

Republic of the Philippines

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 3, 2025

DIVISION MEMORANDUM

No. 0 1 2 - 2 0 2 5

GUIDANCE ON THE CONDUCT OF QUARTERLY MONITORING, EVALUATION AND ADJUSTMENT

To : Assistant Schools Division Superintendent

Chief Education Supervisors

OSDS Section Heads

Public Schools Division Supervisors Education Program Supervisors

Public Elementary and Secondary School Heads

All Others Concerned

- 1. Pursuant to the quarterly schedule of Division Monitoring, Evaluation and Adjustment (MEA) meeting, this office issues this memorandum to Schools, Districts, and SDO Functional Divisions to adhere to the established flow of conduct for MEA activity.
- 2. This aims to ensure concise and coherent presentations of accomplishments and issues facilitating better discussion and decision-making.
- 3. Attached to this memorandum is the *Guidance on the conduct of Quarterly Monitoring, Evaluation and Adjustment* for reference.
- 4. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

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Schools Division Superintendente







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GUIDANCE ON THE CONDUCT OF QUARTERLY MANAGEMENT EVALUATION AND ADJUSTMENT

I. For Schools Division Office

1. Opening Phase (10 minutes)

- Presentation of MEA flow
- · Review of previous quarter's MEA action points

2. **Reporting Phase** (30 to 40 minutes)

- a. Accomplishment reports where each functional division presents their physical and financial performance accomplishments
- b. Analysis of accomplishments to highlight gaps and key successes
- c. Ways forward

3. Feedback and Wrap-up Phase (15 minutes)

- a. Allow Open forum for clarity of concerns
- b. Summarize agreements, action points, and ways forward
- c. Closing Remarks to acknowledge contributions and reiterate commitments

II. For Schools, Districts and SDO Functional Divisions

1. Opening Phase (15 minutes)

- · Welcome Remarks and Rationale
- · Presentation of meeting agenda
- · Review of previous quarter's action points

2. Reporting Phase (30 to 40 minutes)

- d. Accomplishment reports where each office/unit/section presents their performance indicators, targets, and accomplishments
- e. Financial performance report to include budget utilization and variances

3. Analysis Phase (30 to 40 minutes)

- a. Performance Analysis
- · Compare accomplishments against targets
- · Identify trends, gaps, and key successes
- b. Root Cause Analysis
- Discuss underlying reasons for under achievement or overachievement
- Facilitate input from participants to ensure diverse perspectives and eventually come up with comprehensive analysis

4. Collaborative Planning Phase (30 to 40 minutes)

- a. Identify ways forward by brainstorming actionable strategies to address gaps and enhance performance.
- b. Discuss adjustments to existing plans while looking into fund allocations
- c. Prioritize proposed actions based on impact and feasibility
- d. Assign responsibilities with timelines and responsible personnel or teams

5. Feedback and Wrap-up Phase (15 minutes)

- a. Allow Open forum for clarity of concerns
- b. Summarize agreements, action points, and ways forward
- c. Closing Remarks to acknowledge contributions and reiterate commitments