



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

**Office of the Schools Division
 Superintendent**

20 July 2023

DIVISION MEMORANDUM
 SGOD No. **087** s. 2023

**CONDUCT OF SECOND QUARTER CY 2023 DIVISION MONITORING EVALUATION
 AND PLAN ADJUSTMENT (DMEPA)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors/Principals In-Charge
 Public Elementary and Secondary Schoolheads
 Unit and Section Heads
 All Others Concerned

1. In reference to RM QAD-2023-013, the conduct of 2nd Quarter CY 2023 Division Monitoring, Evaluation and Plan Adjustment (DMEPA) shall be a virtual interfacing. The said activity is set on July 25, 2023 via MS Teams. Link shall be sent one day before the activity via official group chats.
2. This activity aims to:
 - a. discuss the Q2 status of programs, projects, and activities on physical and financial plans versus accomplishments;
 - b. discuss issues, gaps, and bottlenecks affecting the implementation of programs, projects and activities;
 - c. review initial progress of performance vis-à-vis the Division Education Development Plan (DEDP) on Pillar 3 - Quality and Pillar 4 -Resiliency & Well-Being; and
 - d. discuss corrective actions, prioritization of actions and opportunities for improvement for the next quarter in terms of current policies, programs and initiatives affecting basic education implementation for top management decision.
3. Schools must ensure to conduct School Monitoring, Evaluation, and Plan Adjustment (SMEPA), thus, all municipalities are reminded of the following timeline:

| MEPA Level | Timeline |
|-------------------|-----------------|
| SMEPA (School) | June 22, 2023 |

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| DMEPA (Division) | July 25, 2023 |
| RMEPA (Region) | July 27, 2023 |

4. 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 for this quarter. To ensure contents are followed, presenters are required to submit a soft copy to **smme.southcotabato@deped.gov.ph**.

b. The **one-day DMEPA** shall be spent for the presentation of the programs, projects, and activities (PPAs) implemented and the report 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 **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.

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 **5-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 action and/or endorsement for regional to central office 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**. However, to ensure that the lead discussants and panelists are informed of the full content of their presentation, presenters are requested to submit the soft copy at least **three (3) days prior** to the DMEPA schedule to **smme.southcotabato@deped.gov.ph** email address.

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- g. For easy tracking and profiling of files to be submitted, all presenters shall follow the required format: **2nd Quarter DMEPA Report/Year, Name of Municipality** e.g., *2nd Quarter DMEPA Report/2023, Polomolok.*
5. Education Program Supervisors as process observers shall monitor and evaluate the report and delivery using the Process Observation Checklist for MEPA.
6. Please see attached enclosures:
- a. Enclosure 1: 2nd Quarter DMEPA Toolkit
 - b. Enclosure 2: List of Participants
 - c. Enclosure 3: Indicative Program of Activities
7. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION
SCHOOLS

RHC/DM-conduct of second quarter division monitoring, evaluation and plan adjustment
0000/July 20, 2023

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TOOLKIT FOR 2ND QUARTER CY 2023 DMEPA

Theme: Quality: **Pillars 3 & 4: Quality and Resiliency & Well-Being**

Cognizant of the objectives of the Basic Education Monitoring and Evaluation Framework (BEMEF) to ensure that the agency’s plans, policies, systems, and processes are geared towards the achievement of organizational and learner outcomes, this 2nd Quarter Toolkit is designed to collect, present and analyze relevant quantitative and qualitative data reflecting the initial progress on Quality and Resiliency and Well-Being pillars vis-à-vis the physical and financial targets versus accomplishments and most significant stories attributed to DepEd programs, projects and activities in the schools, division and region levels.

Further, this Toolkit sets the parameters of the RO-SDO interfacing to ensure focus on issues and concerns on quality and resiliency and well-being intermediate outcomes that need immediate mitigations and corrective actions to reduce the likelihood level of the foreseen risks affecting the learners and other relevant interested parties.

Likewise, this toolkit shall include but not limited to the following parts: a) Status of Program Implementation using the Budget Accountability Report as of 2nd quarter CY 2023, b) Division Key Performance Indicators as of 4th grading period of SY 2022-2023 and c) Proposed Catch-up Plan.

Lastly, it is expected that there will be an engaging discussion on the Quarter 2 CY 2023 data sets as these have been singled out as crucial information for monitoring and evaluation vis-à-vis the Department’s outcomes and goal and the region’s accomplishments in line with its 6-year roadmap.

I. STATUS OF PROGRAM IMPLEMENTATION

1.A. Utilizing the Quarterly Physical Report of Operation (BAR1), focus on the 2nd quarter physical versus accomplishments.

| Programs/Sub-Programs/Projects | Performance Indicators | Physical (2023) | | | Remarks |
|--------------------------------------|---|-----------------|--------|----------|---------|
| | | Target | Actual | Variance | |
| EDUCATION POLICY DEVELOPMENT PROGRAM | Number of Education Research Completed | | | | |
| BASIC | Percentage of | | | | |

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| EDUCATION INPUTS Program | schools meeting the standard ratio for teachers | | | | |
| | Number of newly created teaching positions newly filled up | | | | |
| | | | | | |
| | | | | | |
| | Percentage of Learners enrolled in SPED (Public) | | | | |
| | | | | | |
| | | | | | |
| | Percentage of Learners enrolled in ALIVE (Public and Private) | | | | |
| | | | | | |
| | | | | | |
| | Percentage of Learners enrolled in IPED (Public) | | | | |
| | | | | | |
| | | | | | |
| | Percentage of Learners enrolled in ALS | | | | |
| | | | | | |
| | | | | | |
| Percentage of learners provided with learning resources | | | | | |
| | | | | | |
| | | | | | |
| Number of Schools Offering | | | | | |
| | | | | | |
| | | | | | |
| | <i>ALIVE</i> | | | | |
| | <i>IPED</i> | | | | |
| | <i>SPED</i> | | | | |
| | Number of Schools Provided with learning resources | | | | |
| SUPPORT TO | Retention | | | | |

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| SCHOOLS AND LEARNERS PROGRAM | Rate | | | | |
| | <i>Elementary</i> | | | | |
| | <i>Secondary</i> | | | | |
| | Completion Rate | | | | |
| | <i>Elementary</i> | | | | |
| | <i>Secondary</i> | | | | |
| | Proportion of learners achieving at least nearly proficient level in NAT increased | | | | |
| | <i>Grade 6</i> | | | | |
| | Proportion of learners achieving at least nearly proficient level in NAT increased | | | | |
| | <i>Filipino</i> | | | | |
| | <i>Mathematics</i> | | | | |
| | <i>English</i> | | | | |
| | <i>Science</i> | | | | |
| | <i>HEKASI</i> | | | | |
| SUPPORT TO SCHOOLS AND LEARNERS PROGRAM | Junior High School Grade 10 | | | | |
| | <i>Filipino</i> | | | | |
| | <i>Mathematics</i> | | | | |
| | <i>English</i> | | | | |
| | <i>Science</i> | | | | |
| | <i>Araling Panlipunan</i> | | | | |
| | Senior High School (Grade | | | | |

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| | 12) | | | | |
| | <i>Filipino</i> | | | | |
| | <i>Mathematics</i> | | | | |
| | <i>English</i> | | | | |
| | <i>Science</i> | | | | |
| | <i>Araling Panlipunan</i> | | | | |
| | Number of learners benefitting from the "School Feeding Program" | | | | |
| <i>Elementary</i> | | | | | |
| EDUCATION HUMAN RESOURCE DEVELOPMENT PROGRAM | Increase in percentage of schools conducting schools learning action cell sessions | | | | |
| | Number of teachers trained | | | | |
| | Number teaching-related staff trained | | | | |

1.B. Utilizing the Program Management Information System (PMIS), focus on the 2nd quarter physical and financial targets versus accomplishments. **(For Division level only)**

| KRA | Specific Program | Activity | Outputs | Performance Indicator | Physical | | | Financial | |
|-----|------------------|----------|---------|-----------------------|----------|--------|----------|-----------|------------|
| | | | | | Target | Actual | Variance | Obligated | Unutilized |
| | | | | | | | | | |
| | | | | | | | | | |

Analysis:

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1. Highlight PPAs with achieved targets (Physical & Financial) and its facilitating factors.
2. Highlight PPAs with failed targets (Physical & Financial) and its hindering factors.
3. What are the most significant change stories of Inclusive Education Programs particularly to the recipient schools/learners/teachers?
4. What are the catch-up plans?

II. DIVISION KEY PERFORMANCE INDICATORS ON QUALITY AND RESILIENCY & WELL-BEING

| Pillar | Intermediate Outcome | Indicator | Total Enrolment | | | % of Learners Attaining NPL | | | | Analyses | AGENDA (Highlight policy issues, program design concerns, system improvements that the | | | |
|----------------|---|--|--|---|-------|-----------------------------|---|---|---|----------|--|-------|--|--|
| | | | M | F | Total | M | % | F | % | | | Total | % | |
| Quality | 3. Learners complete K-12 basic education having attained all learning standards that equip them with the necessary skills and attributes to pursue their chosen paths | Completion Rate (CR) | | | | | | | | | | | RO/CO should immediately address) | |
| | | 3.1 Learners attain Stage 1 (K to Grade 3) learning standards of fundamental reading and numeracy skills | Percentage of Learners Attaining Nearly Proficient Level | | | | | | | | | | | |
| | | 3.1.2 English | | | | | | | | | | | | |
| | | 3.1.3 Filipino | | | | | | | | | | | | |
| | | 3.1.4 MTB-MLE | | | | | | | | | | | | |

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| | | 3.1.5 Numeracy | | | | | | | | | | | | | | | | | | |
| 3.2 Learners attain Stage 2 (Grades 4-6) learning standards of literacy and numeracy skills and apply 21st century skills to various situations | | 3.2.1 Percentage of Grade 6 learners attaining nearly proficient level or better in literacy and numeracy | | | | | | | | | | | | | | | | | | |
| | | 3.2.2 English | | | | | | | | | | | | | | | | | | |
| | | 3.2.3 Filipino | | | | | | | | | | | | | | | | | | |
| | | 3.2.4 Math | | | | | | | | | | | | | | | | | | |
| 3.3 Learners attain Stage 3 (Grades 7-10) learning standards of literacy and numeracy skills and apply 21st century skills to various situations | | 3.3.1 Percentage of Grade 10 learners attaining proficient level or better in Stage 3 literacy and numeracy standards | | | | | | | | | | | | | | | | | | |
| | | 3.3.2 English | | | | | | | | | | | | | | | | | | |
| | | 3.3.3 Filipino | | | | | | | | | | | | | | | | | | |
| | | 3.3.4 Math | | | | | | | | | | | | | | | | | | |
| 3.4 Learners attain Stage 4 (Grades 11-12) learning standards equipped with knowledge and 21st century competencies developed in their chosen core, applied | | Percentage of Grade 12 learners attaining nearly proficient level of better in Stage 4 literacy and numeracy standards | | | | | | | | | | | | | | | | | | |

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III. PROPOSED ACTION PLAN

| Program | Activity | Performance Indicator | Timeline | | Person Responsible |
|---------|----------|-----------------------|---------------|--------------------------|--------------------|
| | | | Original Date | Proposed Date for Change | |
| | | | | | |
| | | | | | |





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VIRTUAL CONDUCT OF 2ND QUARTER CY 2023 DIVISION MONITORING EVALUATION AND PLAN ADJUSTMENT (DMEPA)

July 25, 2023, 8:00 a.m. – 5:00 p.m.
Via MS TEAMS

ACTIVITY MATRIX

| Date | Time | Topics / Activities | Persons Responsible |
|---------------|----------------------------------|--|--|
| Sept. 9, 2022 | 7:30-8:00 a.m. 8:00-8:30 a.m. | Signing in Preliminaries: -National Anthem -Regional and South Cotabato Hymns - SDO aspirations, core values and quality policy | Jett A. Javellana, EPS II 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 | Rodel H. Catubay, SEPS |

**DMEPA PROPER
MUNICIPAL PRESENTATIONS**

SDOSC-SGOD-HRD-PAAN-v3.0r0.0, effective 02/11/2021



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Moderator: Rodel H. Catubay, Jett A. Javellana, Donnah Marie Lorenzo

| | | |
|--------------------|---|--|
| 9:25-12:00 noon | MUNICIPALITIES TO PRESENT: 1. POLOMOLOK MUNICIPALITY 2. SURALLAH MUNICIPALITY 3. BANGA MUNICIPALITY 4. LAKE SEBU MUNICIPALITY | Synthesizers: 1. Zynafe V. Caijo, EPS 2. Juberto E. Jumanoc, EPS 3. Marichu Dela Cruz, EPS 4. Mila A. De Leon, EPS |
| LUNCH BREAK | | |
| 12:00-1:00 p.m. | MUNICIPALITIES TO PRESENT: 5. TBOLI MUNICIPALITY 6. TANTANGAN MUNICIPALITY 7. TUPI MUNICIPALITY 8. TAMPAKAN MUNICIPALITY 9. STO. NIÑO MUNICIPALITY 10. NORALA MUNICIPALITY | Synthesizers: 5. Alex F. Floro 6. Hermie M. Jarra 7. Sally A. Jabido, EPS 8. Nelida A. Castillo, EPS 9. Roselyn G. Dardo, EPS 10. Milrose P. Caseres, EPS |
| 1:00-4:30 p.m. | | |

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Reactors: **SDS LEONARDO M. BALALA, CESE, ASDS Jasmín P. Isla, CID Chief Lalaine S.J. Manuntag and SGOD Chief Cristopher T. Frusa**

| | | |
|--|-------------------------|-------------------------------------|
| Overall Synthesis: Rodel H. Catubay, SEPS | | |
| 4:30-5:00 p.m. | Activity Closure | LEONARDO M. BALALA, CESE SDS |

Prepared by:

RODEL H. CATUBAY
SEPS

Noted by:

CRISTOPHER T. FRUSA
SGOD, Chief

Approved:


LEONARDO M. BALALA, CESE
 Schools Division Superintendent

SDOSC-SGOD-HRD-PAAM-v3.0r0.0, effective 02/11/2021



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TITLE OF ACTIVITY: **SECOND QUARTER DIVISION MONITORING EVALUATION AND PLAN ADJUSTMENT**

TRAINING/ACTIVITY ID: _____ PROGRAM HOLDER: RODEL CATUBAY, SEPS SMME

VENUE: ONLINE MEETING VIA GOOGLE MEET CONTACT NO.: _____

DATE: JULY 25, 2023 TOTAL NO. OF PAX: 77 PAX

LIST OF PARTICIPANTS

| No. | FULL NAME (LAST, First, M.I.) | GENDER (M/F) | POSITION/ DESIGNATION | SCHOOL/ OFFICE | DISTRICT/ MUNICIPALIT Y |
|-----|----------------------------------|-----------------|--|-------------------|-------------------------------|
| 1 | LEONARDO M. BALALA, CESE | F | Schools Division Superintendent | | |
| 2 | JASMIN P. ISLA | F | Asst. to the Office of the Schools Division Superintendent | | |
| 3 | DR. LALAINÉ SJ. MANUNTAG | F | Chief, CID | | |
| 4 | CRISTOPHER T. FRUSA | M | Chief, SGOD | | |
| 5 | ATTY RYAN DEL ALEJANDRO | M | OSDS-Legal Unit | | |
| 6 | VINCENT P. CELDA | M | OSDS-ICT Unit | | |
| 7 | CARLO P. DIVEDOR, CPA | M | Accounting Office | | |
| 8 | MAY GRACE T. DUPA | F | Budget Office | | |
| 9 | RONALD JIM S. SOMERA | M | Administrative Office | | |
| 10 | ODETTE LECHONSITO | F | Payroll Section | | |
| 11 | JOSIE CABALQUINTO | F | Cash Section | | |
| 12 | RAY O. LLOREN | M | Supply Section | | |
| 13 | ARLENE L. ALBUNA | F | Quality Management Representative/Personnel Section | | |
| 14 | DR. MILA A. DE LEON | F | Education Program Supervisor | | |
| 15 | MILROSE CASERES | F | Education Program Supervisor | | |
| 16 | ROSELYN G. DARDO | F | Education Program Supervisor | | |
| 17 | DR. NELIDA CASTILLO | F | Education Program Supervisor | | |
| 18 | JUBERTO E. JUMANTOC | M | Education Program Supervisor | | |

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|----|------------------------------|---|------------------------------|--|--|
| 19 | HERMIE M. JARRA | F | Education Program Supervisor | | |
| 20 | ALEX F. FLORO | M | Education Program Supervisor | | |
| 21 | DR. ZYNAFE V. CAJO | F | Education Program Supervisor | | |
| 22 | SALLY A. JABIDO | F | Education Program Supervisor | | |
| 23 | CHARITO P. DUHINO | F | Education Program Supervisor | | |
| 24 | DR. MARICHU JEAN DELA CRUZ | F | Education Program Supervisor | | |
| 25 | MARIA JUDITH LARIDA MAGBANUA | F | EPSA | | |
| 26 | MARIANETTE S. BARRERA | F | EPSA | | |
| 27 | MAGALIB PINDAWATA | M | ALIVE COORDINATOR | | |
| 28 | LORELIE PADRONES | F | PSDS/PIC Office | | |
| 29 | FELICIANO INOJALES | M | PSDS/PIC Office | | |
| 30 | DAISY I. DARROCA | F | PSDS/PIC Office | | |
| 31 | GELACIO G. CABAYLO JR. | M | PSDS/PIC Office | | |
| 32 | MA. VILMA H. SOMODIO | F | PSDS/PIC Office | | |
| 33 | ELSA A. DIONIO | F | PSDS/PIC Office | | |
| 34 | ESTEBAN S. ALVAREZ | M | PSDS/PIC Office | | |
| 35 | JOSEPH LATORZA | M | PSDS/PIC Office | | |
| 36 | MARICAR V. CORONEL | F | PSDS/PIC Office | | |
| 37 | GERALDINE T. HINALAO | F | PSDS/PIC Office | | |
| 38 | RAMONA F. BANGOC | F | PSDS/PIC Office | | |
| 39 | BEVERLY B. ABAD | F | PSDS/PIC Office | | |
| 40 | PABLO L. EULATIC, JR. | M | PSDS/PIC Office | | |
| 41 | MYRVIN C. ROLLON | M | PSDS/PIC Office | | |
| 42 | EMILYN B. BORJA | F | PSDS/PIC Office | | |

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|----|---------------------------|---|------------------------------|--|--|
| 43 | REGGIE ENRIQUEZ | F | PSDS/PIC Office | | |
| 44 | DENNIS L. GALVE | M | PSDS/PIC Office | | |
| 45 | EDITHA C. MADRES | F | PSDS/PIC Office | | |
| 46 | LORNA T. PADUA | F | PSDS/PIC Office | | |
| 47 | LORNINO C. BERGONIO | M | PSDS/PIC Office | | |
| 48 | FELICIANO INOJALES | M | PSDS/PIC Office | | |
| 49 | REYNITA M. MARCELINO | F | PSDS/PIC Office | | |
| 50 | MARIA FE E. CANTOR | F | PSDS/PIC Office | | |
| 51 | MARIANNE M. SABOD | F | PSDS/PIC Office | | |
| 52 | MARVIN R. VILLAHERMOSA | M | PSDS/PIC Office | | |
| 53 | DR. VICENTE G. GARCES JR. | M | PSDS/PIC Office | | |
| 54 | MARGARITA M. LAPASTORA | F | PSDS/PIC Office | | |
| 55 | GIL M. TONGCALING | M | PSDS/PIC Office | | |
| 56 | DR. AMRAH M. AGUSTIN | F | PSDS/PIC Office | | |
| 57 | JUDITH G. DINGAL | F | PSDS/PIC Office | | |
| 58 | DR. JOHN ARNEL B. SUSCANO | M | PSDS/PIC Office | | |
| 59 | NIÑO JACOB | M | PSDS/PIC Office | | |
| 60 | EVA COSEP | F | PSDS/PIC Office | | |
| 61 | LOUIE SILVA | M | PSDS/PIC Office | | |
| 62 | LEONARDO G. DIMOS | M | PSDS/PIC Office | | |
| 63 | GLENN SOLDEVILLA | M | Education Program Supervisor | | |
| 64 | MARK JEFFERSON MONTANO | M | Planning Officer | | |
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Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

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| 69 | MA. TERESA S. HALLEGADO | F | SEPS, SMN | | |
| 70 | SOL S. BLANCADA | M | EPS II, SMN | | |
| 71 | JANE MICHELLE LASACA | F | DRRM | | |
| 72 | SIGREED FEROLYN A. MOSCOSA | F | PDO I- Youth Formation | | |
| 73 | ROGELIO JR. DE JUAN | M | PDO I- Youth Formation | | |
| 74 | DR. SITTIE NURHAMIDA MACALIMBON | F | Medical Officer | | |
| 75 | LILIBETH E. FUNA | F | Nurse II | | |
| 76 | ENGR. RONALD PANIMBATAN | M | Engineer III | | |
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