



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

March 31, 2022

DIVISION MEMORANDUM
 No. *099* s. 2022

**CONDUCT OF QUARTERLY DIVISION MONITORING, EVALUATION,
 ADJUSTMENT CONFERENCE AND TECHNICAL ASSISTANCE**

TO: Chief of SGOD and CID
 PSDS, EPS, Section Heads/Unit Heads
 All Others Concerned

1. Pursuant to the regular conduct of the Quarterly Regional Monitoring, Evaluation and Adjustment (RMEA) and the submission of Quarterly DMEA Report, schools and districts are directed to conduct Monitoring, Evaluation, and Adjustment aligned with the office targets. The venue for the Quarterly DMEA will be at the SDO-Conference Hall.

2. Relative thereto, this office requires the three functional divisions to conduct the Pre-DMEA at least **one week** before the scheduled quarterly DMEA for accurate and systematic reporting of Quarterly DMEA Accomplishment. Each functional division must submit a copy of the final report to the SMME Section for Quarterly RMEA.

3. The objectives of the activity are the following:

- a. to improve of the delivery of Projects, Programs, and Activities in the school, district, and division level,
- b. to develop technical assistance plan for DsMEA and SMEA, and
- c. to increase the participation of male and female stakeholders in the monitoring and implementation of PPAs.

4. The schedule for the quarterly DMEA for CY 2022 is as follows:

Quarterly DMEA	Date
First Quarter	April 19,2022
Second Quarter	July 19,2022
Third Quarter	October 20,2022
Fourth Quarter	November 22,2022



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5. The participants to the said activity are the following:

Participants	Number
SDS	1
ASDS	1
CID Chief	1
EPS-SGOD	1
PSDS	7
EPS	9
Section Heads/ Unit Heads	15
ICT	2
SGOD and CID ADAS	2
Support Staff	5
Budget and Finance Staff	2
ALS	2
MEP Focal Person	1
SBFP Focal Person	1
TOTAL	50

5. Attached are the different forms to be accomplished during the Pre-DMEA in preparation for the quarterly DMEA.

6. Immediate dissemination of this Memorandum is desired.

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



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**FIRST QUARTER DIVISION MONITORING, EVALUATION, AND
 ADJUSTMENT CONFERENCE**

PROGRAM OF ACTIVITIES

TIME	ACTIVITY/TOPIC	PERSON IN-CHARGE
8:00-8:30 AM	Registration	c/o HRDS and SMME
8:31-8:45	Preliminaries	c/o ICT
8:46-9:00	Statement of Purpose	Dr. Christopher C. Benigno CESO VI
9:01-9:40	WFP Presentation	Olivia O. Gomez PO III
9:41-10:00		Health Break
10:01-11:30	PMIS	Haydee Yuri Dumaran ADAS III
11:31-12:00	Presentation of Progress Reports per Functional Division CID	Dr. Juliet C. Sannad CES-CID
12:01-1:00 PM		Lunch Break
1:01-2:00	Continuation of Presentation OSDS SGOD	Nieves D. Ebanio, AO V Dr. Niño M. Tibangay EPS-SGOD
2:01-2:40	Budget Utilization Report (MOOE, Downloaded Funds, SEF, GF)	Belen R. Tomin Budget Officer
2:41-3:10	Presentation of CY 2022 Calendar of Activities	Samuel F. Bab-anga EPS II- HRDS
3:11-3:30		Health Break
3:31- 4:00	Procurement Process Updates	Harris G. Dizon Jr. ITO/BAC Secretariat
4:01-4:30	Synthesis and Ways Forward	Atty. Annette Doyaoen Legal Officer
4:31-4:45	Awarding of Certificates	Asuncion C. Saguid Jocelyn Coldeg
4:45-5:00	Closing Remarks	Dr. Federico P. Martin CESO V Schools Division Superintendent

Facilitator: Augie Perl Simangan

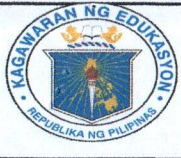


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QUALITY FORM

DIVISION MONITORING, EVALUATION AND
ADJUSTMENTS-FORM 1



Document Code: TLF-SGOD-SMME-014

Revision: 00

Effectivity date: 8-20-2018

Name of Office: SGOD-SMME

Functional Unit: _____

Section: _____

Covered Period of DMEA: _____

Table 1-A: PHYSICAL OUTPUT MATRIX

KEY RESULT AREA	PROGRAMS/PROJECTS/ ACTIVITIES	STANDARDS		MOVs	STATUS (pls. put a check mark)			IMPLEMENTATION ISSUES
		CONTENT	PROCESS		DONE	ON GOING	TO BE DONE	



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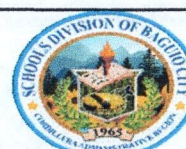
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QUALITY FORM

DIVISION MONITORING, EVALUATION AND ADJUSTMENTS-FORM

2



Document Code: TLF-SGOD-SMME-015

Revision: 00

Effectivity date: 8-20-2018

Name of Office: SGOD-SMME

Functional Unit: _____

Section: _____

Covered Period of DMEA: _____

Table 1-B: STATUS OF DIVISIONAL FUs/SECTION'S PROGRAMS AND PROJECTS' PHYSICAL ACCOMPLISHMENTS

KEY RESULT AREA	NAME OF PROGRAMS/PROJECTS/ ACTIVITIES	TARGETS (No. of Planned Outputs)	Physical Accomplishments (No. of outputs achieved to date)	%Accomplished vs. Targets	GAP/GAIN



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QUALITY FORM

DIVISION MONITORING, EVALUATION AND
ADJUSTMENTS-FORM 2



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Effectivity date: 8-20-2018

Name of Office: SGOD-SMME

Functional Unit: _____

Section: _____

Covered Period of DMEA: _____

Table 1-B: STATUS OF DIVISION FU's/SECTION's PROGRAMS, AND PROJECTS' PHYSICAL ACCOMPLISHMENTS

KEY RESULT AREA	NAME OF PROGRAMS/PROJECTS/ACTIVITIES	TARGETS (No of Planned Outputs)	PHYSICAL ACCOMPLISHMENTS (No.of Outputs achieved to Date)	% ACCOMPLISHED VS. TARGETS	GAP/GAIN
OSDS					
CID					
SGOD					



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QUALITY FORM

DIVISION MONITORING, EVALUATION AND ADJUSTMENTS-FORM 3



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Name of Office: SGOD-SMME

Functional Unit: _____

Section: _____

Covered Period of DMEA: _____

Table 1-C: CONSOLIDATED STATUS OF PHYSICAL ACCOMPLISHMENTS BY FUNCTIONAL DIVISION

FUNCTIONAL DIVISION	TARGETS	PHYSICAL ACCOMPLISHMENTS	% ACCOMPLISHED VS. TARGETS
OSDS			
CID			
SGOD			



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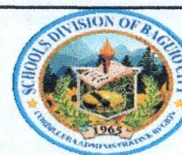


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QUALITY FORM

DIVISION MONITORING, EVALUATION AND ADJUSTMENTS-
FORM 4



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Name of Office: SGOD-SMME

Functional Unit: _____

Section: _____

Covered Period of DMEA: _____

Table 1-D: STATUS OF PHYSICAL OUTPUTS

PROGRAMS/PROJECTS/ ACTIVITIES	TARGETS		PHYSICAL ACCOMPLISHMENTS (Outputs Achieved to Date)	ACTUAL ACCOMPLISHMENT	% ACCOMPLISHED VS. TARGETS
	Description of Planned Outputs	Quantity			
OSDS					
CID					
SGOD					



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QUALITY FORM

DIVISION MONITORING, EVALUATION AND
ADJUSTMENTS-FORM 12



Document Code: TLF-SGOD-SMME-025

Revision: 00

Effectivity date: 8-20-2018

Name of Office: SGOD-SMME

Functional Unit: _____

Section: _____

Covered Period of DMEA: _____

SUMMARY OF PHYSICAL AND FINANCIAL ACCOMPLISHMENT (Functional Division)

PRGRAMS/ PROJECTS	Activities	MOVs	Physical Accomplishments			Financial Accomplishments		
			Physical Target (PT) Performance Indicator	Actual Physical Accomplishm ents (APA)	% of Physical Accomplish- ments (APA/PT*100)	Financial Targets (FT)	Actual Financial Accomplishments (AFA)	Balance (Deficit)
(Sample Entry)								
I. IPEd								
Sub-ARO#OSEC-CAR-22-00135								
Date Received: March 3,2022								
Amount:1,275,000.00								
A. Curriculum and Learning Resource Dev't	1. Curriculum contextualization							
	2. Production of Learning Materials							
B. Capacity-building	1. Training/retooling of teachers							
	2. Workshop-sessions on ILS							
C. Education Planning for IPEd	1. Training of school heads and Supervisors on Culture-responsive SIP							
	2. Orientation / training of the School Planning Team and other stakeholders on Culture-responsive / Ancestral Domain- based SIP							
II. MEP								
Sub-ARO # OSEC -CAR-22-00119	1. Honoraria Azatids							
Date Released: March 1,2022	2. Instructional materials							
Amount: 5,016,000.00								
TOTAL								

NOTE: PPAs must be based from the approved WFP.



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QUALITY FORM

DIVISION MONITORING, EVALUATION AND ADJUSTMENTS-
FORM 11



Document Code: TLF-SGOD-SMME-024

Revision: 00

Effectivity date: 8-20-2018

Name of Office: SGOD-SMME

Functional Unit: _____

Section: _____

Covered Period of DMEA: _____

Table 2-B: STATUS OF ALLOTMENT, OBLIGATION, RELEASE, AND UTILIZATION OF FUNDS FOR THE QUARTER FOR FDs (MOOE FUNDS)

	FUNDS ALLOCATED						FUNDS RELEASED					FUNDS UTILIZED					% OF UTILIZATION					BALANCE (DEFICIT)										
	Travel	Training	Supplies	Capital Outlay	Others (pls.specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls.specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls.specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls.specify)	TOTAL								
TOTAL																																



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QUALITY FORM

DIVISION MONITORING, EVALUATION AND ADJUSTMENTS
FORM 12



Document Code: TLF-SGOD-SMME-025

Revision: 00

Effectivity date: 8-20-2018

Name of Office: SGOD-SMME

Functional Unit: _____

Section: _____

Covered Period of DMEA: _____

Table 2-B: STATUS OF ALLOTMENT, OBLIGATION, RELEASE, AND UTILIZATION OF FUNDS FOR FUs for FY ____ as of date or End of the Quarter (Cumulative)

Functional Division	FUNDS ALLOCATED						FUNDS RELEASED						FUNDS UTILIZED						% OF UTILIZATION						BALANCE (DEFICIT)											
	Travel	Training	Supplies	Capital Outlay	Others (pls.specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls.specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls.specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls.specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls.specify)	TOTAL						
TOTAL																																				



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QUALITY FORM

DIVISION MONITORING, EVALUATION AND ADJUSTMENTS-FORM 14



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Effectivity date: 8-20-2018

Name of Office: SGOD-SMME

Functional Unit: _____

Section: _____

Covered Period of DMEA: _____

Table 2-C.2: STATUS OF ALLOTMENT, OBLIGATION, RELEASE, AND UTILIZATION OF FUNDS FOR THE QUARTER FOR FDs (SEF)

	FUNDS ALLOCATED						FUNDS RELEASED						FUNDS UTILIZED						% OF UTILIZATION						BALANCE (DEFICIT)											
	Travel	Training	Supplies	Capital Outlay	Others (pls. specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls. specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls. specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls. specify)	TOTAL	Travel	Training	Supplies	Capital Outlay	Others (pls. specify)	TOTAL						
TOTAL																																				



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Students with Failing Grades

Grade Level	English		Filipino		Math		Science		Araling Panlipunan		EsP		MAPEH		EPP/TLE		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
TOTAL																		

Grade Level	English		Filipino		Math		Science		Panlipunan		EsP		MAPEH		EPP/TLE		TOTAL	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
11																		
12																		
TOTAL																		

NOTE:

1. For Senior High School, specific subject per semester must be reflected.
2. Data must have characterization for appropriate intervention.
3. Data must be used for gender analysis to be used for planning and decision-making.



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QUALITY READING/INVENTORY (Filipino/English)

Grade Level	Decode but with no Comprehension		Word Reader		Syllable Reader		No decoding Skills (cannot Recognized Sounds)	
	Male	Female	Male	Female	Male	Female	Male	Female
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL								



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OSDS/SGOD/CID FY 2022 DMEA-FIRST QUARTER

PHYSICAL OUTPUT ACCOMPLISHMENTS

OSDS/SGOD/ CID	TARGETS (No.of planned Outputs)	Accomplished (No.of Outputs Achieved)	% of Accomplished (Accomplished vs Targets)

BALANCES (PMIS)

OSDS/SGOD/ CID	Q1	Q2	Q3	Q4	BALANCES ACCOMPLISHED IN THE SUCCEEDING QUARTER						
	Balance	Balance	Balance	Balance	Q1 done in Q2	Q1 done in Q3	Q1 done in Q4	TOTAL	Q2 done in Q3	Q3 done in Q4	Year-end Balance

GAINS ACHIEVED

OSDS/SGOD/ CID	TARGET	ACCOMPLISHED	GAIN/GAP
QUARTER 1			
QUARTER 2			
QUARTER 3			
QUARTER 4			

STATUS OF SEF

SDO	TOTAL ALLOCATION	TOTAL UTILIZATION	AVERAGE UTILIZATION RATE	BALANCE

OSDS/SGOD/CID CCIPGs

	Issues Elevated to RO	Recommendations
Quarter 1		
Quarter 2		
Quarter 3		
Quarter 4		

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LESSON LEARNED

OSDS/SGOD/ CID	LESSON LEARNED
Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	

Best Practice (s)-Captured by OSDS/SGOD/CID Personnel (with support documents of implementation)

PAPS	Best Practice
Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	

UNACCOMPLISHED OUTPUTS

OSDS/SGOD/ CID	UNACCOMPLISHED OUTPUTS	REASONS FOR THE VARIANCE/BALANCE	RECOMMENDATION
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			

OSDS/SGOD/ CID	VALUE-ADDED ACCOMPLISHMENTS/OUTPUTS	REASONS FOR ACHIEVING THEM/ACCOMPLISHMENTS/ OUTPUTS
Quarter 1		
Quarter 2		
Quarter 3		
Quarter 4		

Prepared by: _____
Head of Functional Division

(Entries here are the data to be reported by FD Head during the DMEA reporting.)



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Form 5: CATCH-UP PLAN/ ADJUSTMENT PLAN

No.	Programs and Intervention	Focus Area	Backlogs	Factors Causing the Problems	Strategic Planning/ Formulation of Key Strategies to Close Gaps to Achieve Targets	Processing Suggested Strategies to Close Gaps to Achieve Targets	Resources Needed

Prepared by:

School Head/DFTAT

Approved:

PSDS/SDS

TECHNICAL ASSISTANCE FORMS

FORM 1: LIST OF ISSUES/CONCERNS/HINDERING FACTORS LAST QUARTER

No.	Issues/Concerns/ Hindering Factors	Areas of Indicators/Categories	Possible Solution	Technical Assistance Provider

Prepared by:

School Head/DFTAT

Approved:

PSDS/SDS

FORM 2 INTERVENTION/TECHNICAL ASSISTANCE PLAN: This plan should be used from the result of analysis of the performance of the school/schools division for the previous year/calendar and the prioritized hindering factors.

No.	Issues/Concerns/ Hindering Factors	TA Programs/ Activities	Objectives	Physical Target	Target Date of Implementation	Person/s/Office Involved

Prepared by:

School Head/DFTA

Approved:

PSDS/SDS

Form 3. STATUS OF TA PLAN (MONTHLY/QUARTERLY MONITORING)

Section/Unit/School (Division):

No.	TA Needs	Intervention	Date of Implementation	Status

Prepared by:

School Head/DFTAT

Approved:

PSDS/SDS

Form 4 : QUARTERLY/ANNUAL COMPLETION REPORT

No.	Technical Assistance Programs/Activities (Based from the intervention/TA plan)	Physical Accomplishment		Financial Accomplishment		Facilitating Factors	Remarks
		Target	Actual	Target	Actual		

Prepared by:

School Head/DFTAT

Approved:

PSDS/SDS

TECHNICAL ASSISTANCE FORMS

**FORM 1: LIST OF ISSUES/CONCERNS/HINDERING FACTORS
LAST QUARTER**

No.	Issues/Concerns/ Hindering Factors	Areas of Indicators/Categories	Possible Solution	Technical Assistance Provider

Prepared by:

School Head/DFTAT

Approved:

PSDS/SDS

FORM 2 INTERVENTION/TECHNICAL ASSISTANCE PLAN: This plan should be used from the result of analysis of the performance of the school/schools division for the previous year/calendar and the prioritized hindering factors.

No.	Issues/Concerns/ Hindering Factors	TA Programs/ Activities	Objectives	Physical Target	Target Date of Implementation	Person/s/ Office Involved

Prepared by:

School Head/DFTA

Approved:

PSDS/SDS

Form 3. STATUS OF TA PLAN (MONTHLY/QUARTERLY MONITORING)

Section/Unit/School (Division):

No.	TA Needs	Intervention	Date of Implementation	Status

Prepared by:

School Head/DFTAT/RFTAT

Approved:

PSDS/SDS

Form 4 : QUARTERLY/ANNUAL COMPLETION REPORT

No.	Technical Assistance Programs/Activities (Based from the intervention/TA plan)	Physical Accomplishment		Financial Accomplishment		Facilitating Factors	Remarks
		Target	Actual	Target	Actual		

Prepared by:

School Head/DFTAT/RFTAT

Approved:

PSDS/SDS/RD

Form 5: CATCH-UP PLAN/ ADJUSTMENT PLAN

No.	Programs and Intervention	Focus Area	Backlogs	Factors Causing the Problems	Strategic Planning/ Formulation of Key Strategies to Close Gaps to Achieve Targets	Processing Suggested Strategies to Close Gaps to Achieve Targets	Resources Needed

Prepared by:

School Head/DFTAT

Approved:

PSDS/SDS