



DEPED MALAYBALAY CITY DIVISION
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Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Division Memorandum
No. 329 series of 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisors SGOD and CID
Elementary and Secondary School Heads
This Division

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

DATE: September 7, 2020

**SUBJECT: SCHEDULE OF OFFICE, SECTION/UNIT, SCHOOL, DISTRICT AND
DIVISION MONITORING EVALUATION AND ADJUSTMENT AND
THE FLOW OF PRESENTATION FORMAT**

1. In consonance with Republic Act 10533 the Enhanced Basic Education Act of 2013 pertaining the creation of better access for Basic Education and DepEd Order No. 44, s. 2015 re: Guidelines in School Improvement Planning Process. This is to ensure that efforts given in educational operations are properly accounted in terms of ACCESS, QUALITY, and GOVERNANCE measuring the Key Performance Indicators (KPIs) as roadmap in the operation to remain vital and efficient in the delivery of basic educational services. This Office informs the field of the schedule of the Monitoring, Evaluation and Adjustment (MEA) dubbed as Institutional **CON**figuration and **Sc**anning (**ICONS**) and the template to be use in conducting the activity.
2. Each Office (OSDS, CID, SGOD) will conduct monthly Monitoring, Evaluation and Adjustment (**MEA**) of the programs projects and activities undertaken monthly while Schools and Districts will conduct Monitoring, Evaluation and Adjustment (**MEA**) as specified in attached schedule following the attached template for the presentation.
3. Chiefs of the Divisions with the Attorney III of the OSDS will present the Monitoring, Evaluation and Adjustment (MEA) of their respective offices during the monthly executive meeting while the Assistant Schools Division Superintendent as chairperson of the DMEA team will present the overall Monitoring, Evaluation and Adjustment of the Division to the Regional Office.
4. Queries related to this can be relayed to **Vince G. Sanmiguel, EdD**, Senior Education Program Specialist, Planning and Research Section at **09778091156** and **Edelina M. Ebor**a, Senior Education Program Specialist, School Monitoring and Evaluation Section @ 09368467029.





Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Copy furnished:
Records Unit
Planning & Research Section
To be posted in the website.

Enclosure 1 of Division Memorandum 328 s. 2020

Monitoring and Adjustment Schedules

School Schedule	District Wide
September 11, 2020	September 14, 2020
December 11, 2020	December 14, 2020

Office Schedule	Division Wide
September 16, 2020	September 18, 2020
October 31, 2020	December 18, 2020
November 27, 2020	
December 11, 2020	





Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Enclosure 3 of Division Memorandum 328 s. 2020

FLOW OF PRESENTATION

1. **Dashboard (KPI/PAPs)**- a visual display of the most important information needed to achieve one or more objectives which fits entirely on a single computer screen so it can be monitored at a glance.

- should contain data on ACCESS (KPIs) and QUALITY/PAPs
(with segmentation and characterization)
- has few colors, smart graphs, tables and time overview

✓ In-depth analysis and interpretation of data (KPI/PAPs)

For the Opening of classes

- KPI (GER and NER)
- Preparation of AIP
- Teacher's training
- Brigada Eskwela
- Preparation of modules & instructional materials
- Mapping of learner's
- Scheduling of classes
- Enrolment

For the preceding quarter

- KPI (DR)
- Absenteeism
- Academic performance
- PTA General Assembly
- Profiling of learners
- Prepared lesson plans
- Implementation of curriculum
- Implementation of school programs & projects
- Identify LARDOs
- Instructional supervision
- quarterly Assessment

For the next preceding quarter

- KPI (DR)
- Absenteeism
- Academic performance





Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

- Mid-year review
- Instruction supervision
- School-based INSET
- 2nd & 3rd quarterly assessment

For the last quarter

- KPI (CSR, Completers, Failure Rate, Repetition Rate)
- Early registration / enrolment
- Checking of student records and selection of honor
- Preparation and submission year-end report
- NAT administration

Note: this data is regularly needed in the above-mentioned quarters in the current set-up but subject to change upon the reversion of the normal school opening. Some data will be supplemented as the need arises.

2. Reference Policy- Present the policy affected by the implementation of the PAPs

e.g. DepEd Order No.

3. Current Situation- State the current condition or situation of the school/office in terms of the implementation activities.

3. Issues and Concern/Gaps/Pressing problem- State the issues and concerns/ gaps or pressing problem that have been observed.

4. Technical Assistance Needs- what is the technical assistance needed by the school/office in terms of the implementation activities.

5. Technical Assistance Given - what is the technical assistance extended in school/office in terms of program implementation based on the needs.

6. Remarks - give description of the accomplishment/ status.

7. Adjustment Needed – what adjustments conducted to bridge the gaps and hit the target at the same time.





Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Enclosure 4 of Division Memorandum 228 s. 2020

TECHNICAL WORKING COMMITTEE

(Division Level)

Curriculum Implementation Division

Chairman: Ralph T. Quirog- Chief Education Supervisor

Co-Chair: Gretchen V. Catane-Education Program Specialist II- ALS

Members: Rachel R. Valde- Education Program Supervisor

Noel A. Tan Nery- Public Schools District Supervisor

Liza G. Balintongog-- Public Schools District Supervisor

School Governance and Operations Division

Chairman: Lorenzo O. Capacio, EdD

Chief Education Supervisor

Co-Chair: Edelina M. Ehora

Senior Education Program Specialist - M & E

Members: Vicente G. San Miguel, EdD - Senior Education Program Specialist – P & R

Novem A. Sescon- Planning Officer III

Marsfifth M. Mamawag -- Senior Education Program Specialist – SocMob

Office of the Schools Division Superintendent

Chairman: Atty. Wincenbogne Pesisano- Attorney III

Co-Chair: Administrative Officer V- General Services

Members: Paul John Arias- Information Technology Officer I

Rhysa Cyle C. Rosalejos, CPA - Accountant III

Guia Ma. G. Villahermosa- Administrative Officer IV-Personnel

Florabelle R. Porras - Administrative Officer IV-Records

Division Monitoring Evaluation and Adjustment Team

Chairman: Aliena S. Dajay, PhD, CESE

Co-Chair: Ralph T. Quirog- Chief Education Supervisor, CID

Lorenzo O. Capacio, EdD- Chief Education Supervisor, SGOD

Members:

Rachel R. Valde- Education Program Supervisor

Liza G. Balintongog-- Public Schools District Supervisor

Edelina M. Ehora-Senior Education Program Specialist - M & E

Vicente G. San Miguel, EdD - Senior Education Program Specialist – P & R

Novem A. Sescon- Planning Officer III

Administrative Officer V- General Services

Administrative Officer V- General Services





Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

<i>FUNCTION</i>	<i>PERSON INVOLVED</i>	<i>DUTIES AND RESPONSIBILITIES</i>
Chairperson	<ul style="list-style-type: none"> • <i>Ralph T. Quirog- Chief Education Supervisor</i> • <i>Lorenzo O. Capacio, EdD- Chief Education Supervisor</i> • <i>Administrative Officer V- General Services</i> 	<ul style="list-style-type: none"> ➤ Lead and Supervise the preparation MEA Report of their Respective offices. ➤ Lead the editing, revision and finalization of the report. ➤ Ensure submission of data of all program holders.
Co-Chairs	<ul style="list-style-type: none"> • <i>Gretchen V. Catane- Education Program Specialist II- ALS</i> • <i>Edelina M. Ebor- Senior Education Program Specialist - M & E</i> • <i>Paul John Arias- Information Technology Officer I</i> 	<ul style="list-style-type: none"> ➤ Perform the duties and responsibilities of the Chairman in case of absence or on official business. ➤ Perform the editing, revision and finalization of the final report.
	<ul style="list-style-type: none"> • <i>Rachel R. Valde- Education Program Supervisor</i> • <i>Noel A. Tan Nery- Public Schools District Supervisor</i> • <i>Liza G. Balintongog-- Public Schools District Supervisor</i> 	<ul style="list-style-type: none"> ➤ Collect, gather and consolidate electronic reports of the CID ➤ Assist in the editing, revision and finalization of the final report. ➤ Help coordinate with the other program holders during the submission of the needed data. ➤ Perform other tasks assigned from time to time.





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Members	<ul style="list-style-type: none"> • <i>Vicente G. San Miguel</i> <i>EdD - Senior Education</i> <i>Program Specialist – P</i> <i>& R,</i> • <i>Novem A. Sescon-</i> <i>Planning Officer III</i> • <i>Marsfith M. Mamawag</i> <i>-- Senior Education</i> <i>Program Specialist –</i> <i>SocMob</i> 	<ul style="list-style-type: none"> ➤ Collect, gather and consolidate electronic reports of the SGOD. ➤ Assist in the editing, revision and finalization of the final report. ➤ Help coordinate with the other section during the submission of the needed data. ➤ Perform other tasks assigned from time to time.
	<ul style="list-style-type: none"> • <i>Rhysa Cyle C.</i> <i>Rosalejos, CPA -</i> <i>Accountant III</i> • <i>Guia Ma. G.</i> <i>Villahermosa-</i> <i>Administrative Officer</i> <i>IV-Personnel</i> • <i>Florabel R. Porras -</i> <i>Administrative Officer</i> <i>IV-Records</i> 	<ul style="list-style-type: none"> ➤ Collect, gather and consolidate electronic reports of the OSDS. ➤ Assist in the editing, revision and finalization of the final report. ➤ Help coordinate with the other section during the submission of the needed data. ➤ Perform other tasks assigned from time to time.
	<ul style="list-style-type: none"> • <i>Rachel R. Valde-</i> <i>Education Program</i> <i>Supervisor</i> • <i>Liza G. Balintongog--</i> <i>Public Schools District</i> <i>Supervisor</i> • <i>Edelina M. Ebor-</i> <i>Senior Education</i> <i>Program Specialist - M</i> <i>& E</i> • <i>Vicente G. San Miguel,</i> <i>EdD - Senior Education</i> <i>Program Specialist – P</i> <i>& R</i> • <i>Novem A. Sescon-</i> <i>Planning Officer III</i> 	<ul style="list-style-type: none"> ➤ Consolidate all electronic reports of the SGOD, CID and OSDS. ➤ Assist in the final editing/revision of the final report to the region. ➤ Help coordinate with the other section during the submission of the needed data. ➤ Perform other tasks assigned from time to time.





Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

	<ul style="list-style-type: none">• <i>Administrative Officer V- General Services</i>• <i>Paul John Arias- Information Technology Officer I</i>	
Consultant/Adviser	Victoria V. Gazo, PhD, CESO V–	Schools Division Superintendent
Contributors	All EPS, PSDS, UNIT and SECTION HEADS	Prepares unit/section/district MEA report.

