



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

October 14, 2019

DIVISION MEMORANDUM


No. *607* S. 2019

**CONDUCT OF DISTRICT MONITORING, EVALUATION, AND
ADJUSTMENT CONFERENCE (District-MEA)**

TO: Curriculum Implementation Division Personnel
School Governance Operation Division Personnel
Public Schools District Supervisors
Public School Heads
District and School ICT Coordinators
This Division

- 1) The Department of Education – Misamis Oriental Division, through the School Governance Operation Division (SGOD) and in collaboration with the Curriculum Instruction Division (CID), shall conduct the District Monitoring, Evaluation, and Adjustment (District-MEA) Conference on November 6-7, 2019. The venue of the said activity shall be set by respective District Offices.
- 2) The activity aims to:
 - a) analyze school data on Access, Efficiency, Quality and Governance;
 - b) review the bottlenecks in the implementation status of all Programs, Projects, Activities (PPA) and Non-Government Assisted Projects, if any; and
 - c) discuss school prioritization and strategic direction by using relevant and timely information captured in the data presented.
- 3) Participants in this activity are the Curriculum Implementation Division (CID) Personnel, Schools Governance Operation Division (SGOD) Personnel, Public Schools District Supervisors (PSDS), Secondary & Elementary School Heads, District and School ICT Coordinators.
- 4) The 1st District-MEA Tool Kit, Consolidation Form, Complete Staff Work (CSW) Checklist, District – MEA process flow, and Suggested Powerpoint Template are enclosed for your reference. For more information, all concerned may contact Danny A. Asio – Senior Education Program Specialist, Edwin Gamorot – Division Planning Officer, Gerry Madrid – Education Program Specialist or email us on misor.smme@deped.gov.ph.

- 5) Accommodation, meals, traveling and other incidental expenses of the participants shall be charged against local funds subject to existing accounting and auditing rules and regulations.
- 6) Immediate and wide dissemination of this Memorandum to all concerned is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent



SGOD-DAA

Encl: as stated
To be indicated in the Perpetual Index
under the following subjects:

PROGRAM
DMEA

Suggested PPT Templates

(1st and 2nd Quarter for SY 19-20 – June to November 2019)

for the upcoming District/School MEA

1. Title Slide (Intro- less than 1minute presentation)

- One (1) slide
- School Logo

2. School Profile (1 to 2 minutes)

- One (1) slide
- Data on Learning Facility and Personnel
 - (e.g. No. of T1, T2, T3, MT 1, MT2,
 - Average class size
 - No. of School Buildings and/or classrooms,
 - Ratio: on books, computers, chairs, CR - (WinS) to students,
 - DRRM related)
 - others

3. Dashboard (3 to 4 Minutes)

- Three (3) slides

I. ACCESS (1 slide) i) Gross Enrollment vs. Net Enrollment (Raw Data) using

Bar Graph

ii) School Age in the Community (Raw Data)

iii) Overaged Learners by Grade Level (Raw Data)- (Note: Overaged Learner per Grade Level)

II. EFFECIENCY (1 slide)

i) Presently Enrolled “Retained” Learners - (These are students who are presently enrolled in the school and whose status are retained (with failing marks) in the previous year(s))

(Raw Data)– by Grade Level

ii) PARDOS/SARDOS (Dropout) -(These are students who are presently enrolled in the school and are considered as PARDOS/SARDOS for the 1st and 2nd Grading Periods) (e.g. basis for PARDOS/SARDOS; absenteeism due to financial status or other issues, family related issues, “consistent leavers”, overaged, others)

(Raw Data) – by Grade Level

iii) Presently Enrolled “Leavers” - (These are students who are presently enrolled in the school and whose status are

leavers/dropped in the previous year(s))

(Raw Data) – by Grade Level

III. **QUALITY** (1 slide) i) **Reading Level** (Frustration/Independent/Instructional) may be in a PIE CHART (percentage) and a bar graph for each grade level

ii) **Learners Academic Performance (Honors)** - (These are the honor students in the 1st grading only) (Raw Data) – by Grade Level
- a BAR GRAPH for each grade level

- Each slide must also contain a 3-5 sentences description/analysis of the data. These “Sentences” may be written/placed in the “Note” area of the slide.

4. Situational Analysis (using Curriculum Support System and SWOT Analysis) (2 to 3 Minutes)

- Two (2) slides
- The slides must contain the results of the situational analysis by presenting the problematic segments which must be prioritized preferably in a problem tree form or SWOT Analysis. Highlighting 3 key challenges and its causes.

5. Internal and External Assessment of the School (Characterization w/(o) Graphical Presentation) (1 minute)

- Two (2) slides
- The slides must contain the results of the internal and external assessment of the School. This should include trends in the school which may directly or indirectly affect the basic education sector.

6. Adjustments, Strategies and Recommendations (1 to 2 Minutes) (see sample “addressing the Gaps”)

- One (1) slide for ACCESS
- One (1) slide for EFFICIENCY
- One (1) slide for QUALITY
- The slide should contain the adjustments, Strategies and Recommendation of the PAPs in response to the challenges or gaps presented.

Addressing the Gaps (Sample Only)



Catch Up!

ADDRESSING THE GAPS

◎ WHAT HAVE WE DONE? (Sample)

1. Strictly monitored the implementation of DO 8, s. 2015 and DO 36, s.2016 by PSDSs and EPSs.
2. Oriented newly hired teachers on DO 8, s. 2015 through Teachers Induction Program (TIP).

◎ WHAT HAVE WE DISCOVERED/OBSERVED? (Sample)

1. A number of teachers (including newly-hired) have difficulty in giving assessment that is aligned to the objectives of the subject matter.
2. No learners obtained "With Highest Honors" of the four (4) quarters of S.Y. 2017 - 2018.

◎ WHAT ARE THE PROPOSED ADJUSTMENTS WE HAVE ? (Sample)

1. Revisited DO 8, s.2015 and DO 36, s.2016 during ManComs and special conferences.
2. Encouraged the schools to give recognition to parents of the honor learners.

◎ WHAT ARE THE ASSISTANCE NEEDED FROM THE DIVISION OFFICE? (Sample)

1. Policy review on the giving of Academic Excellence Awards to honor learners.

(90-94) With Honors - HONORABLE MENTION

(95-97) With High Honors - SALUTATORIAN

(98-100) With Highest Honors - VALEDICTORIAN

Percentage of Grade 10 completers
(1,980 learners) with
Academic Excellence Award

