

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