



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

October 29, 2020

DIVISION MEMORANDUM
No. 401, s. 2020

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Special Education Program Specialist
School Heads (Elementary and Secondary)
All others concerned

**INSTRUCTION ON THE USE OF THE UNIFIED MONITORING AND
EVALUATION TOOL FOR THE LEARNING CONTINUITY OPERATIONS OF
SCHOOLS FOR SY 2020-2021**

1. Monitoring and Evaluation is an integral part of the continuous improvement and innovation along with the Learning Continuity Operations of schools. Anent to this, the office hereby issues instructions on the use of the unified monitoring and evaluation tool.

2. To better facilitate the process of monitoring and evaluation of schools as to compliance of standards set, the following are salient instructions that need to be considered by the monitors, to wit:

2.1. The M & E tool is disaggregated by three (3) divisions: Part A – SGOD, Part B – OSDS and part C – CID. Representatives from each division should check the status as to compliance of each part where they are in-charge.

2.2 As to status, check evident (E) if the indicators observed are met, partially evident (PE) when the indicators are partially complied/met vis-à-vis standard set; and not evident (NE) if the indicator is not being complied and no evidence of compliance.

2.3 As to remarks, fill in this column if the indicators observed are partially evident and not evident and identify the gaps/issues that need to be addressed though provision of technical assistance (TA).

2.4 As to Part II, Priority Improvement Areas (PIA), this will be filled up after the post conference with the consensus of the school head. During the post conference, each monitor will discuss his/her findings and suggestions as to the need of technical assistance and feasible platforms to address the PIA.



Address: 82 Military Cut-off Road, Baguio City
Contact Numbers (Area Code: 074):

SDS Office	442-7819	Supply Office	442-4393
Accounting Office	442-4326	Alternative Learning System (ALS)	442-4393
Budget Office	442-4326	FVR Gym	246-0163
Front Desk Office	442-4326	Commission on Audit	424-1379
Planning & Research	446-6738		



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2.5 For other comments and suggestions, write in here all notable observations such as innovations, best practices and all other mechanisms that school heads are implementing along with the learning continuity operations of schools for benchmarking and for technical assistance when needed.

2.6 Agreements should be made between the school head monitored and the monitors to come up with a needs-based TA plan as basis for improvement and continual innovation.

3. It is reiterated that collaboration, teamwork and shared responsibility are to be observed to foster harmonious working relationship to improve efficiency and effectiveness in the delivery of basic education services.

4. For your information and strict compliance.

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Schools Division Superintendent

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