



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division
 Superintendent**

DEC 10 2021

DIVISION MEMORANDUM

NO. 331, s. 2021

**CONDUCT OF 2021 QUARTER IV DIVISION MONITORING, EVALUATION
 AND ADJUSTMENT**

To: CID & SGOD Chiefs
 All Internal M & E Personnel of DMEA
 All Others Concerned

1. This Office, through the School Management Monitoring and Evaluation Unit – School Governance and Operations Division will conduct the Year-end Monitoring, Evaluation and Adjustment on the following schedules:

Activities	Date	Participants	Facilitators	Platform
School Monitoring, Evaluation and Adjustment (SMEA)	Dec. 15-17, 2021	Teaching and non-teaching personnel	School head and Sch. M & E coordinator	
District Monitoring, Evaluation and Adjustment (DisMEA)	Dec. 20-21, 2021	All School Heads of the district	Public School District Supervisors	
Functional Division MEA & Validation (CID and SGOD)	Dec. 20-21, 2021	CID and SGOD personnel	CID and SGOD Chiefs	
*Validation of District Leading Indicators a. Kabankalan I b. Kabankalan II c. Kabankalan III d. Kabankalan IV e. Kabankalan V f. Senior High School g. Alternative Learning System	Dec. 23, 2021 @8:00 AM Dec. 23, 2021 @10:00AM Dec. 23, 2021 @1:00 PM Dec. 23, 2021 @3:00 PM Dec. 27, 2021 @8:00 AM Dec. 27, 2021 @10:00AM Dec. 27, 2021 @1:00 PM	SGOD & CID Chiefs, All PSDSs, EPS-ALS, and Div. SHS Coordinator	SEPS-SMME and Division Validators	Google Meet link will be provided 15 minutes before the meeting
Division Monitoring, Evaluation and Adjustment (DMEA)	Dec. 28-29, 2021 @ 9:00 AM – 4:00 PM	SDS, ASDS, Chiefs, EPS, PSDS, SGOD unit heads, BO, Legal Officer, Div. Accountant, AO V, EPS-ALS & Div. SHS Coordinator	SEPS-SMME and Division Internal M & E	

2. The Leading Indicators to be presented by PSDSs, EPS – II Alternative Learning System and Div. SHS Coordinator are:

a. Access

- Number and percentage of Final Enrolment (SY 2021-22) as of October 31, 2021



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- Number and percentage of Learners temporarily enrolled (SY 2021-22) as of December 15, 2021
 - Number and percentage of Repeaters (SY 2021-22) as of December 15, 2021
 - Number and percentage of ALS portfolio assessment passers as of December 15, 2021
- b. Governance**
- Number and percentage of Schools with liquidated MOOE liquidation as of November 30, 2021
 - Number and percentage of private schools with approved government permit and recognition (SY 2021-22) as of December 15, 2021
3. The presentation of the Key Result Areas shall be handled by the following:
- a. Administrative Management - Administrative Officer V and Supply Officer
 - b. Financial Management - Budget Officer and Division Accountant
 - c. Performance Management - CID and SGOD Chiefs
 - d. Ancillary Services - ITO and Legal Officer
4. Attached are the templates for Leading Indicators of the Districts and accomplishments of the OSDS (per KRA). See Enclosure nos.1 to 2.
5. Accomplishments and MOVIS (in powerpoint presentation) presented by the PSDSs, Division SHS Coordinator, EPS II – ALS, CID & SGOD Chiefs, AO V, Budget Officer, Division Accountant, ITO and Legal Officer must be uploaded in a Google Drive. The data in leading indicators must be encoded in a link/google sheet shared by SEPS-SMME not later than December 27, 2021.
6. Immediate dissemination of and compliance with this Memorandum are desired.

LEA C. BELLEZA, EdD
Education Program Supervisor
OIC, Asst. Schools Division Superintendent
In-charge of the Division





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(Enclosure 1 to DIV. MEMO No. 331, s. 2021)

Quarter IV Monitoring, Evaluation and Adjustment 2021

I. Leading Indicators (To be accomplished & presented by PSDS, Division SHS Coordinator & EPS II-ALS and validated by Division personnel in charge)

Leading Indicators	Male	Female	Total
A. Enrollment for SY 2021-2022			
1. K to Grade 6 Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 <p style="text-align: right;">Total</p>			
2. Junior High School Grade 7 Grade 8 Grade 9 Grade 10 <p style="text-align: right;">Total</p>			
3. Senior High School (1 st Semester) Grade 11 Grade 12 <p style="text-align: right;">Total</p>			
B. Learners Temporarily Enrolled			
1. K to Grade 6 Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 <p style="text-align: right;">Total</p>			
2. Junior High School Grade 7 Grade 8 Grade 9 Grade 10 <p style="text-align: right;">Total</p>			
3. Senior High School (1 st Semester) Grade 11 Grade 12 <p style="text-align: right;">Total</p>			

ACCESS



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	C. Number of Repeaters					
	Grade 1					
	Grade 2					
	Grade 3					
	Grade 4					
	Grade 5					
	Grade 6					
	Grade 7					
	Grade 8					
	Grade 9					
	Grade 10					
	Grade 11					
	Grade 12					
	D. Number of ALS portfolio Assessment Passers					
	a. Number of Actual ALS Portfolio assessed					
	b. Number of ALS portfolio assessment Passers					
	c. Percentage (b/a)					
GOVERNANCE	Number and percentage of Schools with liquidated MOOE as of Nov.30, 2021	Total No. of Schools	No. of Schools with liquidated MOOE	% of Schools with MOOE Liquidation		
	1. Elementary					
	2. Secondary					
	a. JHS					
	b. SHS					
	Number and percentage of private schools with approved government permit and recognition	Total No. of Private Schools	Schools with government permit		Schools with recognition	
			No.	%	No.	%
1. Kindergarten						
2. Elementary						
3. Secondary						





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(Enclosure 2 to DIV. MEMO NO. 331, s. 2021)

II. Accomplishments per Key Result Area (to be accomplished and presented by CID & SGOD Chiefs and selected OSDS personnel)

*Based on Work and Financial Plan 2021 of each functional division

1. Physical Accomplishment Report

KRA	Physical				
	Objectives	Target	Accomplished Activities	Actual	Facilitating Factors

KRA	Physical					
	Objectives	Target	Unaccomplished Activities	Issues	Hindering Factors	Actions to be taken

2. Financial Accomplishment Report

Programs, Activities, and Projects (PAPs)	Adjustment Allotment	Obligations	Disbursements	Unobligated Allotment	Obligation Rate	Disbursement

3. Best Practices, bottlenecks and ways forward in the program implementation

Program	Best Practices	Challenges/Bottlenecks	Ways forward	Timeline

* Accomplishments and MOVS (in powerpoint presentation) must be uploaded in a Google Drive not later than December 29, 2021.

