



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

February 16, 2023

DIVISION MEMORANDUM

No. 064 s. 2023

First Quarter DisMEA (District Monitoring, Evaluation and Adjustments) Cum Orientation on Basic Education Monitoring and Evaluation Framework (BEMEF)

To : Chief Education Supervisors (CID & SGOD)
 Public School District Supervisors
 Public School Heads
 Teachers Identified
 All Schools Division Office Personnel
 All Others Concerned

1. Pursuant to DO 29 s 2022 (Adoption of the Basic Education Monitoring and Evaluation Framework) and RM 412 s 2021 (Utilization of the Technical Assistance Mechanism Manual of Operations), a simultaneous **First Quarter District Monitoring, Evaluation, and Adjustments (DisMEA)** cum **Orientation on Basic Education Monitoring and Evaluation Framework** will be conducted on February 22-24, 2023 at the Division Office Training Hall for Day 1 and at separate district venues for Days 2 and 3.
2. The objectives of the activity are the following:
 - a. Orient school heads on the a) Basic Education Monitoring and Evaluation Framework in the context of the school level, and b) Homeschooling guidelines;
 - b. Improve integration of school monitoring and evaluation results/findings to program, policy, and project implementation/technical assistance plans; and
 - c. Improve integration of district monitoring and valuation findings/results to the district technical assistance plan.
3. Participants (see enclosure 1 for the list) for the activity are as follows.

Participants	Number of Pax
SDS and ASDS	2
Chief (CID and SGOD)	2
Public School District Supervisors	8
School Heads	67



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SEPS-SMME	1
Teachers /Personnel identified	11
ICT Unit	2
CID Secretariat	2
Total	95

- Participants are required to bring their laptops and extension cords on Days 2 and 3.
- Participants need to strictly comply with protocols on social distancing and implement precautionary measures consistent with the IATF health protocols, DOH protection protocols, local quarantine rules and all other relevant protocols outlined in DepEd and DepEd Task Force COVID-19 issuances.
- Immediate and wide dissemination of this Memorandum is desired.

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



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Enclosure 1 List of Participants

LIST OF PARTICIPANTS

**Conduct of DisMEA (First Quarter District Monitoring, Evaluation and Adjustment) cum Orientation
 on the Basic Education Monitoring and Evaluation Framework**
 February 22-24, 2023

No	Name	Position/ Designation	No	Name	Position/ Designation
1	Sharon Christianie R. Castillo	PI	28	Proserpina M. Estacio	PIII
2	Jerry Walsiyen	SH/HT I	29	Octavia M. Pedro	PI
3	Ligaya Annawi	PII	30	Estrella B. Bulay	PI
4	Joseph A. Estigoy	PIII	31	Riona Copiling	MT II/SH
5	Stephen Doriano	HTI	32	Maria O. Palsi	PII
6	Leonardo Zambrano	ASSPII	33	Yolanda Chan	MTII
7	Genar P. Tacay	HT I	34	Myline Esteban	MTII
8	Gemma Lomboy	PII	35	Nancy B. Dumalili	PSDS
9	Russel Fritz Wadasen	HTI	36	Renita E. Laranang	PI
10	Nixon C. Elahe	PSDS	37	Jacqueline Fianza	PI
11	Rosie Beel A. Marzo	PIII	38	Julia A. Bligan	PI
12	Agnes P. Lomas-e	SH/HTIII	39	Leonila C. Catungal	PI
13	Jimmy B. Garcia Jr.	SH/HTIII	40	Grace M. Domingo	HTI
14	Gloria A. Catiyan	PI	41	Juliet Mamaril	PII
15	Lilybeth B. Balutoc	ASSPII	42	Felto P. Agpawa	MTI
16	Juliet Pascua	HTI	43	Marjorie Sumakey	MTI
17	Nestor Percy	TI	44	Jayrerose S. Guevarra	PSDS
18	Ellen F. Grande	PI	45	Esther Lilit	PIV
19	Jeannette T. Lacana	PI	46	Cherilyn Espregante	HT VI
20	Helen C. Acop	PI	47	Elvira Retuta	MT II
21	Lilli A. Vinluan	HTII	48	Castro Canuto	P II
22	Erwin Robert D. Allaga	SH/HTI	49	Marcial L. Lami-ing	P I
23	Jane Marie Ngolab	PI	50	Zenaida Kunayon	P I
24	Whitney A. Dawayen	PIV	51	Victor Fernandez	SH/EPSII
25	Editha L. Laop	HTVI	52	Danilo Gayao	P IV
26	Virginia C. Alindayo	PSDS	53	Lourdes B. Lomas-es	PSDS
27	Beverly Depayso	MTII			



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54	Jeffrey Aliga	HTI	79	Brigette Y. Galong	PI
55	Jane L. Adolfo	PI	80	Teodora B. Botis	PI
56	Amalia K. Micklay	PII	81	Remedios P. Quifo	PIV
57	Luz F. Soriano	PI	82	Wilma S. Biteng	PII
58	Hermoso Bunnol	PI	83	Rosalia A. Ocyaden	ASPII
59	Maria Joan D. Andayan	PI	84	Jesusa R. Yadao	PI
60	Brenda Contada	HTI	85	Rey D. Gapsin	HTI
61	Nickcarter Gonzalo Jr	SH/HTI	86	Marlyn Lucas	HTI
62	Valeriano B. Accad	PI	87	Santiago L. Bugtong	PSDS
63	Rommel L. Manzano	PI	88	Sonny G. Pada-os	Computer Operator I
64	Aida C. Alcido	MTII	89	Joseph Oliveros	Computer Operator III
65	Jackson T. Caya-os	PI	90	Ludy Feliciano	ADAVI
66	Annie Laurie W. Bisquera	PII	91	Asuncion Saguid	SEPS-SMME
67	Edward Vicente	PII	92	Juliet Sannad	CID Chief
68	Christopher D. Basing-at	HT I	93	Nino Tibangay	SGOD Chief
69	Riceline Sacayanan	MTI	94	Christopher Benigno	ASDS
70	Brendalee C. Awingan	PSDS	95	Fededrico P. Martin	SDS
71	Alice B. Masidong	PI			
72	Florida F.Cael	PI			
73	Philip B. Sagalla	PI			
74	Marie D.Sillatoc	P2			
75	Lucia T. Casim	PI			
76	Marilou T. Gomeyac	PI			
77	Jason Pascaden	HTI			
78	Marilyn S. Tami-ing	PSDS			

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Enclosure 2. Activity Matrix

ACTIVITY MATRIX

First Calendar Quarter District Monitoring, Evaluation, and Adjustments (Feb 22-24, 2023) cum Orientation of School Leaders on BEMEF

Day 1 (February 22, 2023), SDO Training Hall				
Time	Activity/ Methodology	Learning Resource Provider/ Facilitator	Output Monitoring Indicator	MOV
7:40 - 8:15	Registration	Marilyn Tam-ing	100% attendance	Attendance sheets
8:15 - 9:15	Opening Program	Jayrerose S. Guevara Santiago Bugtong		
9:16 - 9:30	HEALTH BREAK			
9:31 - 10:00	PRE-TEST	Brendalee C. Awingan	No of accomplished pre-test AS	Pre-Test AS
10:01 -12:00	Session 1.1. Discussion of BEMEF Guidelines Part I (Scope, Objectives, Guiding Principles, Agency Performance Matrix & ME Mechanisms)	Lourdes B. Lomas-e	No of school heads oriented	Attendance Sheets
11:00 - 12:00				
12:01 - 1:00	LUNCH BREAK			
1:00 - 2:00	Session 1. 2. Discussion of BEMEF Guidelines Part II (Operationalizing the Conduct of ME System in the School Level)	Nixon C. Elahe		
2:01 - 3:00	Session 2. Types of Technical Assistance	Virginia C. Alindayo		
3:01 - 3:15	HEALTH BREAK			
3:16 - 4:15	Session 3. Orientation on DO 1 s 2022 (Homeschooling Program)	Nora T. Dalapnas Mary Jane N. Malihod		
4:16 - 5:00	Post-Test	Nancy B. Dumali	No of accomplished post-test AS	Submitted AS

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Day 2 (February 23, 2023), separate venue per district				
Time	Activity/ Methodology	Learning Resource Provider/Facilitator	Output Monitoring Indicator	MOV
7:40 - 8:15	Registration	TBA	100% attendance	Attendance sheets
8:15 - 9:15	MOL	TBA		
9:16 - 9:30	HEALTH BREAK			
9:31 – 10:00	Presentation of 2 nd Academic Quarter SMEA Report (with Performance Gaps, Issues & concerns, Possible Interventions/Ways Forward)	PSDS, SHs	% of presented SMEA Report	SMEA Reports
10:01 -12:00				
12:01 - 1:00	LUNCH BREAK			
1:00 - 2:00	Utilization of ME Results	PSDS		
2:01 – 3:00	Revisiting Technical Assistance Forms 1 and 2	PSDS	No of TA Forms Revisited	Slide presentation
3:01 – 3:15	HEALTH BREAK			
3:16 – 4:15	Workshop 1. Preparation of Technical Assistance Forms 1 and 2 for Third Academic Quarter Implementation	PSDS	No of TA Forms 1 and 2 submitted	Copt of TA Forms 1 and 2
4:16 – 5:00				

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Day 3 (February 24, 2023), separate venue per district				
Time	Activity/ Methodology	Learning Resource Provider/Facilitator	Output Monitoring Indicator	MOV
7:40 - 8:15	Registration	TBA	100% attendance	Attendance sheets
8:15 - 9:15	MOL	TBA		
9:16 - 9:30	HEALTH BREAK			
9:31 – 11:00	Presentation of 3 rd Academic Quarter TA Forms 1 and 2	PSDS, SHs	% of TA Forms 1 and 2 presented	Submitted TA Forms 1 and 2
11:01 - 12:00				
12:01 - 1:00	LUNCH BREAK			
1:00 - 2:00	Workshop 2. Summary of District List of Issues and Concerns and Ways Forward	PSDS	No of issues and concerns	Copy of Listed Issues and Concerns
2:01 – 3:00	Finalization/Adjustment of District TA Plan	PSDS	First Quarter District TA Plan	District TA Plan
3:01 – 3:15	HEALTH BREAK			
3:16 – 4:15	Finalization/Adjustment of District TA Plan	PSDS	First Quarter District TA Plan	District TA Plan
4:16 – 5:00	End of Program Evaluation and Closing Program	PSDS	No of participants given certificate of appearance No. of end of program evaluation responses	Photo documentation, attendance sheet, accomplishment report

Handwritten signature

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