



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



**DIVISION MEMORANDUM**  
No. 173, s. 2019

**CONDUCT OF THE FIRST QUARTER DIVISION MONITORING,  
EVALUATION AND ADJUSTMENT (DMEA) 2019 CONFERENCE**

To : Division Chiefs  
District Supervisors  
Education Program Supervisors  
Unit and Section Heads  
All Others Concerned

1. Subsequent to DsMEA, the conduct of the 2019 First Quarter DMEA shall be at the Schools Division Office Training Center on April 17, 2019, 8 a.m. to 5 p.m.
2. The objectives of the conference are the following:
  - a. Review, gather and document issues and concerns in the implementation of the 2019 First Quarter Programs, Projects and Activities.
  - b. Present issues and probable recommendations/interventions.
  - c. Present divisionwide Technical Assistance Report.
3. Quarterly MEA shall be conducted on any day of the following timeline:

SMEA – First week after every quarter  
DsMEA – Second week after every quarter  
DMEA – Third week after every quarter

With the Moving Up and Graduation Ceremonies held on the first week of April 2019, schedule for SMEA be adjusted to the second week of April 2019. Data comparison (SY 2017-18 and SY 2018-19) and reasons on the positive or negative variance on Enrolment; and discussion on specific reasons and interventions for Performance Indicators (dropout rate, graduation rate, promotion rate, moving up/transition rate and cohort survival rate) shall be the main issues to be discussed during the SMEA.

4. Attached is the DMEA template through shared google sheet to be accomplished on or before April 12, 2019 by concerned division personnel (Program Owners, EPSs, PSDSs, Unit and Section Heads). The Performance Indicators data shall be filled out by PSDSs culled out from SMEA to DsMEA discussion results.
5. Presentation of the First Quarter Technical Assistance Report should capture only the great accomplishments, adjustment plan and the reasons why some TA plans were not carried out.
6. Immediate dissemination of this Memorandum is desired.

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

**SORAYA T. PACULO, Ph.D.**  
Officer in Charge

Office of the Assistant Schools Division Superintendent



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**PROGRAM MATRIX**  
 SDO Training Center  
 April 17, 2019

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. Presentation of PIs data and interpretations B. Presentation of PAPs Implementation	SGOD
12:00-1:00 p.m.	Lunch break	
1:00-3:00 p.m.	Updates on the different Programs	CID, OSDS, SGOD
3:00-4:00 p.m. (10 minutes each)	Technical Assistance Report	Chiefs, AO, Accountant, Legal, ICT and Budget
3:00-5:00 p.m.	Synthesis	SMME
	Recommendations	Soraya T. Faculo, PhD, ASDS, DMEA Consultant
	Closing Remarks	Federico P. Martin, EdE, CEEd, CESO V, SDS



FIRST QUARTER DMEA 2019 (JANUARY- MARCH)

**ENROLMENT IN PUBLIC ( C/O PLANNING AND RESEARCH UNIT)**

ENROLMENT AS OF MARCH 30, 2019	MALE	FEMALE	TOTAL	REMARKS (COMPARE DATA TO PREVIOUS YEAR INCREASE/ DECREASE)	REASON FOR POSITIVE OR NEGATIVE VARIANCE
ELEMENTARY (KINDERGARTEN TO GRADE 6)					
SECONDARY (GRADE 7 TO 10)					
SENIOR HIGH (GRADE 11-12)					
<b>TOTAL</b>					

**(PSDS) ELEM-WEST BAGUIO DISTRICT**

PERFORMANCE INDICATORS	2017-2018	2018-2019	REMARKS (COMPARE DATA TO PREVIOUS YEAR INCREASE/ DECREASE)	REASONS FOR POSITIVE OR NEGATIVE VARIANCE	REASONS	INTERVENTIONS	RESULTS OF INTERVENTIONS	WAYS FORWARD
COHORT SURVIVAL RATE	MALE:							
	FEMALE:							
	TOTAL:							
GRADUATION (Grade 12)	MALE:							
	FEMALE:							
	TOTAL:							
PROMOTION RATE	MALE:							
	FEMALE:							
	TOTAL:							
RETENTION	MALE:							
	FEMALE:							
	TOTAL:							
MOVING UP (Kindergarten, Grade 6, & Grade 10)	MALE:							
	FEMALE:							
	TOTAL:							

\*2017-2018 DATA SHALL BE PROVIDED PLANNING & RESEARCH UNIT

NOTE: Indicate the number and rate of failures, dropout, graduation, and promotion. (number of failures, dropout, graduation, and promotion over enrolment multiplied by 100% equals the rate  
EXAMPLE: (50/100)= 20%

**(PSDS) ELEM-BAGUIO CENTRAL DISTRICT**

PERFORMANCE INDICATORS	2017-2018	2018-2019	REMARKS (COMPARE DATA TO PREVIOUS YEAR INCREASE/ DECREASE)	REASONS FOR POSITIVE OR NEGATIVE VARIANCE	REASONS	INTERVENTIONS	RESULTS OF INTERVENTIONS	WAYS FORWARD
	MALE:							





GRADUATION (Grade 12)	MALE:							
	FEMALE:							
	TOTAL:							
PROMOTION RATE	MALE:							
	FEMALE:							
	TOTAL:							
RETENTION	MALE:							
	FEMALE:							
	TOTAL:							
MOVING UP (Kindergarten, Grade 6, & Grade 10)	MALE:							
	FEMALE:							
	TOTAL:							

NOTE: Indicate the number and rate of failures, dropout, graduation, and promotion. (number of failures, dropout, graduation, and promotion over enrolment multiplied by 100% equals the rate  
EXAMPLE: (50/100)= 20%

**(PSDS) SEC- BAGUIO CITY HIGH SCHOOL & ANNEXES DISTRICT**

PERFORMANCE INDICATORS		2017-2018	2018-2019	REMARKS (COMPARE DATA TO PREVIOUS YEAR INCREASE/ DECREASE)	REASONS FOR POSITIVE OR NEGATIVE VARIANCE	REASONS	INTERVENTIONS	RESULTS OF INTERVENTIONS	WAYS FORWARD
COHORT SURVIVAL RATE	MALE:								
	FEMALE:								
	TOTAL:								
GRADUATION (Grade 12)	MALE:								
	FEMALE:								
	TOTAL:								
PROMOTION RATE	MALE:								
	FEMALE:								
	TOTAL:								
RETENTION	MALE:								
	FEMALE:								
	TOTAL:								
MOVING UP (Kindergarten, Grade 6, & Grade 10)	MALE:								
	FEMALE:								
	TOTAL:								

NOTE: Indicate the number and rate of failures, dropout, graduation, and promotion. (number of failures, dropout, graduation, and promotion over enrolment multiplied by 100% equals the rate  
EXAMPLE: (50/100)= 20%

**(PSDS) SEC- QUEZON & NORTH QUEZON DISTRICT**

PERFORMANCE INDICATORS		2017-2018	2018-2019	REMARKS (COMPARE DATA TO PREVIOUS YEAR INCREASE/ DECREASE)	REASONS FOR POSITIVE OR NEGATIVE VARIANCE	REASONS	INTERVENTIONS	RESULTS OF INTERVENTIONS	WAYS FORWARD
COHORT SURVIVAL RATE	MALE:								
	FEMALE:								
	TOTAL:								
GRADUATION (Grade 12)	MALE:								
	FEMALE:								
	TOTAL:								
PROMOTION RATE	MALE:								
	FEMALE:								
	TOTAL:								
RETENTION	MALE:								
	FEMALE:								
	TOTAL:								
MOVING UP (Kindergarten, Grade 6, & Grade 10)	MALE:								
	FEMALE:								
	TOTAL:								

NOTE: Indicate the number and rate of failures, dropout, graduation, and promotion. (number of failures, dropout, graduation, and promotion over enrolment multiplied by 100% equals the rate  
EXAMPLE: (50/100)= 20%

**(PSDS) SEC- LUCBAN & MABINI DISTRICT**

PERFORMANCE INDICATORS		2017-2018	2018-2019	REMARKS (COMPARE DATA TO PREVIOUS YEAR INCREASE/DECREASE)	REASONS FOR POSITIVE OR NEGATIVE VARIANCE	REASONS	INTERVENTIONS	RESULTS OF INTERVENTIONS	WAYS FORWARD
COHORT SURVIVAL RATE	MALE:								
	FEMALE:								
	TOTAL:								
GRADUATION (Grade 12)	MALE:								
	FEMALE:								
	TOTAL:								
PROMOTION RATE	MALE:								
	FEMALE:								
	TOTAL:								
RETENTION	MALE:								
	FEMALE:								
	TOTAL:								
MOVING UP (Kindergarten, Grade 6, & Grade 10)	MALE:								
	FEMALE:								
	TOTAL:								

NOTE: Indicate the number and rate of failures, dropout, graduation, and promotion. (number of failures, dropout, graduation, and promotion over enrolment multiplied by 100% equals the rate  
EXAMPLE: (50/100)= 20%

## II. PAPS IMPLEMENTATION (PROGRAM OWNERS)

### 1. CO/RO DOWNLOADED FUNDS

#### A. CAPACITY BUILDING ( TRAININGS, WORKSHOPS, SEMINARS)

PAPS	PHYSICAL ( INDICATE NUMBER OF OUTPUTS AND PAX AS APPLICABLE)		FINANCIAL (BASE ON WFP)		REMARKS ( REASONS FOR VARIANCE- POSITIVE OR NEGATIVE)	RESULT ( EFFECT IF CONDUCTED/ NOT CONDUCTED)	WAYS FORWARD
	TARGET	ACTUAL	TARGET	ACTUAL			
e.g. Workshop on Assessment	8 tools	6 tools	10,000.00	8,000.00	Lack of working documents		Another workshop will be conducted Give it as an assignment
	23 pax	21 pax					

#### B. CONFERENCES, MEETINGS, AND ORIENTATIONS

#### C. COMPETITIONS/ SEARCH

#### D. OTHERS

### 2. SDO FUNDED PAPS ( SDO MOOE)

#### A. BASED ON WORK AND FINANCIAL PLAN ( TRAININGS, WORKSHOP, SEMINARS)

#### B. CONFERENCES, MEETINGS, AND ORIENTATIONS

Note: PHYSICAL refers to number of pax

#### C. COMPETITIONS/ SEARCH

#### D. SEF AND OTHER SOURCES/ DONATIONS ( LOCAL FUNDS)

# ACCOMPLISHMENT REPORT BASED ON OPCRF

KRA	OBJECTIVE	ACTIVITIES	ACCOMPLISHMENT		REMARKS		RESULT OF EFFECT (QUALITY RESULT)	WAYS FORWARD
			TARGET	ACTUAL FOR THE QUARTER	HF	FF		
EX. B. CURRICULUM AND INSTRUCTION MANAGEMENT (25%)	1. Development localized curriculum materials on critical	Contextualization of LMs per learning area	124	31				

## III. ISSUES/ CONCERNS & CHALLENGES NOT ADDRESSED AT THE DIVISION ( to filled out by SDOs. The data given are JUST examples.)

ISSUES/ CONCERNS AND CHALLENGES		RECOMMENDATIONS/ SUGGESTIONS ( QAD)	TA PLAN ( TO BE PROVIDED BY RFTAT)		TIMELINE	RESULT OF TA PROVIDED ON ISSUES/ CONCERNS PROVIDED BY RO ( RFTAT)	
A. ACCESS							
EX. ON PERFORMANCE INDICATOR							
High Drop							
Physical (unfinished construction)							
B. QUALITY & RELEVANCE							
Trainings							
LMs							
Ratio of books to learners							
ETC.							
INDICATORS	PROBLEM/ ISSUES/ CONCERNS	ACCOMPLISHMENT BASED ON TARGET( NUMBER/ PERCENT)	SDO INITIATED INTERVENTIONS/ PROJECTS TO HELP SOLVE THE PROBLEM	STATUS OF IMPLEMENTATION	MEANS OF VERIFICATION	MAJOR ISSUES/ CONCERNS THAT NEED TO BE REFERRED TO THE REGIONAL OFFICE	
<b>CID</b>							
<b>PROGRAMS</b>							
A. SPED	ACCESS						
B. ALS	ACCESS						
C. MADRASAH	ACCESS						
D. IPED	ACCESS						
E. KINDERGARTEN	ACCESS						
F. SPORTS	ACCESS						
G. JOURNALISM	ACCESS						
H. PHIL-IRI (ENGLISH AND Fil.)	ACCESS						
I. ELLN	ACCESS						
J. ADM	ACCESS						
K. SENIOR HIGH SCHOOL	ACCESS						
L. CHILD PROTECTION POLICY	ACCESS						
SUMMER CLASSES	QUALITY						



UTILIZATION OF RESEARCH ( TEACHERS)	QUALITY						
COMPLETION RATE OF ALS	QUALITY						
LAC IMPLEMENTATION	QUALITY						
INSTRUCTIONAL LEADERSHIP	QUALITY						
SBM STATUS	QUALITY						
<b>OSDS</b>							
HIRING STATUS	GOVERNANCE						
TEACHER NEEDS	GOVERNANCE						
LSIS	GOVERNANCE						
COMPUTERIZATION PROGRAM	GOVERNANCE						
ADMINISTRATIVE CONCERNS	GOVERNANCE						
LIQUIDATION AND DISBURSEMENT	GOVERNANCE						
<b>SGOD</b>							
TIP (YEAR1)	GOVERNANCE						
PPST	GOVERNANCE						
RPMS (CYCLE)	GOVERNANCE						
OPRCF OF SCHOOL HEADS	GOVERNANCE						
UTILIZATION OF RESEARCH (TEACHERS)	GOVERNANCE						
IMPROVEMENT OF NUTRITIONAL STATUS OF LEARNERS	GOVERNANCE						
ANNUAL PHYSICAL EXAMINATION OF TEACHERS	GOVERNANCE						
REGULATORY SERVICES (PRIVATE SCHOOLS)	GOVERNANCE						
SBFP (STATUS)	GOVERNANCE						
STATUS REPORT OF PRIVATE SCHOOLS (W/ CID)	GOVERNANCE						
SBM STATUS (COORD. W/ THE CID)	GOVERNANCE						
CARAA 2019	GOVERNANCE						