



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



Office of the Schools Division Superintendent

04 April 2025

**DIVISION MEMORANDUM**

No. KCS, s. 2025

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

- To:**
- Assistant Schools Division Superintendent
  - Chief Education Supervisors/Chiefs of Functional Divisions
  - Public School District Supervisors
  - All Public Elementary and Secondary School Heads
  - All Others Concerned

1. All concerned are hereby informed of the conduct of 1st Quarter Division Monitoring & Evaluation, and Plan Adjustment (DMEA) on April 23, 2025, in a venue to be announced later.
2. The functional divisions in the division office shall conduct their respective Program Implementation Review (PIR-cum-MEA) earlier than the above schedule and ensure a complete report for presentation during the DMEA.
3. Likewise, the districts shall schedule their respective District MEA at any time before the conduct of the DMEA in the venues identified under Division Memorandum No. 147, s. 2025 (*Enclosure A*). PSDS and team members shall be responsible for the complete reports of their respective Districts.
4. Schools shall cover the review of their Programs/Projects/Activities (PPAs) based on SIP-AIP, and Adjustment/Catch-up Plans, assessment results, reading and numeracy proficiencies of learners, applicable school performance indicators, among others. A summary report shall be presented in the District MEA.
5. Enclosed are the templates to be used. *Enclosure B* is the template for the OSD, CID, and SGOD, and *Enclosure C* is the template for schools/districts.
6. For the information and compliance of all concerned.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

Encls: As stated  
sgod/smme//CARAA2025\_Evaluation  
April 11, 2025



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 DepEd Tayo Tabuk City



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**SCHOOL MONITORING & EVALUATION AND ADJUSTMENT (SMEA)/  
PROGRAM IMPLEMENTATION REVIEW (PIR)  
End of School Year SY 2024-2025**

<b>Name of School:</b>		<b>District:</b>	
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**PART I. PERFORMANCE INDICATORS  
A. ENROLLMENT DATA**

1.A BOSY 2024-2025				1.B EOSY 2024-2025				Variance	Reason for positive or negative variance
End of SY 2022-2023 Enrollment	Male	Female	Total	Actual Beginning of SY 2022-2023 Enrollment (As of Oct 30, 2023)	Male	Female	Total		
Kindergarten				Kindergarten					
Grade 1				Grade 1					
Grade 2				Grade 2					
Grade 3				Grade 3					
Grade 4				Grade 4					
Grade 5				Grade 5					
Grade 6				Grade 6					
Grade 7				Grade 7					
Grade 8				Grade 8					
Grade 9				Grade 9					
Grade 10				Grade 10					
Grade 11				Grade 11					
Grade 12				Grade 12					
<b>Total</b>				<b>Total</b>					

**Analysis/Implications:**

**B. KEY PERFORMANCE INDICATORS**

Key Indicators	Kindergarten			Elementary			Junior High School			Senior High School			Remarks/Reasons/Analyses
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total	
A. No. of Transfer in													
B. No. of Transfer out													
C. No. of School Leavers (Simple Dropout)													
C. Completion Rate													
D. Retention Rate													
F. Promotion Rate													

Analysis/Implications:

**C. Reading Proficiency Progress Monitoring (TRIP)**

Level/ Grade	Enrolment	Focus Group	Reading Level										No. of Readers	% of Readers	Gaps (in numbers)	% of Gaps
			1	2	3	4	5	6	7	8	9	10				
Kinder																
Grade 1																
Grade 2																
Grade 3																
Grade 4																
Grade 5																
Grade 6																
Grade 7																
Grade 8																
Grade 9																
Grade 10																
Total																

Analysis/Implications:

**D. PHIL-IRI Pre-Test Result (Pre → Post) with Analysis**



D. Pre → Post Comprehensive Rapid Literacy Assessment (CRLA) with Analysis

E. Pre → Post Rapid Math Assessment (RMA) with Analysis

**PART II. PROGRAMS/PROJECTS/ACTIVITIES**

**A. Accomplishments on PPAs based on SIP-AIP (Beginning of SY to End of SY)**

Title of Program/ Projects & Activities (PPAs)	Objectives/ Performance Indicators (This should be based on the objectives of Program/Intervention Projects in the SIP)	Physical Accomplishment for the Quarter (Participants/ Units or Outputs/ Items, etc.)				Financial Accomplishment for the Quarter			REMARK (Justification and other important information about the activity)
		Target	Actual	% of Accomp	Accomplishment Status (Not Yet Started, Ongoing, Completed, Rescheduled, Terminated)	Target	Actual	% of Accomp	
Access									
Performance (Total)									

Analysis/Implications:

Title of Program/ Projects & Activities (PPAs)	Objectives/ Performance Indicators (This should be based on the objectives of Program/Intervention Projects in the SIP)	Physical Accomplishment for the Quarter (Participants/ Units or Outputs/ Items, etc.)				Financial Accomplishment for the Quarter			REMARK (Justification and other important information about the activity)
		Target	Actual	% of Accomp	Accomplishment Status (Not Yet Started, Ongoing, Completed, Rescheduled, Terminated)	Target	Actual	% of Accomp	
Equity									
Performance (Total)									

Analysis/Implications:

Title of Program/ Projects & Activities (PPAs)	Objectives/ Performance Indicators (This should be based on the objectives of Program/Intervention Projects in the SIP)	Physical Accomplishment for the Quarter (Participants/ Units or Outputs/ Items, etc.)				Financial Accomplishment for the Quarter			REMARK (Justification and other important information about the activity)
		Target	Actual	% of Accomp	Accomplishment Status (Not Yet Started, Ongoing, Completed, Rescheduled, Terminated)	Target	Actual	% of Accomp	
Quality									
Performance (Total)									

Analysis/Implications:

Title of Program/ Projects & Activities (PPAs)	Objectives/ Performance Indicators (This should be based on the objectives of Program/Intervention Projects in the SIP)	Physical Accomplishment for the Quarter (Participants/ Units or Outputs/ Items, etc.)				Financial Accomplishment for the Quarter			Hindering/Facilitating Factors	Action Points/Ways Forward
		Target	Actual	% of Accomp	Accomplishment Status (Not Yet Started, Ongoing, Completed, Rescheduled, Terminated)	Target	Actual	% of Accomp		
Resiliency & Well-Being										
Performance (Total)										

Analysis/Implications:

Title of Program/ Projects & Activities (PPAs)	Objectives/ Performance Indicators (This should be based on the objectives of Program/Intervention Projects in the SIP)	Physical Accomplishment for the Quarter (Participants/ Units or Outputs/ Items, etc.)				Financial Accomplishment for the Quarter			REMARK (Justification and other important information about the activity)
		Target	Actual	% of Accomp	Accomplishment Status (Not Yet Started, Ongoing, Completed, Rescheduled, Terminated)	Target	Actual	% of Accomp	
Governance									
Performance (Total)									

Analysis/Implications:

4. What are the Operational Concerns that should be addressed?

(Competencies of Implementers, Adequacy of Resources, Policy Gaps, Planning, Monitoring and Evaluation, Controlling, etc.). Provide suggestions for each concern.

OPERATIONAL CONCERNS THAT NEED TO BE ADDRESSED		SUGGESTIONS/RECOMMENDATIONS	
<i>Ex: Operational concern on M&amp;E: Need thorough and objective data analysis to extract meaningful insights and identify trends, patterns, and areas for improvement</i>		<i>Conduct coaching/mentoring among personnel to address the needs</i>	

PART IV. Re-Entry

Note: Pls maintain alignment to BEMEF (Pillars) and MATATAG Education Agenda

Output/PPAs	Impact Analysis <i>Assess the impact of the PPA on the overall program objectives and outcomes to show why it is needed for re-entry</i>	Objective/ Target Output	Timeline	Responsible Office/ Key Persons Responsible

Submitted by:

Noted:

Signature Over Printed Name of PSDS  
Date: \_\_\_\_\_

Signature Over Printed Name of School Head  
Date: \_\_\_\_\_





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**2025 FIRST QUARTER DIVISION MONITORING & EVALUATION, AND ADJUSTMENT**

January 2025 to March 2025

*Note: This template is for use by the functional divisions – OSDS, CID, SGOD.*

**FUNCTIONAL DIVISION:** \_\_\_\_\_

**PART I. PPAS IMPLEMENTATION MONITORING**

**A. Continuing Funds (MOOE/PSF 2024) Accomplishment vs Target (Physical - Quantity; Financial; Timeliness)**

PPAs	Output Indicator	TARGET			Accomplishment			VARIANCE	REMARK <i>(Justification and other important information about the activity)</i>
		Physical (Quantified)	Financial	Timeliness (Exact Date)	Physical (Quantified)	Financial	Timeliness (Exact Date)		
A.1 MOOE 2024									
Activities									
Activities									
A.2 PSF 2024									
Activities									
1. MEP									
Activities									
Activities									
2. ALS									
Activities									
Activities									
n. X Program									
Activities									
Activities									

*Note: Add more rows for PPAs as necessary. For variance in Timeliness, it refers to the number of days delayed*

**INTERPRETATION/ANALYSIS:**





<b>2. ALS</b>									
Activities									
Activities									
<b>n. X Program</b>									
Activities									
Activities									

Note: Add more rows for PPAs as necessary; For variance in Timeliness, it refers to the number of days delayed

INTERPRETATION/ANALYSIS:

Agenda 3. ENABLE EFFICIENCY THROUGH EVIDENCE-BASED POLICY MAKING AND DECENTRALIZED DIGITAL PROCESSES

PPAs	Output Indicator	TARGET			Accomplishment		VARIANCE	REMARK <i>(Justification and other important information about the activity)</i>
		Physical (Quantified)	Financial	Timeliness (Exact Date)	Physical (Quantified)	Financial		
<b>A.1 MOOE</b>								
Activities								
Activities								
<b>A.2 PSF</b>								
Activities								
<b>1. MEP</b>								
Activities								
Activities								
<b>2. ALS</b>								
Activities								
Activities								
<b>n. X Program</b>								
Activities								
Activities								

Note: Add more rows for PPAs as necessary; For variance in Timeliness, it refers to the number of days delayed

INTERPRETATION/ANALYSIS:

