



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

03 Jan 2024

DIVISION MEMORANDUM
SGOD No. **002** s. 2023

**VIRTUAL CONDUCT OF FOURTH QUARTER CY 2023 DIVISION MONITORING,
EVALUATION AND PLAN ADJUSTMENT (DMEPA)**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Cluster Heads
Unit/Section Heads
Senior Education Program Specialists
All Others Concerned

1. In reference to DepEd Order No. 029, s. 2022 and Region Memorandum QAD-2023-013, the virtual conduct of **Fourth Quarter CY 2023 Division Monitoring, Evaluation and Plan Adjustment (DMEPA)** shall be on January 9-10, 2024 via MS Teams. Link will be sent one day before the activity via official group chats.

2. The DMEPA aims to:

a. discuss the Q4 status of programs, projects and activities on physical and financial plans versus accomplishments;

b. discuss the Fourth quarter performances of the schools particularly the targets and accomplishment of 2023 deliverables as contained in the Budget Accountability Report;

c. discuss issues, gaps, and bottlenecks affecting the implementation of programs, projects, and activities;

d. review initial progress of performance vis-à-vis the Division Education Development Plan (DEDP); and

e. 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.



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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)	January 5, 2024
DMEPA (Division)	January 9-10, 2024
RMEPA (Region)	January 11-12, 2024

4. Participants are reminded to observe the following procedures and standards:

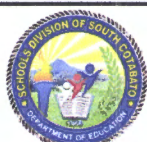
a. Municipal presenter shall prepare a 20-minute PowerPoint presentation aligned with the contents of the toolkit for this quarter. (To ensure contents are followed, presenters are required to submit a soft copy to smme.southcotabato@deped.gov.ph. This shall be conducted on Day 1 of the DMEPA.)

b. The Day 2 of the 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 15-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.



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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 ad.

g. For easy tracking and profiling of files to be submitted, all presenters shall follow the required format: 4th Quarter DMEPA Report, Name of Municipality

e.g. 4th Quarter DMEPA Report, Surallah

5. Education Program Supervisors as process observers shall monitor and evaluate the report and delivery using the Process Observation Checklist for MEPA.

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

a. Enclosure 1: 4th Quarter DMEPA Toolkit

b. Enclosure 2: Indicative Program of Activities

7. Immediate dissemination of this memorandum is desired.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

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

MONITORING AND EVALUATION

RHC/DM- conduct of fourth quarter DMEPA
0000/January 04, 2024



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**VIRTUAL CONDUCT OF 4th QUARTER CY 2023 DIVISION MONITORING EVALUATION AND PLAN ADJUSTMENT
(DMEPA)**

January 9-10, 2024, 8:00 a.m. – 5:00 p.m.

Via MS TEAMS

ACTIVITY MATRIX

Date	Time	Topics/ Activities	Persons Responsible
January 8, 2024	7:30-8:00 a.m.	Signing in	Donna Marie L. Lorenzo
	8:00-8:30 a.m.	Preliminaries: -National Anthem -Regional and South Cotabato Hymns - SDO aspirations, core values and quality policy	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. CESO V



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	9:15-9:25 a.m.	Mechanics for the Presentation	Rodel H. Catubay, SEPS
DMEPA PROPER MUNICIPAL PRESENTATIONS			
Moderator: Rodel H. Catubay, Jett A. Javellana, Donna Marie Lorenzo			
	9:25-12:00 noon	MUNICIPALITIES TO PRESENT: 1. BANGA MUNICIPALITY 2. SURALLAH MUNICIPALITY 3. POLOMOLOK MUNICIPALITY 4. LAKE SEBU MUNICIPALITY	Synthesizers: 1. Mila A. De Leon, EPS 2. Juberto E. Jumantoc, EPS 3. Zynafe V. Caijo, EPS 4. Marichu Dela Cruz, EPS
	12:00-1:00 p.m.	LUNCH BREAK	
	1:00-4:30 p.m.	MUNICIPALITIES TO PRESENT: 5. TUPI MUNICIPALITY 6. TANTANGAN MUNICIPALITY 7. TBOLI MUNICIPALITY 8. TAMPAKAN MUNICIPALITY 9. NORALA MUNICIPALITY 10. STO. NIÑO MUNICIPALITY	Synthesizers: 5. Sally A. Jabido, EPS 6. Hermie M. Jarra 7. Alex F. Floro 8. Milrose P. Caseres, EPS 9. Roselyn G. Dardo, EPS 10. Nelida A. Castillo, EPS



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*Reactors: SDS **LEONARDO M. BALALA, CESO V**, ASDS **Jasmin P. Isla**, CID Chief **Lalaine SJ. Manuntag** and
SGOD Chief **Cristopher T. Frusa***

Overall Synthesis: Rodel H. Catubay, SEPS

	4:30-5:00 p.m.	Activity Closure	LEONARDO M. BALALA, CESO V
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Prepared by:

Noted by:

RODEL H. CATUBAY

CRISTOPHER T. FRUSA

SEPS

SGOD, Chief

Approved:

LEONARDO M. BALALA, CESO V

Schools Division Superintendent



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TOOLKIT FOR 4th QUARTER RMEPA

**Theme: Quality: Recovering from the Learning
Loss and Efficiency of Programs and Internal
Processes of 2023**

Mandated by the Republic Act (RA) 9155 or the Governance of Basic Education Act and RA 10533 or the Enhanced Basic Education Act of 2013, the Department of Education came up with the Basic Education Development Plan (BEDP) 2030 with the goal that all Filipinos will be able to realize their full potential and contribute meaningfully to a cohesive nation through the protection and promotion of the right to education. This long-term plan goes alongside the Sulong Edukalidad Framework, the Philippine Development Plan, Ambisyon 2040 and the Sustainable Development Goals (SDG) 2030.

To ensure that DepEd is gearing towards its goal, the Basic Education Monitoring and Evaluation Framework (BEMEF) explicitly identifies and articulates the indicators and targets for measuring performance across all governance levels and at the same time provides agency-wide monitoring and evaluation system.

Strengthening its roles and responsibilities in conducting monitoring and evaluation (M&E) in support to the call for transparency and accountability in the basic education sector, DepEd SOCCSKSARGEN designed this 4th quarter toolkit as guide to the schools division offices in formulating a Completed Staff Work (CSW) aligned with the BEMEF.

Specifically, this Toolkit aims to collect data on **quality and efficiency of programs and internal processes for 2023** as these data serve as indicators of the current organizational performance level relative intermediate outcomes 3.1 to 3.4 on quality and enabling mechanism 4: Client Satisfaction Rating at the division level.

The **4th Quarter RMEPA** aims to accomplish the following:

- **Evaluate the 4th quarter program implementation of 2023 via the BAR;**
- **Track progress of 1st grading period quality performance by key stage Grade 3, Grade 6, Grade 10, and Grade 12 in the learning areas of English, Filipino, Math and Science for SY 2023-2024; and**
- **evaluate the results of the Client Satisfaction Rating and Feedback Management of Internal and External**



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Clients of the division office particularly in the implementation of programs and internal processes.

I. STATUS OF PROGRAM IMPLEMENTATION

IA. Aligned to the Budget Accountability Reports for Physical and Financial of the DBM, present the **S-Curve** of the **4th quarter overall physical & financial targets** versus the accomplishment and utilization of each program identified below:

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





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	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 SCHOOLS AND LEARNERS PROGRAM	Retention 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>					



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	Science				
	HEKASI				
	Junior High School Grade 10				
SUPPORT TO SCHOOLS AND LEARNERS PROGRAM	Filipino				
	Mathematics				
	English				
	Science				
	Araling Panlipunan				
	Senior High School (Grade 12)				
	Filipino				
	Mathematics				
	English				
	Science				
	Araling Panlipunan				
	Number of learners benefitting from the "School Feeding Program"				
Elementary					
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				



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1.B. Utilizing the Program Management Information System (PMIS), focus on the 3rd and 4th 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:

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 Performance on Intermediate Outcomes 3.1 to 3.4: Quality

1. Present the 1st quarter general performance average on Math, Science, English, and Filipino for SY 2023-2024 by level (*Grades 3, 6, 10, and 12*)
2. Show comparative graphs and tables to provide overall performance of the Division on 1st quarter general performance average on Math, Science, English and Filipino for SY 2023-2024 by level (*Grades 3, 6, 10, and 12*)
3. Show performance of schools using the achievement of the 1st quarter general performance average - quartile ratio



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4. Show the 1st quarter division level percentage of learners by key stage (Grades 3, 6, 10, and 12) attaining proficiency level of at least 80% for the learning areas of Math, Science, English and Filipino

4.1 Segmentation

- Show a data map as of 1st quarter general performance average for Math, Science, English and Filipino SY 2022-2023 by level (Grades 3, 6, 10, and 12) (one map per GPA results of Grades 3, 6, 10, and 12)

4.2 Analysis

- Describe the programs and/or practices implemented leading to improved performance or achievement/general performance average
- Explain the context (environmental factors) contributing to poor pupils/students performance/achievement
- Explain why the Division and schools are unable to improve achievements despite the implementation of locally initiated programs related to quality education

4.3 Proposed Actions

- Describe measures being undertaken to sustain DepEd programs on quality.
- Provide suggestions on how to improve programs on quality to minimize effects of environmental factors contributing to GPA.
- Suggest actions or measures that will address the limitations or weaknesses of DepEd programs on quality.
- Suggest new policies and/or enhancements in DepEd policies and systems related to quality.

III. Division Client Satisfaction Rating and Feedback

A. Client Satisfaction Rating and Feedback Management

- A.1 Focus on the monthly summary of Client Satisfaction Rating and complaints received by the division office by functional division/office (OSDS,CID,SGOD) from



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January to December of 2023. Review the monthly results of each office by determining the rating achieved by office, client and process including the comments of internal and external clients.

A.2 Analyze, present, and discuss the following data:

- General Average Rating of Client Satisfaction by month and by office of the division.
- Client Satisfaction Rating by Month, by Client (Internal and External Clients), and by internal processes.
- Highlight the comments needing request for actions to be taken by the division
- Status of request for action taken by the division as of December 2023

A.3 Analyze, present, and discuss the following data:

- Summary of Complaints received by the division by month and classification (Program Implementation, Internal Processes, Policy Implementation, Administrative Concerns)
- Total number of complaints by month with 72-hour compliance rate versus beyond 72-hour compliance rate
- Total number of complaints by month with resolution rate versus non- resolution as of December 2022
- Highlights actions to be taken to address non-resolution rate

Highlight bottlenecks and issues gathered regarding program implementation and internal processes. Determine specific areas needing the top management decision and actions.

IV. AGENDA

Highlight policy issues, program design concerns, system improvements that the RO/CO should immediately address.