



**Republic of the Philippines**  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF NORTHERN SAMAR

Dec. 28, 2020

DIVISION MEMORANDUM  
 No. 215-18 s. 2020

**SCHEDULE OF THE 2020 QUARTER 3 DIVISION MONITORING,  
 EVALUATION AND ADJUSTMENT (DMEA)**

To: Assistant Schools Division Superintendent  
 CID and SGOD Chiefs  
 EPSs/PSDSs/PICs  
 Unit/Section Heads  
 Public and Private Elementary and Secondary School Heads  
 All Others Concerned

1. This Office, through the School Management Monitoring and Evaluation (SMME) section shall conduct the 4<sup>th</sup> Quarter Division Monitoring, Evaluation and Adjustment (DMEA) for Calendar Year 2020 with the following schedules:

DMEA Deliverables	Date	Participants	Process
Division CSW (Virtual)	Jan 11, 2021	District Heads and ICT Coordinators M & E Staff	Conduct Quarterly Completed Staff Work (CSW) with the Quality Management Team (QMT)/District Heads and ICT Coordinators to discuss the data elements for the quarter and the MEA Standards
District CSW (Virtual or Face)	Jan. 12, 2021	District Head, School Heads, District ICT Coordinator and School ICT Coordinators	Conduct Quarterly Completed Staff Work (CSW) with the District Quality Management Team (QMT)/School Heads and ICT Coordinators to discuss the data elements for the quarter and the MEA Standards
SMEA	Jan. 13, 2021	SMET	Data gathering and validation
DsMEA (Virtual or Face-to-Face)	Jan 14, 2021	DsMET	Data Validation and Presentation of Required Reports for the Quarter
Pre-DMEA (Virtual)	Jan. 18, 2021 1 <sup>st</sup> Cong'l District  Jan. 19, 2021 2 <sup>nd</sup> Cong'l District	District Heads and ICT Coordinators M & E Staff	Validation and Presentation of Progress M&E Data Dashboard
Finalization of Progress M & E Data	Jan 20-22, 2021	3 identified School ICT Coordinators 2 Division Personnel	To come up with the Division Dashboard of Progress M&E Data



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<b>DMEA</b>	Feb. 1, 2021 <b>CID</b>	CID Chief 10 EPSS DQMT	Presentation of Fully Accomplished MEA Template containing the quantitative and qualitative information
	Feb. 2, 2021 <b>SGOD</b>	SGOD Chief SGOD EPS Section/Unit Heads DQMT	
	Feb. 3, 2021 <b>OSDS</b>	SDS/ASDS Section/Unit Heads DQMT	
	Feb. 8, 2021 <b>DIVISION</b>	SDS, ASDS, CID & SGOD Chiefs, SGOD EPS, Budget Officer, ITO, & DQMT	<ul style="list-style-type: none"> <li>• Presentation of Fully Accomplished MEA Template containing the quantitative and qualitative information</li> <li>• Budget Utilization Report</li> <li>• RMEAL Ways Forward Implementation Status Report</li> <li>• Dashboard of Progress M&amp;E Data for the Quarter</li> <li>• Strategic Options</li> <li>• Banner Project Monitoring Report re Level of Empowerment Matrix</li> <li>• Status Report on the PAPs Implementation (Accomplishment against PAPs Objectives)</li> </ul>

2. The objectives of the said activity are the following:

- a. present the physical output and financial accomplishments vis-à-vis quarterly targets of the Office of the Schools Division Superintendent (OSDS), Curriculum and Instruction Division (CID) and School Governance and Operation Division;
- b. present implementation updates of the DepEd mandated programs and projects in terms of achieving outputs vs. targets, resolving issues and risks, and movement towards achieving higher objectives (results/outcomes);
- c. present the dashboard and analysis of the performance indicators available for the quarter; and
- d. solicit and resolve issues and concerns relative to the quarterly implementation of plans, programs and projects.

3. Expenses incurred during the activities shall be charged against Division/School local funds / SGOD (GASS) funds subject to usual accounting and auditing rules and regulations.

3. Immediate dissemination and compliance with this Memorandum are desired.

**GORGONIO G. DIAZ JR., PhD, CESO V**  
Schools Division Superintendent

**RELEASED**

1-4-2021