

Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

March 20, 2025

DIVISION MEMORANDUM

No. 198-2025

1st Quarter DEXECOM Cum DIVISION MONITORING, EVALUATION AND ADJUSTMENT 2025

To : Office of the Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Education Program Supervisors
 OSDS and SGOD Section Heads
 All Others Concerned

1. This Office announces the conduct of the **1st Quarter DEXECOM Cum Division Monitoring, Evaluation and Adjustment 2025** on **April 7, 2025 Monday from 8:30am onwards** which will be held at the 3rd floor Division Training Hall.

2. Participants to the said meeting are the following:

Participants	Number
SDS	1
ASDS	1
Chief Education Supervisors	2
CID-Public Schools District Supervisors	10
CID- Education Program Supervisors	10
OSDS Section Heads	4
SGOD Education Program Supervisor	1
SGOD Section Heads	4
SGOD PDO Youth	1
SEF Budget Officer	1
BAC Secretariat	1
SHNU-Medical Officer	1
Support Staff	3
TOTAL	40

3. The agenda to be discussed are as follows:

Topic	Personnel in-charge	Time Allotment
A. Preliminaries and Attendance	Secretariat	20 mins
B. Declaration of Quorum	OIC-ASDS Carmel F. Meris	
C. Reading and approval of the minutes of the previous meeting	OIC-ASDS Carmel F. Meris	
D. Matters arising from minutes of meeting	Secretariat	



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: baguio.city@deped.gov.ph

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E. DMEA Reports to be Facilitated by SMME following the Guidance on the Conduct of Quarterly MEA (DM012-2025) see Enclosure for reference		
• 1 st Quarter Accomplishment a. CID b. SGOD c. OSDS - Administrative Services - Legal - Accounting - ICT	Juliet Sannad, EdD, CES-CID Niño Tibangay, PhD-SGOD Nieves Ebanio, PhD, AO V Annette Doyaoen, Legal Officer III Lilibeth Degsi, Accountant III Harris Dizon, ITO I	30 mins each
E. Items for Presentation		
1. a. NAT Results Analysis b. Result of Progressive Monitoring re PISA	PSDS Rey Gapasin, District 3	10 mins
2. Flexible Work Arrangement for the SDO anchored on CSC and DepEd Guidelines	Nieves D. Ebanio, AO V	10 mins
3. EIPCRF Results in Schools and its utilization in Performance Management Cycle	OIC-ASDS CARMEL F. MERIS,	5 mins
G. Items for Updates		
1. Budget Utilization	Belen Tomin, Budget Officer V	20 mins
2. SEF / GF Report	Honeylette Engeg, SEF AO II	20 mins
3. BAC Updates	Vima Cadungog, AO IV	20 mins
4. BCSTEA Updates	PSDS Nixon Elahe, District 1	10 mins
5. Honorarium of Cooperating Teachers	Juliet Sannad, EdD, CES-CID	5 mins
6. JDVP Report	Juliet Sannad, EdD, CES-CID	5 mins
7. Nurses Monitoring Report (Data of School Visit of Each Nurse in the 1 st QRT)	SGOD-SHNU	5 mins
H. ASDS Hour	OIC-ASDS Carmel F. Meris	
I. SDS Hour	SDS SORAYA T. FACULO, PhD, CESO VI	

4. Upload presentations with a maximum of 5 slide decks on or before **April 6, 2025** to the DExeCom link provided <https://tinyurl.com/5f7xzju8>.

5. Immediate dissemination of and compliance with this Memorandum is earnestly desired.

SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
OIC - Assistant Schools Division Superintendent



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



January 3, 2025

DIVISION MEMORANDUM

No. 012-2025

**GUIDANCE ON THE CONDUCT OF QUARTERLY MONITORING, EVALUATION
AND ADJUSTMENT**

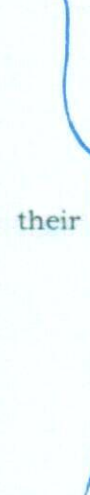
To : Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Section Heads
Public Schools Division Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

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.


SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent

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
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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