



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

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March 22, 2018

DIVISION MEMORANDUM

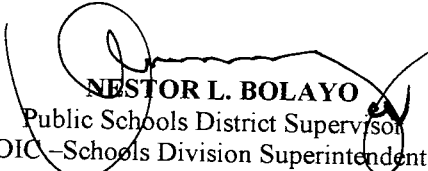
No. 069, s. 2018

To: Office of the Schools Division Superintendent
Schools Governance and Operations Division
Curriculum Implementation Division

MAR 22 2018

Subject: **1ST QUARTER MONITORING OF 2018 DAIP ACCOMPLISHMENTS
AND PREPARATION OF 2019 DAIP**

1. In order to improve the process of monitoring and evaluation of the Schools Division budget management, Projects, Programs and Activities (PPAs), a quarterly reporting of accomplishments is strictly required from all divisions, units and sections to submit on or before April 6, 2018 at the Planning and Research Section.
2. The reporting of accomplishments will be of help in adjusting unimplemented Projects, Programs and Activities for the first quarter; and to complete a comprehensive and organized 2018 annual report. While the 2019 Division Annual Implementation Plan report will be the basis for appropriating sufficient budget for 2019.
3. Focal persons with no reports submitted on or before the identified due date, but have implemented ²⁰¹⁸ 1st quarter PPAs and with PPAs planned for 2019, must submit a letter of explanation addressed to the Schools Division Superintendent.
4. Enclosed are the following forms to be completed or filled-in by all focal persons:
 - a. Enclosure 1: 2019 Office / Unit / Section Annual Implementation Plan
 - b. Enclosure 2: Projects, Programs and Activities (PAPs / PPAs)
 - c. Enclosure 3: Technical Assistance Form 1: Identified Issues/ Concerns or Hindering Factors
 - d. Enclosure 4: Technical Assistance Form 2: Intervention / Technical Assistance Plan
 - e. Enclosure 5: Accomplishment Report on Technical Assistance on Programs / Activities
 - f. Enclosure 6: Report on Unaccomplished Activities / Programs
 - g. Enclosure 7: Catch-up Plan
 - h. Enclosure 8: Professional Development – Trainings for non-teaching, teaching related and teachers.
5. Immediate and wide dissemination of this Memorandum is desired.


NESTOR L. BOLAYO
Public Schools District Supervisor
OIC-Schools Division Superintendent

2018 RMEA QUARTERLY MONITORING TOOL
1ST Quarter

PAPS Implementation (all quarters)

CO/RO downloaded funds

A. Capability building activities (Trainings, workshops, seminars)

PAPS	Physical (indicate number of outputs and pax as applicable)		Financial		Remarks (Reasons for discrepancies)	Ways forward
	Target	Actual	Target	Actual		
e.g. Workshop on the development of Assessment Tools	8 tools 23 pax	6 tools 21 pax	10,000	8,000	<ul style="list-style-type: none"> Lack of working document 	<ul style="list-style-type: none"> Another workshop will be conducted. Give it as an assignment.

B. Conferences, Meetings and Orientations

PAPS	Physical (number of pax)		Financial		Remarks/Agreements
	Target	Actual	Target	Actual	

C. Competitions/ Search

PAPS	Physical		Financial		Remarks
	Target	Actual	Target	Actual	
e.g. Brigada Eskwela	5 schools	4 schools	10,000	9,000	1 school did not submit letter of intent

D. Others

PAPS	Physical		Financial		Remarks
	Target	Actual	Target	Actual	
e.g. School-based feeding program	510	550	1,101,600	1,188,000	<ul style="list-style-type: none"> Increase number of beneficiaries Augmented by PTA funds

SDO FUNDED PAPS

A. Based on Work and Financial Plan

PAPS <i>Note: must be of the same title as written in the WFP</i>	Physical		Financial		Remarks	Ways forward
	Target	Actual	Target	Actual		

B. Conferences, Meetings and Orientations

PAPS	Physical (number of pax)		Financial		Remarks/Agreements
	Target	Actual	Target	Actual	

C. Competitions/ Search (all quarters)

PAPS	Physical		Financial		Remarks
	Target	Actual	Target	Actual	
e.g. Brigada Eskwela	5 schools	4 schools	10,000	9,000	1 school did not submit letter of intent

SEF and other sources/donations

PAPS	Physical		Financial		Remarks
	Target	Actual	Target	Actual	

ISSUES AND CONCERNS BASED FROM ALL DATA ANALYSIS

Issues/Concerns	Recommendations

Enclosure 3. Technical Assistance Form 1: Identified of issues/concerns or Hindering Factors

School: _____

District: _____

Issues/ concerns	Hindering Factors/	Categories/ Areas of Indicators (Access, Quality /Relevance, Governance)	Possible Solution	Technical Assistance Prov

Submitted by:

For questions in completing this form, please channel it to the SMM&E section

Enclosure 4. Form 2: Intervention/ Technical Assistance Plan

Issues/ concerns/ Hindering Factors	Technical Assistance Programs/ Activities	Objectives	Physical Target	Financial Target	Target date of implementation	Persons Inv
Provision of Access						
Quality and relevance						
Management of education or Governance						

Submitted by: _____

For questions in completing this form, please channel it to the SMM&E section

Enclosure 5. Form 3: Quarterly/annual Completion Report

A. Accomplishment Report

Technical Assistance Program/activities (Based from the Intervention/TA Plan)	Physical Accomplishment		Financial Accomplishment		Facilitating Factor/s	Lesson/s Learned
	Target	Actual	Target	Actual		

Submitted by: _____

For questions in completing this form, please channel it to the SMM&E section

Enclosure 6

B. Report on unaccomplished activities/program

Technical Assistance Program/activities (Based from the Intervention/TA Plan	Expected Output		Hindering Factors	Recommendation/Suggestion
	Physical	Financial		

Submitted by:

 For questions in completing this form, please channel it to the SMM&E section

Enclosure 7

Form 4: Catch Up Plan

Issues/ Concerns	Technical Assistance Programs/activities	Objectives	Physical Target	Financial Target	Target Date of Implementation	Person invol
1. Provision of Access						
2. Quality and Relevance						
3. Management of Basic Education / Governance						

Submitted by:

For questions in completing this form, please channel it to the SMM&E section

