

	<p style="text-align: center;"><i>Republic of the Philippines</i> Department of Education Cordillera Administrative Region Schools Division of Benguet Wangal, La Trinidad, Benguet Telefax: (074) 422-6570 Telefax: (074) 422-7501</p>		Document Code: SDO-BENG-QF-OSDS-A0/GS-005
	DIVISION MEMORANDUM No. <u>305</u>, s. 2019		Revision: 00 Effectivity Date: 09-03-2018
			Name of Office: SGOD

October 7, 2019

**TO: Office of the Schools Division Superintendent
 Curriculum Implementation Division
 School Governance and Operations Division
 All Others Concerned**

OCT 08 2019


FROM: BENILDA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent



SUBJECT: CONDUCT OF THE 2019 3rd QUARTER DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) CONFERENCE

1. In consonance with Regional Memorandum No. 317, s. 2019, SDO-Benguet announces the conduct of the 2019 Third Quarter Division Monitoring, Evaluation and Adjustment (DMEA) Conference on October 28, 2019 at the Adivay Hall, SDO – Benguet from 9:00 A.M. to 5:00 P.M.
2. The conference aims to:
 - a. provide an avenue for each division/unit/section to present own accomplishments vis-à-vis targets as indicated in the AIP/DEDP and other plans for the third quarter;
 - b. identify barriers/issues encountered for possible Technical Assistance; and
 - c. utilize data as an input to the last quarter plan.
3. Participants to this one-day activity are the following:

Office of the SDS		
1	Benilda M. Daytaca	SDS
2	Nestor L. Bolayo	ASDS
3	Glenn N. Duguis	AO IV
4	Susan CJ Dawang	HRMO
5	Eric S. Wanson	ITO
6	Florinda C. Pagoy	Accountant III
7	Florabel E. Buclay	Budget Officer
8	Florabel C. Balanon	Supply Officer
9	Anfe M. Calapen	Records Officer
10	Belin Carbonel	Cash

Curriculum Implementation Division (CID)		
1	Rizalyn A. Guznian	CES
2	Wilfred C. Bagsao	EPS
3	Sasha Joseph L. Daganos	EPS
4	Francis F. Peckley	EPS
5	Warden A. Baltazar	EPS
6	Georgina C. Ducayso	EPS
7	Macarthy B. Malanes	EPS
8	Samuel S. Ayangdan	EPS
9	Sonia D. Dupagan	EPS
10	Tito C. Bestre	EPS
11	Erlinda C. Quinuan	EPS
12	Rodriguez L. Belino	EPS II
13	William D. Abance	PSDS
14	Molly M. Ablaza	PSDS
15	Ambrosio T. Atew	PSDS
School Governance and Operations Division (SGOD)		
1	Lucio B. Alawas	CES
2	Jocelyn Alimondo	HRD SEPS
3	May Claire A. Jimenez	SMN SEPS
4	Nerissa L. Barbosa	DRRM
5	Viginia V. Basatan	SMME SEPS
6	Joan S. Palpeg	HT III-SMME
7	Delia M. Bandao	SP I-SMME
8	Cesar B. Luma-ang	EPS
9	Melba Himoldang	Physical Facilities
10	Mary Grace G. Matias	SHN MD
11	Joanne S. Bumanghat	Dentist
12	Nover Singgangan	Legal
13	Xylene Grail D. Kinomis	PRD SEPS
14	Jeanette I. Kiong	Planning Officer IV
15	Joven B. Agtani	PDO I
Total – 40 participants		

4. Participants are advised to bring their own laptop and extension cords.
5. For uniformity in reporting, each one is requested to use the attached template. Present accomplishment reports through a powerpoint presentation.
6. Lunch and two snacks of participants shall be borne by the Division MOOE fund subject to the usual accounting and auditing rules and regulations.
7. For strict compliance and widest dissemination to all concerned.

	<h2 style="margin: 0;">Quality Form</h2>		Document Code: SDO-BENG-QF-OSDS-AO/GS-005 Revision: 00 Effectivity date: 09-03-2018
DIVISION MONITORING, EVALUATION & ADJUSTMENT CONFERENCE (DMEA) QUARTERLY MONITORING TOOL			Name of Office: SGOD-SMME

DISTRICT: _____

I.1. ENROLMENT

1A. Public

Enrolment of the Previous Year (1 st Quarter Jan-Mar)	Male	Female	TOTAL	Remarks
Elementary (Kindergarten)				
Secondary (Grade 6)				
Senior High (Grade 10)				
TOTAL				

1B. Public



Early Enrolment (1 st Quarter Jan-Mar)	Male	Female	TOTAL	Analysis (What is the data telling?)
Elementary (Grade 1)				
Secondary (Grade 7)				
Senior High (Grade 11)				
TOTAL				

1C. Private

Enrolment of the Previous Year (Jun-Aug)	Male	Female	TOTAL	Remarks
Elementary (Kindergarten)				
Secondary (Grade 6)				
Senior High (Grade 10)				
TOTAL				

1D. Private

Early Enrolment (Jun-Aug)	Male	Female	TOTAL	Analysis (What is the data telling?)
Elementary (Grade 1)				
Secondary (Grade 7)				
Senior High (Grade 11)				
TOTAL				

	Quality Form			Document Code: SDO-BENG-QF-05DS-AO/GS-005 Revision: 00 Effectivity date: 09-03-2018
	DIVISION MONITORING, EVALUATION & ADJUSTMENT CONFERENCE (DMEA) QUARTERLY MONITORING TOOL			Name of Office: SGOD-SMME

2. 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						

Note: Indicate the number and rate of failures, dropout, graduation, and promotion. (number of failures, dropout, graduation, and promotion over enrolment multiplied by 100% equals the rate.)



Example: $(10/50)100 = 5\%$

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

Reasons	Number (Elementary)	Number (Secondary)	Intervention/ TA Provided
e.g. Teacher is always absent	0	1	

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

Reasons	Number (Elementary)	Number (Secondary)	Intervention/ TA Provided

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II. PAPS IMPLEMENTATION (ALL QUARTERS)



1. CO/RO DOWNLOADED FUNDS

A. Capacity Building Activities (Trainings, Workshops, Seminars)

PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Financial		Percentage of Accomplishment	Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual				-Target	Actual				
	Output	Participants	Output	Participants	Output	Participants						
TOTAL Number of PPAs												

B. Conferences, Meetings and Orientations

PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Financial		Percentage of Accomplishment	Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual				Target	Actual				
	Output	Participants	Output	Participants	Output	Participants						
TOTAL Number of PPAs												

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<h3 style="margin: 0;">DIVISION MONITORING, EVALUATION & ADJUSTMENT CONFERENCE (DMEA) QUARTERLY MONITORING TOOL</h3>		Name of Office: SGOD-SMME	

C. Competitions/ Search (all quarters)

PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Financial		Percentage of Accomplishment	Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual				Target	Actual				
	Output	Participants	Output	Participants	Output	Participants						
TOTAL Number of PPAs												



D. Others

PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Financial		Percentage of Accomplishment	Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual				Target	Actual				
	Output	Participants	Output	Participants	Output	Participants						
TOTAL Number of PPAs												

2. SDO PAPs

A. Based on AIP, DEDP (Trainings, Workshop, Seminars)

PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual						
	Output	Participants	Output	Participants	Output	Participants			
TOTAL Number of PPAs									

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B. Conferences, Meetings and Orientations



PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual						
	Output	Participants	Output	Participants	Output	Participants			
TOTAL Number of PPAs									

C. Competitions/ Search

PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual						
	Output	Participants	Output	Participants	Output	Participants			
TOTAL Number of PPAs									

D. SEF and other sources/donations

PPAs	Physical (indicate number of outputs and participants(as applicable))				Percentage of Accomplishment		Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual						
	Output	Participants	Output	Participants	Output	Participants			
TOTAL Number of PPAs									

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3. SDO FUNDED PAPs (Base on WFP)

A. Based on WFP (Trainings, Workshop, Seminars)



PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Financial		Percentage of Accomplishment	Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual				Target	Actual				
	Output	Participants	Output	Participants	Output	Participants						
TOTAL Number of PPAs												

B. Conferences, Meetings and Orientations

PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Financial		Percentage of Accomplishment	Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual				Target	Actual				
	Output	Participants	Output	Participants	Output	Participants						
TOTAL Number of PPAs												

C. Competitions/ Search (all quarters)

PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Financial		Percentage of Accomplishment	Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual				Target	Actual				
	Output	Participants	Output	Participants	Output	Participants						
TOTAL Number of PPAs												

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D. SEF and other sources/donations

PPAs	Physical (indicate number of outputs and participants (as applicable))				Percentage of Accomplishment		Financial		Percentage of Accomplish- ment	Remarks (Reasons for variance- positive or negative)	Result (Effect if conducted/not conducted)	Ways forward/Proposed Intervention
	Target		Actual				Target	Actual				
	Output	Participants	Output	Participants	Output	Participants						
TOTAL Number of PPAs												

III. ISSUES AND CONCERNS TO BE ADDRESSED BY THE DIVISION OFFICE

Issues/Concerns	Suggestions/Recommendations

Note:

Please use the template provided to facilitate analysis except for data that need a different template for presentation/reporting. Indicate the **EXACT TARGET for the THIRD QUARTER**.
 Fill in the template completely. In case there are no data to be entered, indicate NA (Not Applicable) or NDA (No Data Available).