



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 165, s. 2020

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
School M and E Coordinator
All Others Concerned**

From: **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

Date: **April 14, 2020**

Subject: **CONDUCT OF DIVISION MONITORING, EVALUATION AND ADJUSTMENT
(DMEA)**

1. With reference to Regional Memorandum No. 158, s. 2020 on the **2020 1st Quarter Regional Monitoring, Evaluation and Adjustment**, this Office hereby informs the field on the conduct of the Division Monitoring, Evaluation and Adjustment (DMEA) on April 24, 2020.
2. The conference is aimed at the following:
 - a. Track and assess the implementation of DepEd policies and programs in the schools for the first quarter of CY 2020.
 - b. Determine the efficacy and effectiveness of policy and program adjustments, if any undertaken by the different schools to address policy and program bottlenecks and barriers across the schools during the fourth quarter of CY 2019.
 - c. Determine the needed policy and program adjustments to be undertaken by the DO to address performance gaps in ensuring MEA quarters CY 2020; and
 - d. Identify all other relevant steps to be undertaken by the concerned functional divisions to narrow performance gaps and enable this Office to meet the CY/SY 2022 performance targets and strategic goals.
3. Consistent with these objectives, the scope of the 2020 1st Quarter DMEA shall be as follows:
 - a. **Efficiency**
 - i. Promotion Rate
 - ii. Graduation Rate
 - iii. Dropout Rate



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- iv. Leavers Rate
- v. Financial Report on Utilization per Program (if given an allocation)

b. Governance

- i. SWOT Analysis using the Situational, Technological, Economic, Environmental, Political (STEEP) Framework
- ii. Scenario Planning
- iii. Proposal for Opening of Classes for 2020-2021
- iv. Learning Continuity Plan

c. Access

- i. Early Enrolment

d. Quality

- i. PHILIRI Results
- ii. Instructional Supervision

4. The consolidated report by district will be presented by the Public Schools District Supervisors in a powerpoint presentation (from dashboards, segmentation, prioritization, characterization, and SWOT analysis).
5. Participants of this activity will be the Assistant Schools Division Superintendent, CID and SGOD Chiefs, Public Schools District Supervisors, SEPS and EPS II of Monitoring and Evaluation and Planning Officer
6. Enclosed is a Scenario Planning Template and STEEP Template.
7. Should there be queries, contact **Edelina M. Ebor**a, Senior Education Program Specialist-Monitoring and Evaluation at 09368467029/edelinamendio9@gmail.com or **Mary Gladys J. Dublas** at 09171166966.

Enclosure: As stated

M and E/Lynne



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Enclosure No. 1. STEEP Framework Analysis

Scenario	Parameter	Strengths	Weaknesses	Opportunities	Threats
1 (ECQ lifted April 30) Opening of classes June 15	Political				
	Social				
	Technological				
	Economical				
	Ecological				
2 (ECQ extended for another month with more area of coverage)	Political				
	Social				
	Technological				
	Economical				
	Ecological				
3 (ECQ extended for 1 month, more area of coverage, medical facilities & health front liners are overwhelmed)	Political				
	Social				
	Technological				
	Economical				
	Ecological				
4 (A number of DepEd officials from ExeCom, SDOs can no longer function & become immovable as PUIs, PUMs, infected or critical)	Political				
	Social				
	Technological				
	Economical				
	Ecological				
5 School Year 2020-2021 cannot happen in 2020/partial breakdown of depEd	Political				
	Social				
	Technological				
	Economical				
	Ecological				



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Enclosure No. 2. Scenario Planning Template

Scenario Planning Template						
		SCENARIO-1 (ECQ lifted April 26)	SCENARIO 2 (ECQ extended for another month with more area of coverage)	SCENARIO 3 (ECQ extended for 1 month, more area of coverage, medical facilities & health front liners are overwhelmed)	SCENARIO 4 (A number of DepEd officials from ExeCom, SDOs can no longer function & become immovable as PUIs, PUMs, infected or critical)	SCENARIO 5 School Year 2020-2021 cannot happen in June 2020
Impact of Scenario	What happens when the scenario occurs?					
Uncertainties	What is unknown about the scenario?					
Questions	What questions may you have about the scenario?					
Response	What responses do you take to the scenario?					



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3. Proposal for Opening of Classes for School Year 2020-2021

Scenario/Situation	Proposal for Classes Opening	Justification

4. Learning Continuity Plan (LCP)

Scenario	Situational Analysis & (Scenario Responses)	LCP Goals/ Objectives	Program/ Activities (specific steps to attain the goals)	Time frame	Responsible Persons	Resources Needed	M & E