



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

March 17, 2021

DIVISION MEMORANDUM

No. 106, s. 2021

CONDUCT OF 1ST QUARTER DIVISION MONITORING EVALUATION AND ADJUSTMENT (DMEA)

To:

Assistant Schools Division Superintendent
Chief ES (SGOD & CID)
All Unit Heads

1. Pursuant to Regional Memorandum No. 83 and 84, s. 2021, this office will be conducting the 1st Quarter Online Division Monitoring, Evaluation and Plan Adjustment (DMEPA) on April 13, 2021 at 9:30 am.
2. The activity aims to:
 - 2.1 Monitor and evaluate the Accomplishments vs. Targets of all the Functional Unit in the Division;
 - 2.2 Identify the gaps, concerns, issues and problems;
 - 2.3 Make plan adjustments by proposing solutions for the unaccomplished outputs.
3. Prior to the conduct of this activity, all concerned units shall utilize the simplified MEA Tools (*See Enclosure*) to report all PPAs via online presentation on April 6, 2021, 10:00 AM related to the listed KRAs and specified objectives which reflect the following:
 - a. Table 1: Physical and Financial accomplishments per unit;
 - b. Table 2: Analysis and Findings on Quantitative information for the quarter/ cumulative;
 - c. Table 3.1: Status of Deployment for SDO personnel;
 - d. Table 3.2: Status of Deployment for Teaching and Non-teaching personnel.
4. Participants to this activity are the ASDS, 2 Chiefs, and All Unit Heads. Presenters are requested to send soft copies of their presentation to lamberto.corpuz@deped.gov.ph on or before April 1, 2021.
5. For clarification, you may contact the DMEA Coordinator through lamberto.corpuz@deped.gov.ph or at cellphone number 0935 631 0043.
6. For information and strict compliance.


DANTE G. PARUNGAO, CESO VI
OIC-Schools Division Superintendent



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Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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Enclosure to Division Memorandum No.____, S. 2021

**DIVISION MONITORING EVALUATION AND ADJUSTMENT
PERIOD COVERED: FIRST QUARTER 2021**

FUNCTIONAL UNIT: _____
TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA											
RO FDs/ SDS KRA ex: Human Resource Management											
Objective											
Objective under FDs/ SDS KRA ex:											
Activity	Output Indicator	Physical		Financial				Date Targeted	Date Accomplished	Status of Activity	Remarks
		Targeted	Accomplished	Allocated	Obligated	Disbursed	Source of Fund				
Write here the Activity to attain the objective	Write here the No. of Targets	Write here the No. of % targeted	Write here the No. of % accomplished	Write here the Amount allocated on WFP	Write here the Actual amount allocated	Write here the Actual amount disbursed	Write here if MOOE/ Downloaded fund	Write here the Date targeted in WFP	Write here the Actual date accomplished	Write here if Done /on-going / moved, dropped/ changed (specify date)	Write here the issues/ concerns met during the implementation
Example: Seminar-workshop on the conduct of LAC	100 school heads were trained on the conduct of LAC	100 %	90%	100,000.00	95,000.00	95,000.00	HRTD	February 11-13, 2021	February 21-23, 2021	Done	Late preparation of purchase request
TOTAL	N/A	100%	Total, divide by No. of Activities	100,000.00	95,000.00	95,000.00	N/A	N/A	N/A	N/A	N/A

Signature



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DIVISION MONITORING EVALUATION AND ADJUSTMENT
PERIOD COVERED: FIRST QUARTER 2021

FUNCTIONAL UNIT: _____

TABLE 2: ANALYSIS AND FINDINGS ON QUANTITATIVE INFORMATION FOR THE QUARTER/CUMULATIVE

PHYSICAL ACCOMPLISHMENT (%)		FUNDS UTILIZATION RATE (%)				Findings and Analysis (Qualitative Description)
Quarter	Cumulative	Quarter	Obligated	Disbursed	Cumulative	
<i>Write here the average No. of % accomplished for the quarter</i>	<i>Write here the average % accomplished from the start over total targets from 1st to 4th quarters.</i>	<i>Write here the % of utilization for the current quarter</i>	<i>Write here the % of obligated amount for the current quarter</i>	<i>Write here the % of disbursed amount for the current quarter</i>	<i>Write here the % of utilization from the start over approved total budget allocation from 1st to 4th quarters.</i>	
Example:	25%	90%	100%	95%	23%	

Prepared by: _____

 Unit Head



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**DIVISION MONITORING EVALUATION AND ADJUSTMENT
 PERIOD COVERED: FIRST QUARTER 2021**

TABLE 3.1: STATUS OF DEPLOYMENT (For HRMO use only)

Functional Division	No. of Personnel Proposed by FDs		No. of Personnel with Plantilla Position for Division		No. of Personnel Detailed in the Division		Casual/Contractual Employees	
	Technical Staff	Support Staff	Technical Staff	Support Staff	Technical Staff	Support Staff	Technical Staff	Support Staff
TOTAL								

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**DIVISION MONITORING EVALUATION AND ADJUSTMENT
 PERIOD COVERED: FIRST QUARTER 2021**

FUNCTIONAL DIVISION/SDO

TABLE 3.2: STATUS OF DEPLOYMENT (Teaching and Non-Teaching)

Position	Number of Old Position		Number of Newly Created Position		Reason/s
	FILLED	UNFILLED	FILLED	UNFILLED	
TOTAL					

[Handwritten signature]

Prepared by:

 Unit Head



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