

DEPED MALAYBALAY CITY DIVISION RELEASED

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

- 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 CONfiguration and Scanning (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.
- 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. Ebora**, Senior Education Program Specialist, School Monitoring and Evaluation Section @ 09368467029.





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 318 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	



Department of Education

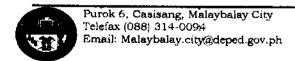
REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

Enclosure 2 of Division Memorandum 329 s. 2020

For Individual/section/school/District

Institutional CONfiguration and Scanning (ICONS)
(Monitoring, Evaluation and Adjustment)

KPI/PAPs	Reference Policy	Current Situation	Issues and Concern/Gaps/ Pressing problem	Technical Assistance Needs	Technical Assistance Given	Remarks	Adjustment Needed





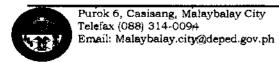
Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

For Consolidation

Institutional CONfiguration and Scanning (ICONS)
(Monitoring, Evaluation and Adjustment)

KPI/PAPs	Reference Policy	Current Situation	Issues and Concern/Gaps /pressing problem	Technical Assistance Needs	Technical Assistance Given	functional Division/ School and District	Remarks	Adjustment Needed
		archite des de la desida						





Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

Enclosure 3 of Division Memorandum 328 s. 2020

FLOW OF PRESENTATION

- 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



Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094

Email: Malaybalay.city@deped.gov.ph



Bepartment 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.



Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

Enclosure 4 of Division Memorandum

. 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. Ebora

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. Ebora-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



Department of Education region x- northern mindanao

DIVISION OF MALAYBALAY CITY

FUNCTION	PERSON INVOLVED	DUTIES AND RESPONSIBILITIES		
Chairperson	 Ralph T. Quirog- Chief Education Supervisor Lorenzo O. Capacio, EdD- Chief Education Supervisor Administrative Officer V- General Services 	 Lead and Supervise the preparation MEA Report of their Respective offices. Lead the editing, revision are finalization of the report. Ensure submission of data of a program holders. 		
Co-Chairs	 Gretchen V. Catane- Education Program Specialist II- ALS Edelina M. Ebora- Senior Education Program Specialist - M & E Paul John Arias- Information Technology Officer I 	 Perform the duties an responsibilities of the Chairman case of absence or on officibusiness. Perform the editing, revision and finalization of the final report. 		
	 Rachel R. Valde- Education Program Supervisor Noel A. Tan Nery- Public Schools District Supervisor Liza G. Balintongog- Public Schools District Supervisor 	 Collect, gather and consolidate electronic reports of the CID Assist in the editing, revision are 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. 		



Department of Education region x- northern mindanao

DIVISION OF MALAYBALAY CITY

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 Rhysa Cyle C. Rosalejos, CPA - Accountant III Guia Ma. G. Villahermosa-Administrative Officer IV-Personnel Florabel R. Porras - Administrative Officer IV-Records 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 final report. Help coordinate with the other section during the submission of the needed data. Perform other tasks assigned from time to time.
	 Rachel R. Valde-Education Program Supervisor Liza G. Balintongog-Public Schools District Supervisor Edelina M. Ebora-Senior Education Program Specialist - M & E Vicente G. San Miguel, EdD - Senior Education Program Specialist - P & R Novem A. Sescon-Planning Officer III 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.



Department of Education REGION X- NORTHERN MINDANAO

DIVISION OF MALAYBALAY CITY

	Administrative Officer	
	V- General Services	
	Paul John Arias-	
	Information Technology	
	Officer I	
Consultant/Adviser	Victoria V. Gazo, PhD, CESO V-	Schools Division Superintendent
	All EPS, PSDS, UNIT and	Prepares unit/section/district MEA
Contributors	SECTION HEADS	report.