



Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
 Superintendent

13 Apr 2023

DIVISION MEMORANDUM  
 SGOD No. 049 , s. 2023

CONDUCT OF THE FIRST QUARTER DIVISION MONITORING, EVALUATION AND  
 PLAN ADJUSTMENT (DMEPA)

To: Public Schools District Supervisors/Principals In-Charge  
 Public Elementary and Secondary School Heads  
 Program Holders  
 All Others Concerned

- In reference to DepEd Order No. 29, s. 2022 or the **Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)**, this Office continues to enhance the conduct of the quarterly Division Monitoring, Evaluation and Plan Adjustment (DMEPA) to evaluate the efficiency and effectiveness of program, policy, and internal processes of the Schools Division of South Cotabato for 2023.
- With the purpose of evaluating and planning for actions to be taken regarding the results of the First Quarter performances reflected in the Budget Accountability Report (BAR) of the division, this **First Quarter DMEPA shall be held on April 19, 2023** via MS Teams (Link will be provided via SDSC DMEPA.)
- Presenters are requested to upload the electronic copy of their presentation on or before April 17, 2023 through this link <https://bit.ly/SDOSCBestPractices>
- Specifically, this activity shall focus on achieving the following first quarter objectives:

PPAs	PERFORMANCE INDICATORS	Physical			Remarks
	Output Indicators	Target	Actual	Variance	
<b>EDUCATION POLICY DEVELOPMENT PROGRAM</b>	Number of education researches completed				
	<b>Outcome Indicators</b>				
	Percentage of schools meeting the standard ratio for teachers				
	a. Elementary				
	b. Junior High School				

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	c. Senior High School				
	Number of newly-created teaching positions filled up				
<b>INCLUSIVE EDUCATION PROGRAM</b>	<b>Outcome Indicators</b>				
	1. Percentage of learners enrolled				
	a. SPED (public)				
	b. ALIVE (public & private)				
	c. IPEd (public)				
	d. ALS				
	2. Percentage of learners provided with learning resources				
	<b>Output Indicators</b>				
	1. Number of schools offering				
	a. ALIVE				
b. IPEd					
c. SPED					
2. Number of public schools provided with learning resources					
<b>SUPPORT TO SCHOOLS and LEARNERS PROGRAM</b>	<b>Outcome Indicators</b>				
	1. Retention Rate ( <i>SDO-Level KPI, not applicable at the school level</i> )				
	a. Elementary				
	b. Secondary (7-12)				
	2. Completion Rate ( <i>SDO-Level KPI, not applicable at the school level</i> )				
	a. Elementary				
	b. Secondary (7-12)				
3. Proportion of learners achieving at least nearly proficient in NAT increased					
a. Elementary (G6)					

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	b. Junior High School (G10)				
	c. Senior High School (G12)				
	Output Indicators				
	1. Number of learners benefitting from the School Feeding Program				
<b>EDUCATION HUMAN RESOURCE DEVELOPMENT PROGRAM</b>	<b>Outcome Indicators</b>				
	1. Increase in percentage of schools conducting school learning action cell (SLAC)				
	<b>Output Indicators</b>				
	1. Number of teachers and teaching-related staff trained				
	a. Teachers				
	b. Teaching-related staff				

4. Schools must ensure to conduct School Monitoring, Evaluation, and Plan Adjustment (SMEPA) for accuracy of the data to be harvested.
5. Participants are reminded to observe the following procedures and standards:
  - a. Municipal presenter shall prepare a **15-minute PowerPoint presentation** aligned with the contents of the toolkit and **best practices** for this quarter. (To ensure contents are followed, presenters are required to submit an electronic copy to <https://bit.ly/SDOSCBestPractices>. This shall be conducted in one day.
  - b. This activity shall also include the presentation of the programs, projects, and activities (PPAs) implemented, and the reports of the functional divisions of the Schools Division Office. The program holders and the assigned presenters of each functional division shall be responsible in the presentation of their report following the attached toolkit.
  - c. PowerPoint presentations shall only have a **maximum of 20 slides**, prioritizing and highlighting the most significant change contributing to the implementation of the inclusive education programs, gaps, issues and concerns needing top management decision and action.

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d. Program Holders, Unit Heads/Section Heads, and the District Supervisors/PSDS shall be responsible in reporting the performance of the division and/or the district; however, in case of unavoidable absence of the head, the assistant head or any authorized representative shall do the task, with proper communication to the SMME Section management. Oral presentation is highly preferable rather than pre-recorded video presentation of the report.

e. A five-minute interpellation, discussion and synthesis with the division executive committee (DEXECOM) shall follow to commend major accomplishments and MSCs of the municipal presentations and clarify issues and concerns for division office's action and/or endorsement for regional to central office's decision.

f. The lead discussant assigned shall keep track of the time as the presentation is being done and shall politely cut the presentation if it exceeds the prescribed time.

g. For easy tracking and profiling of files to be submitted, all presenters shall follow the required format: 1st Quarter DMEPA Report/Year, Name of Municipality.

*e.g. 1st Quarter DMEPA Report/2023, Banga*

6. As process observers, Education Program Supervisors shall monitor and evaluate the report and delivery using the Process Observation Checklist for MEPA.

7. All personnel concerned are advised to refer to these enclosures.

Enclosure 1: List of Participants

Enclosure 2: Indicative Program of Activities

8. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Encls.: As stated

Reference: DO 29, S. 2022

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To be indicated in the Perpetual Index  
under the following subjects:

MONITORING AND EVALUATION                      REPORTS

JAJ/DM- conduct of first quarter DMEPA  
0000/April 13, 2022

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TITLE OF ACTIVITY: **FIRST QUARTER DIVISION MONITORING EVALUATION AND PLAN ADJUSTMENT**  
 TRAINING/ACTIVITY ID: \_\_\_\_\_ PROGRAM HOLDER: **JETT A. JAVELLANA, EPS II SMME**  
 VENUE: **ONLINE MEETING VIA MS TEAMS** CONTACT NO.: \_\_\_\_\_  
 DATE: **APRIL 19, 2023** TOTAL NO, OF PAX: **73 PAX**

**LIST OF PARTICIPANTS**

	<b>FULL NAME (LAST, First, M.I.)</b>	<b>GENDE R (M/F)</b>	<b>POSITION/ DESIGNATION</b>	<b>SCHOOL/ OFFICE</b>	<b>DISTRICT/ MUNICIPAL ITY</b>
1.	LEONARDO M. BALALA	F	Schools Division Superintendent		
2.	JASMIN P. ISLA	F	Asst. to the Office of the Schools Division Superintendent		
3.	DR. LALAINE SJ. MANUNTAG	F	Chief, CID		
4.	CRISTOPHER T. FRUSA	M	Chief, SGOD		
5.	VINCENT P. CELDA	M	OSDS-ICT Unit		
6.	CARLO P. DIVEDOR, CPA	M	Accounting Office		
7.	MAY GRACE T. DUPA	F	Budget Office		
8.	RONALD JIM S. SOMERA	M	Administrative Office		
9.	MA. LUZ ESTEMBER	F	Payroll Section		
10	ANA P. FACURA	F	Cash Section		
11	RAY O. LLOREN	M	Supply Section		
12	ARLENE L. ALBUNA	F	QMR/Personnel Section		
13	DR. MILA A. DE LEON	F	Education Program Supervisor		

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14	MILROSE CASERES	F	Education Program Supervisor		
15	ROSELYN G. DARDO	F	Education Program Supervisor		
16	DR. NELIDA CASTILLO	F	Education Program Supervisor		
17	JUBERTO E. JUMANTOC	M	Education Program Supervisor		
18	HERMIE M. JARRA	F	Education Program Supervisor		
19	ALEX F. FLORO	M	Education Program Supervisor		
20	DR. ZYNAFE V. CAIJO	F	Education Program Supervisor		
21	SALLY A. JABIDO	F	Education Program Supervisor		
22	CHARITO P. DUHINO	F	Education Program Supervisor		
23	MARIANETTE S. BARRERA	F	EPSA		
24	MARIA JUDITH LARIDA MAGBANUA	F	EPSA		
25	DR. MARICHU JEAN DELA CRUZ	F	Education Program Supervisor		
26	MAGALIB PINDAWATA	M	ALIVE COORDINATOR		
27	LORELIE PADRONES	F	PSDS/PIC Office		
28	FELICIANO INOJALES	M	PSDS/PIC Office		
29	DAISY I. DARROCA	F	PSDS/PIC Office		
30	GELACIO G. CABAYLO JR.	M	PSDS/PIC Office		
31	MA. VILMA H. SOMODIO	F	PSDS/PIC Office		
32	ELSA A. DIONIO	F	PSDS/PIC Office		

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33	ESTEBAN S. ALVAREZ	M	PSDS/PIC Office		
34	JOSEPH LATORZA	M	PSDS/PIC Office		
35	MARICAR V. CORONEL	F	PSDS/PIC Office		
36	GERALDINE T. HINALAO	F	PSDS/PIC Office		
37	RAMONA F. BANGOC	F	PSDS/PIC Office		
38	BEVERLY B. ABAD	F	PSDS/PIC Office		
39	PABLO L. EULATIC, JR.	M	PSDS/PIC Office		
40	MYRVIN C. ROLLON	M	PSDS/PIC Office		
41	EMILYN B. BORJA	F	PSDS/PIC Office		
42	REGGIE ENRIQUEZ	F	PSDS/PIC Office		
43	DENNIS L. GALVE	M	PSDS/PIC Office		
44	EDITHA C. MADRES	F	PSDS/PIC Office		
45	LORNA T. PADUA	F	PSDS/PIC Office		
46	LORNINO C. BERGONIO	M	PSDS/PIC Office		
47	REYNITA M. MARCELINO	F	PSDS/PIC Office		
48	MARIA FE E. CANTOR	F	PSDS/PIC Office		
49	MARIANNE M. SABOD	F	PSDS/PIC Office		
50	MARVIN R. VILLAHERMOSA	M	PSDS/PIC Office		
51	DR. VICENTE G. GARCES JR.	M	PSDS/PIC Office		
52	GIL M. TONGCALING	M	PSDS/PIC Office		

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53	DR. AMRAH M. AGUSTIN	F	PSDS/PIC Office		
54	JUDITH G. DINGAL	F	PSDS/PIC Office		
55	DR. JOHN ARNEL B. SUSCANO	M	PSDS/PIC Office		
56	NIÑO JACOBE	M	PSDS/PIC Office		
57	EVA COSEP	F	PSDS/PIC Office		
58	LOUIE SILVA	M	PSDS/PIC Office		
59	LEONARDO G. DIMOS	M	PSDS/PIC Office		
60	GLENN SOLDEVILLA	M	Education Program Supervisor		
61	MARK JEFFERSON MONTANO	M	Planning Officer		
62	AGUSTIN PANDOMA	M	SEPS, PRS		
63	BERT D. LABUAYA	M	SEPS, HRD		
64	RODEL CATUBAY	M	SEPS, SMME		
65	JETT A. JAVELLANA	M	EPS II, SMME		
66	MA. TERESA S. HALLEGADO	F	SEPS, SMN		
67	JANE MICHELLE LASACA	F	DRRM		
68	SIGREED FEROLYN A. MOSCOSA	F	PDO I- Youth Formation		
69	ROGELIO JR. DE JUAN	M	PDO I- Youth Formation		
70	DR. AMIDA A. MACALIMBON	F	Medical Officer III		
71	LILIBETH E. FUNA	F	Nurse II		

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72	ENGR. RONALD PANIMBATAN	M	Engineer III		
73	DONNAH MARIE L. LORENZO	F	AO II		

Prepared by:

**JETT A. JAVELLANA**  
EPS II, SMME

Approved:

**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent





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**FIRST QUARTER DIVISION MONITORING EVALUATION AND PLAN ADJUSTMENT**

April 19, 2023, 8:00 a.m.  
via MS Teams

**ACTIVITY MATRIX**

April 19, 2023	Time	Topics / Activities	Persons Responsible
	7:30-8:00 a.m.	Signing in	
	8:00-8:30 a.m.	Preliminaries: -National Anthem -Regional and South Cotabato Hymns -DepEd Quality Policy Statement, SDO SC's Aspirations, and Core Values	MULTI-MEDIA c/o ICT Unit Vincent Celda
	8:30-8:40 a.m.	Checking of Attendance	Glenn Soldevilla, EPS
	8:40-8:50 a.m.	Statement of Purpose	Jasmin P. Isla, ASDS
	8:50-9:15 a.m.	Message	Leonardo M. Balala, CESE
	9:15-9:25 a.m.	Mechanics for the Presentation	Jett A. Javellana, EPS II
<b>DMEPA PROPER - MUNICIPAL PRESENTATIONS</b>			
<b>Moderator: Jett A. Javellana, and Donnah Marie L. Lorenzo</b>			
	9:25-12:00 noon	<b>MUNICIPALITIES TO PRESENT:</b> 1. TANTANGAN MUNICIPALITY 2. TUPI MUNICIPALITY 3. TBOLI MUNICIPALITY 4. STO. NIÑO MUNICIPALITY 5. NORALA MUNICIPALITY	<b>SYNTHESIZERS:</b> 1. HERMIE M. JARRA, EPS 2. GLENN SOLDEVILLA, EPS 3. MARICHU DELA CRUZ, EPS 4. SALLY A. JABIDO, EPS 5. ZYNAFE V. CALJO, EPS

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	6. BANGA MUNICIPALITY 7. SURALLAH MUNICIPALITY 8. POLOMOLOK MUNICIPALITY	6. MILROSE P. CASERES, EPS 7. ROSELYN G. DARDO, EPS 8. JUBERTO E. JUMANTOC, EPS
12:00-1:00p.m.	<b>LUNCH BREAK</b>	
1:00-1:10 p.m.	Attendance	Donnah Marie L. Lorenzo, AO II
1:10-3:00 p.m.	<b>MUNICIPALITIES TO PRESENT:</b> 9. LAKE SEBU MUNICIPALITY 10. TAMPAKAN MUNICIPALITY	<b>Synthesizers:</b> 9. MILA DE LEON 10. NELIDA A. CASTILLO
<b>PROGRAM HOLDERS/SECTION HEADS</b>		
3:00-3:30 p.m.	<b>Ms. Arlene Albuna</b>	Personnel Section updates
3:30-4:00 p.m.	<b>Dr. Amida Macalimbou</b>	School Health Section Updates
Reactors: SDS <b>Leonardo M. Balala CESE</b> , ASDS <b>Jasmin P. Isla</b> , CID Chief <b>Lalaine S.J. Manuntag</b> and SGOD Chief <b>Cristopher T. Frusa</b>		
Overall Synthesis: Jett A. Javellana, EPS II		
4:00-4:15 pm	<b>Activity Closure</b>	<b>Leonardo M. Balala CESE</b> SDS

Prepared by:

**JETT A. JAVELLANA**  
EPS II, SMME

Noted by:

**CRISTOPHER T. FRUSA**  
SGOD, Chief

Approved:

**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

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