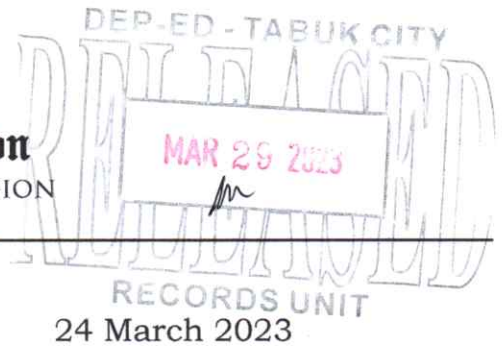




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent



DIVISION MEMORANDUM

No. 125, s.2023

**CONDUCT OF FIRST QUARTER DIVISION MONITORING, EVALUATION,
AND ADJUSTMENT CONFERENCE**

To: OSDS, CID, AND SGOD

**All Public and Private Elementary and Secondary School Heads
All Others Concerned**

1. Please be informed that based on the Division Calendar of Activities the First Quarter Monitoring, Evaluation, and Adjustment Conference is scheduled on the following dates: District MEA – March 28, 2023; and Division MEA – March 31, 2023.
2. To give ample time for everyone to make their respective reports, the following new schedules are to be observed:

Activity	Duration	New Schedule
School MEA	1 day	April 3-5, 2023
District MEA	1 day	April 11, 2023
Division MEA	1 day	April 14, 2023

3. Schools are advised to use their contextualized M&E Tools aside from the Division tool.
4. The venue for the Division MEA will be announced later while for the District MEA, it will be at the discretion of concerned PSDSs preferably in any school within the district. The SGOD must be informed of the venues for logistical arrangement purposes.
5. This MEA covers the first quarter implementation of PPAs based on the *Division Annual Implementation Plan/ Work and Financial Plan/ Program Management Information System (PMIS) and Adjustment Plans* of the functional divisions; and the implementation of PPAs (January to March) based on *School Improvement Plans/Annual Implementation Plans, School*



Address: Bulanao Central School Compd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City


Office of the Schools Division Superintendent

Learning Recovery and Continuity Plans, and Adjustment/Catchup/Re-entry Plans of the schools.

6. The PSDSs and their team members shall be responsible for the reports of their respective District MEAs, a copy of the report is to be submitted to SGOD earlier before the Division MEA.
7. Enclosure 1 and Enclosure 2 respectively are the lists of participants and templates to be used for this MEA activity: Template A for Schools and Template B for Operating Divisions of the Division Office.
8. For the information and compliance of all concerned.

IRENE S. ANGWAY PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools Division Superintendent:


JAN NOWEL E. PEÑA
Officer-In-Charge
Office of the Assistant Schools
Division Superintendent

sgod/smme/aka/1Q2023-DMEA.docx
March 24, 2023



Address: Bulanao Central School Compd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

Enclosure 1 – Participants for the First Quarter MEA Conference

a. Division MEA

Participants	Number
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Curriculum Implementation Division	22
School Governance Operations Division	11
Office of the Schools Division Superintendent	9
Secretariat	1
Nurse	1
Total	46

b. District MEA

Participants	Number
Schools Division Superintendent	1
Assistant Schools Division Superintendent	1
Chiefs (SGOD and CID)	2
Public School Heads	103
Private School Heads	15
Public Schools District Supervisor	10
Education Program Supervisors	10
SGOD	10
Total	152

c. Nurse In-charge of health protocols in District MEA

District	Nurse	Number
STD 1	Michelle Banganan	1
STD 2	Esmeralda B. Depagon	1
STD 3	Janice Mangaoang	1
NTD 1	Russle Ngao-i	1
NTD 2	Claire Rose Damian	1
ETD 1	Gigi Banawag/ Jocelyn L. Lomeng	1
ETD 2	Shirley Sarmiento	1
ETD 3	Raquel Fafag	1
WTD 1	Shirley P. Labawig	1
WTD 2	Malee Kaye Albert	1
	Total	10
	9 additional pax	9
	Total District Participants	171

[Handwritten signature]





Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



2023 FIRST QUARTER DISTRICT/SCHOOL MONITORING, EVALUATION AND ADJUSTMENT
(January to March)

Name of School:		District:	
------------------------	--	------------------	--

A. KEY INDICATORS AS OF JANUARY-MARCH 24, 2023

[illegible]

A.1. Data on Failure

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

Examples of reasons: Lack of Interest/distractions (peer influence), Work-related (home), Early Marriage, etc

A.2 Data on Dropout

Reasons	Number (Elementary)	Number (Secondary)	Intervention/TA Provided
			Home visitation, counselling, remediation
Total			

Note: Please use the reasons that are found in SF2 for uniformity of general reporting then proceed to specific details if needed to qualify more the reasons.

PART II. PROGRAMS/PROJECTS/ACTIVITIES

A. Accomplishments on PPAs based on SIP-AIP

Note: This is a modified Project Monitoring Form under DO 44, s. 2015 ("ESIP Guidelines")

[illegible]

B. Accomplishments on PPAS based on SLRCP

[illegible]

[illegible]

A. SCHOOL/DISTRICT CONSOLIDATION OF READING PROFILES (sample consolidated progress monitoring matrix below)
(Note: for SMEA tool of schools, it should include the individual learner's profile and need not be reported to the District)

[illegible]

B. Learners with Special Needs

Grade Level	Reading Level	List of Learners with SPECIAL NEEDS Certified by LIS Coordinator			Reading Level in the Learners Reading Profile	Signature of SPED Focal Person
		Name	Grade	Disability/Difficulty		
Kindergarten						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Total No. of Male						
Total No. of Female						
Overall Total						

C. SUMMARY OF READING PROFILES (for School, District, and Division)

Grade	Total Enrollment	TARGET NO. OF LEARNERS FOR INTERVENTION (Focused Group)	% OF TARGET NO. OF LEARNERS FOR INTERVENTION	NO. OF LEARNERS WHO ALREADY MET THE EXPECTED REDING PROFICIENCY	NO OF LEARNERS WHO SURPASSED THE EXPECTED READING PROFICIENCY IN THEIR GRADE LEVELS	REMARKS (Reasons for the gaps)	WAYS FORWARD
Kindergarten							
Grade 1							
Grade 2							

A. Accomplishments on 4th 2022 Re-entry/Catch-up Plan (for implementation 2023 1st Qtr)

[illegible]

PPAs to be Re-	Date of			
----------------	---------	--	--	--

[illegible]

Date: _____

Date: _____



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



2023 FIRST QUARTER DIVISION MONITORING, EVALUATION, AND ADJUSTMENT
(January to March)

Note: 1) This template is for the functional divisions only – OSDS, CID, SGOD.
2) Submit this accomplished template together with the presentation slides. For better time management, summaries with visualizations should be the contents of the slides along with consideration of alignment to the 5 Pillars ACCESS, Equity, Quality, Resilience & Well-being, and Enabling Governance; and the MATATAG Education Agenda

Name/Program Owner		Functional Division	
Area/Unit		Position:	

PART I ACCOMPLISHMENTS IN THE CATCH-UP/RE-ENTRY PLAN

PROGRAM/ PROJECTS/ ACTIVITIES	PHYSICAL ACCOMPLISHMENT			FINANCIAL ACCOMPLISHMENT			Source of Fund	Facilitating Factor	Hindering Factors/ Justification for gaps
	Target	Actual	%	Target	Actual	%			
REMARKS/ WAYS FORWARD (Indicate here any important information in the implementation of the above PPAs)									

PART II PPAs IMPLEMENTATION

A) DOWNLOADED FUNDS (SARO)

A.1 Physical and Financial Accomplishments for the 1st Quarter

PROGRAMS / PROJECTS / ACTIVITIES	ACCOMPLISHMENT						OUTPUT / RESULTS / OUTCOME
	PHYSICAL			FINANCIAL			
	No. of Participants / Units or Outputs / Items, etc.	Remarks (Justifications for gaps)	Target (Based on AR)	Actual (Based on PO)	%	Remarks (Justifications for gaps)	
IPED	Target	Actual	%				
1.							
2.							
3.							
n.							
DRRM							
1.							
2.							
3.							
n.							
TOTAL							
REMARKS / WAYS FORWARD (Indicate here any important information in the implementation of the above PPAs)							

B) MOOE (Based on 2023 DAIP/WFP-PMIS) **Note: PPAS should be based on DAIP/WFP-PMIS*

PROGRAMS / PROJECTS / ACTIVITIES	ACCOMPLISHMENT								OUTPUT / RESULTS / OUTCOME
	PHYSICAL				FINANCIAL				
	No. of Participants/Units or Outputs/Items, etc.	Remarks (Justifications for gaps)	Target (Based on AR)	Actual (Based on PO)	%	Remarks (Justifications for gaps)			
	Target	Actual	%						

C.1 Physical and financial accomplishments for the 1st Quarter

	ACCOMPLISHMENT						
PROJECTS	PHYSICAL			FINANCIAL			OUTPUT / RESULTS / OUTCOME
	No. of Participants/Units or Outputs/Items, etc.	Remarks (Justifications for gaps)	Target (Based on AR)	Actual (Based on PO)	%	Remarks (Justifications for gaps)	
	Target	Actual	%				

Financial accomplishments for the 1st Quarter

Implementation of the above PPAs

- Source of Fund - MOOE | HRTD | SEF | CLGU Support Fund, etc.

ISSUES / CONCERNS / CHALLENGES / PROBLEMS

ISSUES / CONCERNS / CHALLENGES / PROBLEMS						
Issues / Concerns / Challenges / Problems (ICCPs)	Category	Description / Data as Basis of ICCPs	Action Taken	Remarks	If ICCPs are Not Resolved or Ongoing but need further actions	
					Suggested Action / Intervention / Solutions	Responsible Office / Key Person Responsible

Terms of Reference:

Category – How do we categorize the issues/concerns/challenges/problems?

Terms of Reference:

- Category – How do we categorize the issues/concerns/challenges? e.g., technical/technological, financial, environmental, political, sociological, etc.
Remarks – are the issues/concerns/challenges New, Old or Recurring?
Action Taken – Any action undertaken to address the ICCPs
Results - Resolved | Not Resolved | Ongoing

Part IV: RE-ENTRY PLAN FOR 1ST QUARTERN OF 2023

PPAs to be Re-Entered	Reason/s for Re-entry	Target Date of Implementation/Period of Implementation	Amount	Source of fund	Enhancement (Process/Strategy/Activity) if any

Terms of Reference:

- Source of Fund - MOOE | HRTD | SEF | CLGU Support Fund, etc.

Note: possible activities arising from unresolved issues, gaps, or concerns should be re-entered

Part V. LESSONS LEARNED

- 1.
- 2.

Prepared by:

NOTED:

Division Chief