



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

March 8, 2021

DIVISION MEMORANDUM
NO. 057, S. 2021

**CONDUCT OF THE 2021 FIRST QUARTER MONITORING, EVALUATION AND
ADJUSTMENT (MEA)**

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Other Concerned

1. Please be informed that the conduct of the First Quarter Monitoring, Evaluation and Adjustment 2021 will be on the following schedules below:

Activities	Date	Participants	Facilitators	Platform
School Monitoring, Evaluation and Adjustment (SMEA)	March 22-24, 2021	Teaching and non-teaching personnel	School head and Sch. M & E coordinator	
District Monitoring, Evaluation and Adjustment (DisMEA)	March 25-26, 2021	All School Heads of the district	Public School District Supervisors	
Division Monitoring, Evaluation and Adjustment (DMEA)	March 29-31, 2021	SDS, ASDS, AO, ITO, BO, Legal Officer, Div. Accountant, SGOD & CID Chiefs, All PSDS & EPS, SGOD unit heads & Div. SHS Coordinator (March 29-30: CID, SGOD and Admin personnel March 31 – PSDS and SHS coordinator)	SEPS-SMME and Planning & Research	Google Meet link will be provided 15 minutes before the meeting
Regional Monitoring, Evaluation and Adjustment (RMEA)	April 6-8, 2021	SDS, ASDS, CID & SGOD Chiefs, SMME SEPS/EPS II	Quality Assurance Div.	



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2. The Leading Indicators to be presented by PSDSs and Div. SHS Coordinator are:
 - a. **Access**
 - Number of SARDO/PARDO
 - a. Kindergarten
 - b. Grade 1 to Grade 5
 - c. Grade 7 to Grade 9
 - d. Grade 11 to Grade 12
 - Number of Learners temporarily enrolled
 - a. Kindergarten
 - b. Grades 1-6
 - c. Grades 7-10
 - d. Grades 11-12
 - Number of ALS Learners
 - a. BLP
 - b. A and E Elementary
 - c. A and E JHS
 - b. **Quality**
 - Number of learners with failing grades (1st Grading)
 - c. **Governance**
 - No. of Schools with MOOE liquidation as of March 2021
3. The Key Result Areas to be presented (to be presented by) are:
 - Administrative Management (Administrative Officer V)
 - Financial Management (Budget Officer and Division Accountant)
 - Performance Management (Education Program Supervisors and SGOD Unit Heads)
 - Ancillary Service (ITO, Legal Officer and Supply Officer)
4. Attached are the templates for dashboard (Leading Indicators) and accomplishments (per KRA) of the OSDS (KRAs). Please see Enclosure nos. 1 to 2.
5. Widest dissemination of this memorandum is highly desired.

PORTIA M. MALLORCA, PhD, CESO V
Schools Division Superintendent



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(Enclosure 1 to Div. Memo No. 057, s. 2020)

Quarter II Monitoring, Evaluation and Adjustment 2020

I. Leading Indicators (To be accomplished & presented by PSDS and SHS Div. Coordinator)

Leading Indicators		Male	Female	Total	
Access	1. No. of PARDO/SARDO				
	a. Kindergarten Enrollment % of PARDO				
	b. Grade 1 to Grade 6 Enrollment % of PARDO				
	c. Grade 7 to Grade 10 Enrollment % of SARDO				
	d. Grade 11 to Grade 11 (1 st Sem.) Enrollment % of SARDO				
	2. No. of Learners temporarily enrolled(as of March 15, 2021)				
	a. Kindergarten				
	b. Grades 1 to 6				
	c. Grades 7 to 10				
	d. Grades 11 to 12				
	3. No. of ALS Learners				
	a. BLP				
	b. A & E Elementary				
	c. A & E JHS				
Quality	1. Number of Learners with Failing Grades (First Grading for K to G10)				
	a. Kindergarten				
	b. Grade 1 to Grade 6				
	c. Grade 7 to Grade 10				
	d. Grade 11 to Grade 12 (1 st Sem.)				
2. Classrooms Need					
Governance	1. No. of Schools with MOOE liquidation as of March 2021	Total No. of Schools	No. of Schools with MOOE Liquidation	% of Schools with MOOE Liquidation	
	1. Elementary				
	2. Secondary				



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(Enclosure 2 to Div. Memo No. 057, s. 2020)

II. Accomplishments per Key Result Area (to be accomplished and presented by EPS, SGOD Unit Heads and selected Administrative personnel)

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

1. Summary of Quarterly Accomplishments

KRA	Physical			Major Output		Financial		
	# of Target Activities	# of Actual Activities	% of Accomplishments	List of Major outputs	Status	Amount to be Utilized	Actual Amount Utilized	% of Utilization

2. Quarterly Accomplishments

KRA	Physical			Major Output		Financial		
	Activity	Activity Output	Status	List of Major outputs	Status	Amount to be Utilized	Actual Amount Utilized	% of Utilization

3. Issues Encountered and Action Taken

Issues Encountered	Action Taken

4. Facilitating Factors

5. Hindering Factors



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