Percentage of Passing by Subject Area in Quarterly Academic Assessment (Based On SF9 of Form 138)
3	No. of Least Learned Competencies Based on Quarterly Test Item Analysis in all Subject Areas
4	No. of Learning Sessions Conducted (ALS)
5	Reading Level (English And Filipino)
6	No. of Non-Numerates
7	School Performance In National Assessment -ELLNA and NAT (Depending on the Availability of Result)
8	No. of PEPT Passers
9	No. of Instructional Supervision Conducted by School Head
10	No. of Teachers Attended LAC Session
11	No. of Teachers Attended INSET
12	No. of Teachers Attended Other Training
13	No. of Teachers Provided with Technical Assistance on Curriculum Management and Implementation
14	No. of Newly Created Teaching Positions Filled-Up
15	Percentage of schools meeting the standard ratio for teachers
16	Percentage of Learners Enrolled In: SPED, ALS, IPED, ALIVE
17	Percentage of Learners Provided with Learning Resources
18	Number of Schools Offering ALIVE, SPED, ALS including ALS SHS





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19	No. of Public Schools Provided with Learning Resources
20	No. of Public-School Teachers and Teaching-Related Staff Trained
21	Stakeholders' Participation and Donation
22	No. of School Awards (Students, Teachers, Sh)
23	School-Based Training And Development (LAC And INSET)

EQUITY

No.	PERFORMANCE INDICATOR
1	No. of Learners Benefiting from "School the Based Feeding Program"
2	No. of Classrooms
3	No. of Laboratories
4	MOOE Utilization
5	School Site Titling and issuance of Special Patent
6	DepEd Computerization Program
7	Water Sanitation & Hygiene In School Assessment
8	Child Friendly School System

RESILIENCY & WELL-BEING

No.	PERFORMANCE INDICATOR
1	No. of Affected and Displaced Learners Retained
2	No. of Bullying And Child Abuse Cases are Acted Upon
3	No. of Schools and Learning Centers Compliant to RBE in the Learning Environment
4	No. of Schools with Very Satisfactory Learners Rating on RBE
5	No. of Learners Equipped with Capacities on what to do before, during, and after A Disaster/Emergency
6	No. of Learners with atleast 80% Learners have improved Health Statistics (BMI)





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**FOURTH QUARTER
PERFORMANCE INDICATORS**

(Performance Indicators shall be segmented by grade level, gender, subject area)

ACCESS

No.	PERFORMANCE INDICATOR
1	Total Enrollment
2	Total No. of Completers
3	Total No. of Learners at Risk of Dropping Out
4	Total No. of School Leavers
5	Total No. of Repeaters
6	No. of Voucher Recipient Learners enrolled in Private Schools
7	No. of Enrolled School-Age Children
8	Total No. of A&E Enrollees
9	Total No. of ALS Teachers/Facilitators

QUALITY

No.	PERFORMANCE INDICATOR
1	Percentage of Passing by Subject Area in Quarterly Academic Assessment (Based On SF9 of Form 138)
2	No. of Least Learned Competencies Based on Quarterly Test Item Analysis in all Subject Areas
3	No. of Learning Sessions Conducted (ALS)
4	Reading Level (English And Filipino)
5	No. of Non-Numerates
6	School Performance In National Assessment -ELLNA and NAT (Depending on the Availability of Result)
7	Total No. of Portfolio Assessment Passers
8	No. of Instructional Supervision Conducted by School Head
9	No. of Teachers Attended LAC Session
10	No. of Teachers Attended INSET
11	No. of Teachers Attended Other Training
12	No. of Teachers Provided with Technical Assistance on Curriculum Management and Implementation
13	No. of Education Researches Completed (BERF/PRP)
14	No. of Newly Created Teaching Positions Filled-Up
15	Percentage of Learners Enrolled In: SPED, ALS, IPED, ALIVE



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16	Percentage of Learners Provided with Learning Resources
17	Number of Schools Offering ALIVE, SPED, ALS including ALS SHS
18	No. of Public Schools Provided with Learning Resources
19	No. of Public-School Teachers and Teaching-Related Staff Trained
20	Stakeholders' Participation and Donation
21	No. of School Awards (Students, Teachers, SHs)

EQUITY

No.	PERFORMANCE INDICATOR
1	No. of Learners Benefiting from "School the Based Feeding Program"
2	No. of Classrooms
3	No. of Laboratories
4	MOOE Utilization
5	School Site Titling and issuance of Special Patent
6	DepEd Computerization Program
7	Water Sanitation & Hygiene In School Assessment
8	Child Friendly School System

RESILIENCY & WELL-BEING

No.	PERFORMANCE INDICATOR
1	No. of Affected and Displaced Learners Retained
2	No. of Bullying And Child Abuse Cases are Acted Upon
3	No. of Schools and Learning Centers Compliant to RBE in the Learning Environment
4	No. of Schools with Very Satisfactory Learners Rating on RBE
5	No. of Learners Equipped with Capacities on what to do before, during, and after A Disaster/Emergency
6	No. of Learners with atleast 80% Learners have improved Health Statistics (BMI)

VII. Pagdayaw

Awards	Performance
Pagdayaw for Quality	Evaluate and analyze relevant quantitative and qualitative information reflected in the DMEA/ SMEA report.
Pagdayaw for Timeliness	Submission of updated DMEA/SMEA report two (2) days after the conduct of the validation activity with no/ zero correction
Pagdayaw for Completeness	All table templates are present and accomplished

This office will provide awards to recognize the efforts of our schools and SDO's functional divisions, units, and sections.





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VIII. Tools and Templates

Below are the tools and the templates to be used in the conduct of different MEA activities

QUARTERLY ACCOMPLISHMENT TEMPLATE

1. **STATUS OF PERFORMANCE INDICATORS / ANALYSIS OF KPIs** per quarter (in graphical, tabular, and textual PowerPoint Presentation for easy understanding in the delivery of data elements) (for SMEA only)
2. **PRIORITIES, CHARACTERIZATION, PROPOSED INTERVENTION AND DATE OF IMPLEMENTATION AND TA NEEDED** (for SMEA only)

Prioritized KPI No. 1/2/3	Priorities	Curriculum Support System	Characterization	Proposed Intervention	Date of Implementation	TA Needed	From Whom? & Date

3. SUMMARY OF ACCOMPLISHMENT

KRA	Physical			Financial		
	# of Target Activities	# of Actual Accomplishments	% of Accomplishments	Amount to be Utilized	Actual Amount Utilized	% of Utilization

4. SUMMARY OF ACCOMPLISHED ACTIVITIES

KRA	Objectives	Target	Accomplished Activities	Actual Accomplishment	Facilitating Factors

5. SUMMARY OF UNACCOMPLISHED ACTIVITIES

KRA	Objectives	Target	Planned Activities	Actual Accomplishment	Issues	Hindering Factors	Action/s to be Taken





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**MONITORING AND EVALUATION (M&E) TOOL FOR THE CONDUCT OF
 QUARTERLY SMEA CONFERENCE**

Name of School: _____
 Date on the conduct of SMEA: _____

District: _____
 Time Monitored: _____

INDICATORS	STRONGLY OBSERVED	OBSERVED	NOT OBSERVED	REMARKS
A. SMEA Preparation				
The School Head & MEA Team...				
1. gathered and consolidated the SMEA reports with MOVs				
2. prepared SMEA dashboard				
3. broke down KPIs into sub-KPIs				
4. selected three (3) prioritized KPIs				
5. prioritized / segmented the KPIs				
6. characterized the Prioritized KPIs				
7. validated the gathered data				
8. proposed appropriate interventions				
9. identified the TA needed and from whom				
10. sent communication letters/ informed the expected stakeholders or participants regarding the conduct and schedule of the SMEA Conference				
B. SMEA Proper				
B.a. The School Head presented the...				
11. purpose of SMEA				
12. leading indicators for the quarter through a dashboard				
13. three (3) prioritized KPIs				
14. segmentation and characterization per prioritized KPIs				
15. proposed interventions for each prioritized KPIs				
16. TA needs and from whom				
17. accomplishment reports (quarterly, issues encountered, hindering and facilitating factors)				
B.b. The Participants...				
18. participated actively in the discussion				
19. arrived at the venue on time and left after the conduct of the session/activity				
B.c. 20. Observed by the monitoring team				
C. POST SMEA				
The School and MEA Team...				
21. adjusted AIP/ LCP based on SMEA results				
22. finalized the Minutes and Attendance sheets with pictures and other MOVs				

Monitored by: _____
 Name and Signature

Conformed by: _____
 School Head

Noted: _____
 Public Schools District Supervisor



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