



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
 Wangal, La Trinidad, Benguet 2601
 Telefax: (074) 422-6570; (074) 422-7501; 422-3790;



July 6, 2018

Division Memorandum

No. 150 s. 2018

To: OSDS, CID & SGOD unit/section heads
 PSDS/CP

JUL 10 2018

From: MARIE CAROLYN B. VERANO, CESO VI
 Schools Division Superintendent

Subject: Conduct of Second Quarter Division Monitoring & Evaluation Adjustment (DMEA)

1. A Two-day Division Monitoring & Evaluation Adjustment Conference will be conducted on July 19-20, 2018. Venue to be determined.
2. The agenda of the conference are the following;
 - a. Enrolment updates. Tracking of learners as of SY 2017-2018 and SY 2018-2019.
 - d. Monitoring & Evaluation Report (Summer, Brigada Eskwela & Opening of classes)
 - e. 2nd quarter PPAs implementation, Technical assistance provided
 - f. Identify issues and concerns for TA and plan adjustments.

3. Following are the participants to this conference.

Participants	Number
OSDS: SDS, ASDS, AO V, Accountant, Budget Officer, Legal, ITO, Personnel, Supply, Records, Cashiering	11
CID: Chief, EPS, PSDS/CP, PDO	25
SGOD: Chief, EPS, PRD, P.O., HRD, SocMob, SMME, Physical Facilities, PDO Sports Coordinator	12
Secretariat	2
TOTAL	50

5. PSDS are expected to present a PowerPoint presentation of their Districts' accomplished Catch up plan for the 1st quarter; 2nd quarter Accomplishments and identified issues and concerns for technical assistance. While the SDO functional section/unit will present their second quarter accomplishment report, technical assistance provided and Technical Assistance Plan for the 3rd quarter. Attached to this Memorandum is the reporting template for your reference.

6. For information and compliance of all concerned.

Monitoring and Evaluation Adjustment (MEA) QUARTERLY MONITORING TOOL
2nd Quarter SY 2018-2019

I. Enrolment

1A. Public

Enrolment SY 2017-2018	Male	Female	TOTAL	Remarks
Elementary (Kindergarten)				
Secondary (Grade 6)				
Senior High (Grade 10)				
TOTAL				

1B. Public

Enrolment (SY 2018-2019)	Male	Female	TOTAL	Analysis (What is the data telling?)
Elementary (Grade 1)				
Secondary (Grade 7)				
Senior High (Grade 11)				
TOTAL				

1C. Private

Enrolment SY2017-2018	Male	Female	TOTAL	Remarks
Elementary (Kindergarten)				
Secondary (Grade 6)				
Senior High (Grade 10)				
TOTAL				

1D. Private

Enrolment (SY 2018-2019)	Male	Female	TOTAL	Analysis (What is the data telling?)
Elementary (Grade 1)				
Secondary (Grade 7)				
Senior High (Grade 11)				
TOTAL				

2. A. PERFORMANCE INDICATORS (For A,B - all quarters; For C,D,E – 1st quarter)

	Elementary		Secondary		ALS	SUCs
	Private	Public	Private	Public		
A. Failure Rate						
B. Dropout Rate						
C. Graduation Rate						
D. Promotion Rate						

E. Completion/ Moving up						
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Note: Indicate the number of failures, dropout, graduation, and promotion over enrolment multiplied by 100% equals the rate. Example: $(10/50)100 = 5\%$

2B. Data on Failure Rates with corresponding reasons (refer to SF4) (all quarters)

Reasons	Number Elementary	Number Secondary	Intervention/ TA Provided

2C. Data on Dropout Rates with corresponding reasons (all quarters)

Reasons	Number Elementary	Number Secondary	Intervention/ TA Provided

II. PAPS Implementation (all quarters)

1. 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		

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	

D. Others (all quarters)

PAPS	Physical	Financial	Remarks

	Target	Actual	Target	Actual	

2. SDO FUNDED PAPs

1. SDO FUNDED PAPs (2nd Quarter)

A. Based on Work and Financial Plan (Trainings, Workshops, Seminars)

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

D. SEF and other sources/donations

PAPS	Physical		Financial		Remarks
	Target	Actual	Target	Actual	

III. ISSUES AND CONCERNS BASED FROM ALL DATA ANALYSIS

Issues/Concerns	Recommendations

Prepared by District Monitoring and Evaluation Team

Chairperson: _____

Members: _____

Second Quarter Intervention/ Technical Assistance Plan

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

TA - Quarterly 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		

B. Report on unaccomplished activities/program

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

Next quarter - Catch Up Plan

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

Submitted by:

PSDS