



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City



**DIVISION MEMORANDUM**  
No. 442, s. 2018

**THIRD QUARTER DIVISION MONITORING, EVALUATION  
AND ADJUSTMENT (DMEA)**

To : Division Chiefs  
Administrative Officer V  
Education Program Supervisors  
District Supervisors  
Unit Heads  
All Others Concerned

1. Prior to the RMEA, schools, districts and the division are mandated to conduct SMEA, DsMEA and DMEA observing the scheduled dates for the Third Quarter 2018. For schools, concerns shall be culled out from AIP 2018. For DMEA, concerned program coordinators will fill out the 3<sup>rd</sup> Quarter Monitoring Tool and submit it to School Management, Monitoring and Evaluation Unit for consolidation on or before October 11, 2018.

SMEA – Oct. 2, 2018

DsMEA – Oct. 8, 2018

DMEA – Oct.22, 2018 @ SDO Training Center, 8-5 p.m.

2. During the conduct of DMEA, there will be a status report on the implementation of 2<sup>nd</sup> Quarter DMEA agreements, presentation of programs of the division coordinators and concerned unit heads, and presentation of 3<sup>rd</sup> Quarter Technical Assistance consolidated report from each of the three (3) functional divisions using the attached four (4) TA forms.
3. Immediate dissemination of this Memorandum is desired.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



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**Program Matrix**  
**3<sup>rd</sup> Quarter DMEA**  
 SDO Training Center  
 October 22, 2018

Time	Activities	Person-in-charge
8:00-8:30 a.m.	Registration	SMME
8:30-9:00 a.m.	Opening Program	
9:00-12:00 nn.	A. Status Report on the Implementation of 2 <sup>nd</sup> Quarter DMEA Agreements	Sharon Christianie R. Castillo
	B. Presentation of Division Programs/Projects	Program Coordinators and concerned Unit Heads
12:00-1:00 p.m.	Lunch break	
1:00-3:00 p.m.	Presentation of Third Quarter Technical Assistance Report	Division Chiefs, Administrative Officer and Accountant
3:00-5:00 p.m.	Synthesis & Recommendations	Soraya T. Faculo, PhD, ASDS, DMEA Consultant
	Closing Remarks	Federico P. Martin, EdD, CEEd, CESO V, SDS







a. Mobile teacher b. DALC								
2. LITERACY VOLUNTEER a. DepEd Procured b. DepEd Partner b.1. LGU b.2. GOs b.3. Individual								
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:								

4. K TO 12 CURRICULUM IMPLEMENTATION  
4.1. IPED IMPLEMENTATION

GOALS/TARGET FOR 2018(BASED ON THE IPED ROADMAP)	ACCOMPLISHMENT BASED ON THE IPED ROADMAP((NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.2. SPED

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.3. MADRASAH

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.4. MULTI-GRADE

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.5. ADM

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.6. ELLN

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION



MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.7. SHS

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.8. JDVP

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.9. KINDERGARTEN

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.10. SPORTS

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION

		/ACTIVITIES SUPPORTING THE PROGRAM		
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.11. JOURNALISM

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.12. SPECIAL SCIENCE

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				

4.13. DepEd Computerization Program

GOALS/TARGET FOR 2018	ACCOMPLISHMENT BASED ON TARGET(NO. & %)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE:				



4.14. LAC IMPLEMENTATION

NO. & % OF SCHOOLS WITH EFFECTIVE LAC IMPLEMENTATION	BEST PRACTICES IN LAC IMPLEMENTATION	PROMOTION OF INTERVENTION/BEST PRACTICE	SDO INITIATED INCENTIVES/AWARD SYSTEM FOR BEST IMPLEMENTERS
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE			

5. SUPPORT TO EDUCATION  
5.1. HEALTH & NUTRITION

PROGRAM/PROJECT	NO. & % OF LEARNERS/BENEFICIARIES UNDER THE SBFP(STATUS)	NO. & % OF SCHOOLS IMPLEMENTING SBFP(STATUS)	% OF IMPROVEMENT /ACCOMPLISHMENT	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	MEANS OF VERIFICATION
Ex. SCHOOL BASED FEEDING PROGRAM					
Deworming					
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE					

5.2. OPLAN KALUSUGAN SA DEPED

NO. & % OF SCHOOLS AWARE/INFORMED OF OK D	NO. & % OF SCHOOLS IMPLEMENTING THE OK SA DEPED	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE			

5.3. WASH IN SCHOOLS

NO. & % OF SCHOOLS WITH WINS FACILITIES(WATER, WASH AREAS)	NO. & % OF SCHOOLS WITHOUT WINS FACILITIES(WATER, WASH AREAS)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE			

5.4. CHILD PROTECTION PROGRAM

NO. & % OF SCHOOLS WITH FUNCTIONALCPP HANDBOOK	NO. & % OF SCHOOLS WITHOUT CPP HANDBOOK	NO. OF CASES REPORTED TO THE REGIONAL OFFICE(LEGAL)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE			

5.5. DISASTER RISK REDUCTION AND MANAGEMENT

NO. OF SCHOOLS WITH DISASTER RISK REDUCTION MANAGEMENT PLAN	NO. OF SCHOOLS IMPLEMENTING THE DRRMS CSS INDICATORS(BASED ON DO NO. 21 &35 S. 2015)	NO. OF SCHOOLS WITHOUT DISASTER RISK REDUCTION MANAGEMENT PLAN	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
	<ul style="list-style-type: none"> <li>Designated focal person</li> </ul>				

	<ul style="list-style-type: none"> <li>Has a comprehensive school DRRM Plan</li> </ul>				
	<ul style="list-style-type: none"> <li>Student-led school watching and hazard mapping</li> </ul>				
	<ul style="list-style-type: none"> <li>partnerships</li> </ul>				
	<ul style="list-style-type: none"> <li>school submit RADAR to the DRRMS CO</li> </ul>				
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE					

6. E-GOVERNANCE-FOR DIVISION INFORMATION TECHNOLOGY OFFICER

GOAL/TARGET NO. OF E-PROCESSES TO BE DEVELOPED(PLS. SPECIFY THE PROCESS)	NO. OF ELECTRONIC OFFICE PROCESSES DEVELOPED(PLEASE SPECIFY THE E-PROCESS)	STATUS OF IMPLEMENTATION
Ex. ON-LINE APPLICATION FOR GOVERNMENT PERMIT	ON-LINE APPLICATION FOR GOVERNMENT PERMIT	BEING USED
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE		

7. SCHOOL-BASED MANAGEMENT  
7.1.SBM LEVEL OF PRACTICE

NO. OF SCHOOL HEADS TRAINED ON SHDP	NO. OF SCHOOLS WITH SBM LEVEL 2 OR HIGHER LEVEL OF PRACTICE	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE				



7.2. INSTRUCTIONAL LEADERSHIP

NO. OF SHs TRAINED ON SHDP	NO. OF SH RE-ENTRY PLAN PREPARED & VALIDATED	STATUS OF IMPLEMENTATION OF THE SHs REP	SDO INITIATED INTERVENTIONS/PROJECTS IN SUPPORT TO THE SH	MEANS OF VERIFICATION
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE				

7.3. 5 S PRACTICE(PLS. REFER TO STANDARDS ON CLASSROOM MANAGEMENT

5 S may include the following:	NO. OF SCHOOLS/OFFICES PRACTICING THE 5 S(conducive for learning classroom)	SDO INITIATED INTERVENTIONS/PROJECTS /ACTIVITIES SUPPORTING THE PROGRAM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION
Following the standards on classroom management				
ex. How many cabinet, wall decors, paintings, sayings and etc. must be displayed in a classroom with a size of 7m x 8m?)				
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE				

8. AMINISTRATIVE CONCERNS

PROGRAMS/PROJECTS	NO. OF APPROVED APPLICATIONS	NO. OF IMPLEMENTED APPLICATIONS	ISSUES/GAPS	INTERVENTIONS DONE BY THE SDO	MOVS
ERF					
STEP INCREMENT					
FILLING UP OF ITEMS					
RECLASS/UPGRADING					
LOYALTY PAY*another table					
MAJOR ISSUES/CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE					



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**TECHNICAL ASSISTANCE REPORT FOR THE THIRD QUARTER 2018  
 (RM No. 29.2018)**

**Form 1: List of Issues/Hindering Factors**

Hindering Factors/ Issues/Concerns	Categories/Areas of Indicators	Possible solution	Technical Assistance Provider
1.			
2.			
3.			

Note: Prioritize the hindering factors according to relevance, magnitude, importance and urgency.

**Form 2: Intervention / Technical Assistance Plan**

This plan should be based from the result of analysis of the performance of the school/schools division for the previous school year/calendar year and the prioritized hindering factors.

Issues/Concerns/ Hindering Factors	Technical Assistance Programs/ Activities	Objectives	Physical Target	Financial Target	Target date of implementation	Persons Involved
1. Provision of Access	1.1 1.2 1.3 ...					
2. Quality and Relevance	2.1 2.2 2.3...					
3. Management of Basic Education or Governance	3.1 3.2 3.3...					

Prepared by:

APPROVED:

**Form 3: Quarterly/annual Completion Report**

a. Accomplishment Report

Technical Assistance Programs/Activities	Physical Accomplishment		Financial Accomplishment		Facilitating Factors	Lessons Learned
	Target	Actual	Target	Actual		





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(Based from the Intervention/TA plan)						
1.1 1.2...						
2. 1 2.2...						
3.1 3.2...						

**Form 3: Quarterly/annual Completion Report**

b. Report on unaccomplished activities/program for the quarter/year

Technical Assistance Programs/Activities (Based from the Intervention/TA plan)	Expected output		Hindering Factors	Recommendation/ Suggestion
	Physical	Financial		
1.3				Ex: To be implemented in the next quarter
2.2				Ex: Needs technical assistance from the DO/RO
3.5				Ex. To be included in the last quarter programs/activities

Prepared by:

APPROVED:

**Form 4: Catch up Plan**

Issues/Concerns/ Hindering Factors	Technical Assistance Programs/ Activities	Objectives	Physical Target	Financial Target	Target date of implementation	Persons Involved
1. Provision of Access	1.3					
2. Quality and Relevance	2.2					
3. Management of Basic Education or Governance						

Prepared by:

APPROVED: