



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

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
NO. 468, s. 2022

NOV 16 2022

**CONDUCT OF 2022 QUARTER IV MONITORING, EVALUATION
AND ADJUSTMENT (MEA)**

To: Assistant Schools Division Superintendent
CID & SGOD Chiefs
Public Elementary and Secondary School Heads
All Internal M & E Personnel and Validators
All Others Concerned

1. This Office, through the School Management Monitoring and Evaluation Unit of the School Governance and Operations Division will conduct the Quarter IV Monitoring, Evaluation and Adjustment on the following schedules:

Activities	Date	Participants	Facilitators	Platform/ Venue
School Monitoring, Evaluation and Adjustment (SMEA)	Nov. 21-23, 2022	Teaching and non-teaching personnel	School Heads and Sch. M & E Coordinators	
District Monitoring, Evaluation and Adjustment (DisMEA)	Nov. 24-25, 2022	All School Heads of the district	Public School District Supervisors	
Functional Division MEA & Validation: a. SGOD b. CID c. OSDS	Nov. 28, 2022 a.m. Nov. 28, 2022 p.m. Nov. 29, 2022 a.m. Nov. 29, 2022 p.m.	CID, SGOD and OSDS personnel	CID and SGOD Chiefs	
*Validation of District/ ALS/SHS Leading Indicators a. ALS	Dec. 1, 2022 @ 8-10 a.m.	All PSDSs, EPS-ALS, and Div. SHS Coordinator	SGOD & CID Chiefs, SEPS-SMME and	



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Activities	Date	Participants	Facilitators	Platform/ Venue
b. Districts	Dec. 1, 2022 @10 a.m. – 3 p.m. Dec. 2, 2022 @8 a.m. – 3 p.m.	Division Validators		
c. Senior High School	Dec. 1, 2022 @3 – 5 p.m.			
Division Monitoring, Evaluation and Adjustment (DMEA)	Dec. 12-13, 2022 @ 9:00 a.m. – 4:00p.m.	SDS, ASDS, Chiefs, EPS, PSDS, SGOD unit heads, BO, Legal Officer, Div. Accountant, AO V, EPSA & Div. SHS Coor.	SEPS-SMME and Division Internal M & E	<i>Venue: To be announced</i>
<i>Post Conference</i>	<i>December 28, 2022</i>	<i>SDS, ASDS, CID personnel, SGOD and OSDS Unit Heads</i>	<i>SEPS-SMME and Division Internal M & E</i>	<i>Venue: To be announced</i>

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

a. Access

- Number and percentage of Learners enrolled for SY 2022-2023 (Final Enrolment)
- Number and percentage of Learners Temporarily Enrolled, SY 2022-2023
- Number and percentage of School Leavers (Senior High School), SY 2022-2023
- Number and percentage of ALS Portfolio Assessment Passers
 - a. Elementary
 - b. Junior High School

b. Governance

- Number and percentage of schools with Liquidated MOOE

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/ Personnel
- d. Ancillary Services - ITO and Legal Officer



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4. Attached are the templates for Leading Indicators of the Districts and accomplishments of the OSDS (per KRA). See Enclosure no. 1.
5. Accomplishments and MOVs (in powerpoint presentation) prepared by the PSDSs, Division SHS Coordinator, EPS II – ALS, EPS, SGOD Unit Heads, AO V, Budget Officer, Division Accountant, ITO and Legal Officer must be uploaded in a Google Drive not later than December 5, 2022.
6. The following Division ICT Technical Working Group are requested to provide technical assistance during the conduct of Q IV DMEA:
 - a. Archiebal A. Poyogao
 - b. Richard Roa
 - c. Krisha Paltu-ob
7. In the conduct of these activities, all School Heads shall ensure the non-disruption of ongoing classes.
8. In the interest of public health and safety during DMEA, all participants are reminded to strictly comply with the existing IATF protocols and minimum public health standards.
9. Immediate dissemination of and compliance with this Memorandum are desired.

LEA C. BELLEZA EDD
OIC – Assistant Schools Division Superintendent
In-charge of the Division





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(Enclosure 1 to DIV. MEMO No. 468 s. 2022)

Quarter IV Monitoring, Evaluation and Adjustment 2022

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

	I. Enrollment	Enrollment SY 2021-22			Enrollment SY 2022-2023 (Final Enrolment)			Percentage			
		M	F	T	M	F	T	M	F	T	
ACCESS	Kindergarten										
	Grade 1										
	Grade 2										
	Grade 3										
	Grade 4										
	Grade 5										
	Grade 6										
	Total (G1-G6):										
	Junior High School										
	Grade 7										
	Grade 8										
	Grade 9										
	Grade 10										
	Total:										
	Senior High School										
	Grade 11										
	Grade 12										
	Total:										
		II. Learners Temporarily Enrolled	Enrollment SY 2022-23			Temporarily Enrolled SY 2022-2023			Percentage		
	Kindergarten										
Grade 1											
Grade 2											
Grade 3											
Grade 4											
Grade 5											
Grade 6											
Total (G1-G6):											
Junior High School											
Grade 7											
Grade 8											
Grade 9											



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	Grade 10										
	Total:										
	Senior High School										
	Grade 11										
	Grade 12										
	Total:										
	III. School Leavers										
	Grade 11										
	Grade 12										
	IV. ALS Portfolio Assessment		Completers			Qualifiers			Passers		
M			F	T	M	F	T	M	F	T	
a. Elementary											
b. JHS											
GOVERNANCE	I. Schools with Liquidated MOOE	Total No. of Schools	No. of Schools liquidated			Percentage					
			Oct	Nov	Dec	Oct	Nov	Dec			
	1. Elementary										
	2. Junior High School										
	3. Senior High School										

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

*Based on Work and Financial Plan 2022 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



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2. Financial Accomplishment Report

Programs, Projects, and Projects (PPAs)	Adjustment Allotment	Obligations	Disbursements	Un-obligated Allotment	Obligation Rate	Disbursement

3. Best Practices, Bottlenecks and Ways Forward in the program implementation

Program	Best Practices	Challenges/Bottlenecks	Ways forward	Timeline

4. Gaps/ Pressing Concerns that need to be addressed by the Division/ Region.
5. Insights/ Lessons Gained.

