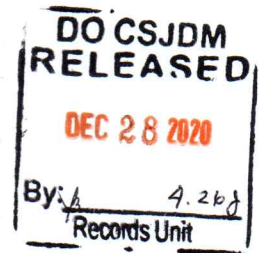




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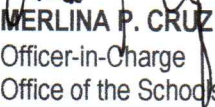
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY



OFFICE MEMORANDUM

No. 06, s. 2020

To: SDO Personnel

From: 
MERLINA P. CRUZ PhD, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

Subject: **SUBMISSION OF DIVISION MONITORING, EVALUATION AND ADJUSTMENT (DMEA) CY 2020**

Date: December 28, 2020

1. In view of Regional Memorandum No. 373, s. 2020 on the 2020 Year-End Performance Evaluation of SDOs by the Regional Office, please be informed that the submission of the Division Monitoring, Evaluation and Adjustment (DMEA) for Calendar Year 2020 and the corresponding Means of Verification (MOVs) is on or before January 5, 2021.
2. All functional divisions are enjoined to fill-out the consolidated DMEA forms (see attached tables) based on the Key Result Areas (KRAs) and objectives in the Office Performance Committee Review Form (OPCRF) of the Schools Division Superintendent using the online Google sheet @ <https://bit.ly/34KtoCr>.
 - a. Table 1: Physical and Financial Accomplishment
 - b. Table 2: Unaccomplished Output and Plan Adjustment
 - c. Table 3: Analysis and Findings on Quantitative Information for the Quarter/Cumulative
 - d. Table 4: Status of Deployment – SDO, Teaching and Non-Teaching Personnel
3. For guidance and compliance.

sgod/smme/rjh
CN 20-12-601



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MONITORING, EVALUATION, AND ADJUSTMENT (MEA)

Period Covered: January - December, 2020

Division of San Jose del Monte City

TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 1											
Strategic Management and Operations											
Activity	Output Indicator	Physical		Financial				Date Targeted	Date Accomplished	Status of Accomplishment	Issues/Concerns / Needs
		Targeted	Accomplished	Allocated	Obligated	Disbursed	Source of Fund				
Objective 1	Implemented 100% of the indicators for SY 2020-2021 (Year 6) of the Schools Division Education Development Plan (DEDP) for the effective and efficient performance of the schools division within the Calendar Year.										
<i>(Please put DEDP activities and indicators implemented and achieved c/o SGOD - P & R)</i>											
Objective 2	Implemented 100% of the processes indicated in the Quality Management System (QMS) Manual of the Schools Division Office (SDO) towards continuous improvement within the calendar year.										
<i>(Please put ISO activities implemented and results of internal/external audit c/o QMT, ODC, IAT)</i>											
Objective 3	Supervised the implementation of quality assurance process on SIP, SBM and other programs and projects as basis for continuous improvement in the 35 Elementary Schools, 20 Junior High Schools, 15 Senior High Schools and 35 CLCs.										
<i>(Please put activities done on SIP/AIP, SBM and PAPS c/o SGOD - P & R and SMME)</i>											

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Division of San Jose del Monte City

TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 1	Strategic Management and Operations										
Objective 4	Coordinated with CO, RO and other public affairs offices, managed information flow and internal communications and operationalized the Management Information System (MIS).										
<i>(Please put activities implemented and the utilization of MIS c/o OSDS - Records & ICTO)</i>											
Objective 5	Completed 100% of the learners' profile by updating the End of the School Year (EOSY) and Beginning of the School Year (BOSY) and updating of data in the eBEIS in the 35 Elementary Schools, 20 Junior High Schools, 15 Senior High Schools and 35 CLCs.										
<i>(Please put data on EOSY and BOSY and activities implemented c/o SGOD - P & R)</i>											
Objective 6	Established healthful environment among 35 Elementary Schools, 20 Junior High Schools, 15 Senior High Schools and 35 CLCs through implementation of health programs and provision of basic health and nutrition services, implementation of DRRM plans and YF activities.										
<i>(Please put activities implemented on DRRM, YF, Health Programs c/o SGOD - EPS, DRRM, YF, SHN)</i>											



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TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 2											
Curriculum and Instruction Management											
Activity	Output Indicator	Physical		Financial				Date Targeted	Date Accomplished	Status of Accomplishment	Issues/ Concerns/ Needs
		Targeted	Accomplished	Allocated	Obligated	Disbursed	Source of Fund				
Objective 1	Attained 100% compliance to quality standards in the implementation of the basic education curriculum in the 35 Elementary Schools, 20 Junior High Schools, 15 Senior High Schools and 35 CLCs by regularly monitoring and supervising the implementation of the program within the calendar year.										
<i>(Please put activities done on implementation and monitoring of K to 12 program c/o CID)</i>											
Objective 2	Increased the level of relevance of the curriculum from Kindergarten to Junior High School in the 35 Elementary Schools, 20 Junior High Schools and 15 Senior High Schools by producing/ designing 100 instructional materials/ lesson exemplars/ non-print/ interactive multi-media materials through indigenization, innovation and integration at the end of the calendar year.										
<i>(Please put activities done on the development, quality assurance of learning materials and number of LMs developed, quality assured, reproduced and distributed to schools and LCs per learning area/grade level c/o CID)</i>											

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TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 2	Curriculum and Instruction Management										
Objective 3	<i>Provided technical assistance to 35 Elementary Schools, 20 Junior High Schools, 15 Senior High Schools and 35 CLCs on the teaching-learning processes in on the different learning areas within the calendar year.</i>										
<i>(Please put TA provided on teaching-learning delivery/processes per learning area/program c/o CID)</i>											
Objective 4	Attained 100% compliance in the operation of the 132 Private Schools which have been granted Government authority to operate and Government Recognition for accreditation and the implementation of DO 88, s. 2010 on school operations and other relevant DepEd policies at the end of Calendar Year.										
<i>(Please put activities implemented on private school compliance c/o CID and SGOD - SMME)</i>											
Objective 5	Strengthened 100% of the research capabilities of teaching and non-teaching personnel of the 35 Elementary Schools, 20 Junior High Schools, 15 Senior High Schools and 35 CLCs through the conduct of one (1) Schools Division level conference-workshop in the preparation of 258 research proposals and 65 final outputs, one (1) Schools Division Research Festival and one (1) Schools Division Research Congress at the end of the calendar year.										
<i>(Please put activities implemented on research and number of research proposals and final outputs for BERF and non-BERF c/o SGOD - P&R)</i>											



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Division of San Jose del Monte City

TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 3		Human Resource Development and Management									
Activity	Output Indicator	Physical		Financial				Date Targeted	Date Accomplished	Status of Accomplishment	Issues/Concerns / Needs
		Targeted	Accomplished	Allocated	Obligated	Disbursed	Source of Fund				
Objective 1	Attained 100% compliance to standards/guidelines set in hiring, placing and evaluating teaching and non-teaching personnel in the schools division, 35 Elementary Schools, 20 Junior High Schools, 15 Senior High Schools and 35 CLCs through the conduct of impartial, objective and transparent Recruitment, Selection, Placement and Induction (RSPI) program within the Calendar Year. (c/o OSDS-Personnel)										
Publication of Vacant Items	100% of vacant items published										
Issuance of Schools Division Memorandum on ranking	100% of vacant position issued with SDM										
Evaluation of applicants' documents	100% of applicants' documents evaluated										
Processing of appointment papers submitted to CSC	100% of appointment papers submitted to CSC										

MONITORING, EVALUATION, AND ADJUSTMENT (MEA)

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Division of San Jose del Monte City

TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 3	Human Resource Development and Management										
Personnel actions (without special order)	100% of applications acted upon										
Personnel actions (with special order)	100% of applications acted upon										
Other personnel actions	100% of applications acted upon										
PSIPOP											
Objective 2	Enhanced teaching and non-teaching personnel in the schools division, 35 Elementary Schools, 20 Junior High Schools, 15 Senior High Schools and 35 CLCs through the implementation and management of efficient and effective <u>37 learning and development programs</u> at the end of the Calendar Year.										
<i>(Please put activities implemented on L&D programs c/o CID, OSDS, SGOD - HRD)</i>											
Objective 3	Improved the level of clientele's satisfaction on the frontline services based on Customer Feedback Survey within the Calendar Year.										
<i>(Please put result of survey on customer feedback c/o OSDS - Personnel)</i>	100% of clients were very satisfied	100%	100%	0	0	0	None	July - September 2020	July - September, 2020	Done	None

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TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 3	Human Resource Development and Management										
Objective 4	Established the Employees Welfare Program by implementing <u>26 activities</u> in the Employees Welfare Development Plan for teaching and non-teaching personnel in the schools division within the calendar year.										
<i>(Please put activities implemented on employees welfare programs such as mental health, GAD c/o CID, OSDS, SGOD)</i>	1 Forum was conducted	100%	100%	0	0	0	None	Sept.17, 2020	Sept.17, 2020	Done	None
Objective 5	Acted on and evaluated received complaints and conducted preliminary/fact finding investigation in accordance with existing laws, rules and regulations.										
<i>(Please put number complaints received, resolved or under investigation c/o OSDS - Legal)</i>											



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TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 4	Resource Management										
Activity	Output Indicator	Physical		Financial				Date Targeted	Date Accomplished	Status of Accomplishment	Issues/Concerns / Needs
		Targeted	Accomplished	Allocated	Obligated	Disbursed	Source of Fund				
Objective 1	Achieved 100% utilization of the school resources (classrooms, equipment and furniture) by ensuring equitable distribution of resources in the 35 Elementary Schools, 20 Junior High Schools, 15 Senior High Schools and 35 CLCs and arriving at recommendation for maximum utilization of the same at the end of FY.										
<i>(Please put number of classrooms repaired, POWs prepared, schools monitored/appraised c/o SGOD - EF)</i>											
<i>(Please put number of LMs, equipment, supplies, furniture received, procured, and distributed to FDs, schools & LCs c/o OSDS-supplies)</i>											
Objective 2.	Achieved 100% budget utilization in the schools division through real time on-line monitoring and coordinating with program takers and controlling of budgetary accounts at the end of the Fiscal Year. (c/o OSDS - Payroll, Budget & Finance)										
Monitoring of PMIS											

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TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 4	Resource Management											
Summary of Financial Reports												
Review of the existence of accounts payable/ unpaid obligations to facilitate processing of claims on government obligations to internal and external stakeholders	100% of Paid disbursement vouchers/ Aging of Accounts Payable reviewed											
Conduct of M & E of the Financial system of DO & 9 IUs	100% eFRS were reviewed											
Submission of financial reports on time to overseeing body	100% of financial reports were submitted to overseeing body											
Conduct of M & E on the liquidation reports on downloaded funds to schools and IUs	100% of liquidation reports evaluated											

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TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 4	Resource Management											
Conduct of M & E on utilization and liquidation of MOOE and other funds	55 schools monitored											
Objective 3	Attained 100% compliance on the submission of the budget execution reports through systematic recording and reporting of the agency financial and physical operations at the end of the Fiscal Year. (c/o OSDS - Budget and Finance, Cash, Payroll)											
Monitoring of Notice of Cash Allocation												
Preparation of Report on Cash Inflow												
Preparation of Cash Receipts Record												
Reporting on checks issued												
Preparation, disbursement and release of approved checks & ADA												

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TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 4	Resource Management											
Preparation of Liquidation Report & Cash Disbursements Record												
Preparation of Report of Accountability for Accountable Forms												
Verification of financial statements of SDO and 9 IUs												
Monitoring of Journals and ledgers												
Provision of Response to Audit Observation Memorandum (AOM)												
Monitoring the status of NCA utilization and balance												

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Division of San Jose del Monte City

TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 4	Resource Management										
Certification of the availability of allotment and recording of expenditures											
Review and approval of the WFPs of Schools											
Objective 4	Attained 100% compliance with the guidelines set on fund allotments and utilization for salaries, allowances and other benefits of the personnel in the schools division as well as the release of funds to schools and learning centers through accurate preparation, processing and submission of Report of Disbursement with supporting documents within the prescribed period. (c/o OSDS - Payroll, Budget & Finance)										
Payment of Salaries, allowances and other benefits	Salaries, allowances and other benefits paid										
Report of Disbursement											
Objective 5	Prepared and recommended approval of budget of schools within the schools division to the city board and conferred with them on matters affecting school appropriation and disbursement.										
<i>(Please put activities on SEF)</i>											



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TABLE 1: PHYSICAL AND FINANCIAL ACCOMPLISHMENT

KRA 5	Partnership and Linkages										
Activity	Output Indicator	Physical		Financial				Date Targeted	Date Accomplished	Status of Accomplishment	Issues/ Concerns/ Needs
		Targeted	Accomplished	Allocated	Obligated	Disbursed	Source of Fund				
Objective 1	<i>Coordinated with the Local Government Units and Non-Government Organizations for the assistance and support to the 35 elementary schools, 20 Junior High Schools, 15 Senior High Schools and 35 Community Learning Centers through crafting of 40 Memoranda of Agreement/ Understanding within the calendar year.</i>										
<i>(Please put activities on partnership and number of MOAs approved, proposed c/o SGOD - SMN)</i>											
Objective 2	<i>Implemented the DRRM Plan by conducting meetings and advocacy campaigns with the Local Government Units for disaster risk reduction and emergency response in the schools division including the 35 elementary schools, 20 Junior High Schools, 15 Senior High Schools and 35 Community Learning Centers within the calendar year.</i>										
<i>(Please put DRRM activities in partnership with LGU c/o SGOD - DRRM)</i>											
Objective 3	<i>Performed functions in coordination with the Local Government Unit such as Co-Chairperson in the Local School Board, as Member in the City Peace and Order Council, City Anti-Drug Abuse Council, Disaster Risk Response Team, Gender and Development Council, and others.</i>										
<i>(Please put activities in coordination with LGU)</i>											



 <p style="text-align: center;">DEPARTMENT OF EDUCATION REGION III Matalino St. DM, Government Center, Maimpis City of San Fernando (P)</p>		DepEdROI-III-MEA-_____ (revised: 03/06/2020)	
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TABLE 2: UNACCOMPLISHED OUTPUT AND PLAN ADJUSTMENT

Quarter	Unaccomplished PPAs	Source of Fund & Funding Requirement	Reason for Dropping/ Moving/ Changing It	Resolution	Adjustment	New Schedule
				(Dropped, Moved, Changed)		



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TABLE 3: ANALYSIS AND FINDINGS ON QUANTITATIVE INFORMATION FOR THE QUARTER/CUMULATIVE

Physical Accomplishment (%)		Funds Utilization rate (%)				Findings and Analysis
Quarter	Cumulative	Quarter	Obligated	Disbursed	Cumulative	(Qualitative Description)
<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>	



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TABLE 4.1: STATUS OF DEPLOYMENT (RO/SDO Personnel)

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
OSDS								
CID								
SGOD								
Total								



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TABLE 4.2: STATUS OF DEPLOYMENT (Teaching and Non-Teaching)

Position	Number of Old Position		Number of Newly Created Position		Reason/s
	FILLED	UNFILLED	FILLED	UNFILLED	
ELEMENTARY					
MASTER TEACHER II					
MASTER TEACHER I					
SPECIAL EDUCATION TEACHER I					
TEACHER III					
TEACHER II					
TEACHER I					
HEAD TEACHER V					
HEAD TEACHER IV					
HEAD TEACHER III					
HEAD TEACHER I					
SCHOOL PRINCIPAL IV					
SCHOOL PRINCIPAL III					
SCHOOL PRINCIPAL II					
SCHOOL PRINCIPAL I					
ADMINISTRATIVE OFFICER II					
ADMINISTRATIVE ASSISTANT III					
ADMINISTRATIVE ASSISTANT II					
SECURITY GUARD II					
SECURITY GUARD I					
ADMINISTRATIVE AIDE I					
SECONDARY					
MASTER TEACHER II					
MASTER TEACHER I					

SPECIAL EDUCATION TEACHER I					
SPECIAL SCIENCE TEACHER I					
TEACHER III					
TEACHER II					
TEACHER I					
MASTER TEACHER II					
HEAD TEACHER V					
HEAD TEACHER VI					
HEAD TEACHER IV					
HEAD TEACHER III					
HEAD TEACHER III					
HEAD TEACHER I					
VOCATIONAL SCHOOL ADMINISTRATOR I					
SCHOOL PRINCIPAL IV					
SCHOOL PRINCIPAL III					
SCHOOL PRINCIPAL II					
SCHOOL PRINCIPAL I					
ASSISTANT SCHOOL PRINCIPAL II					
GUIDANCE COUNSELOR II					
GUIDANCE COORDINATOR II					
GUIDANCE COUNSELOR I					
SCHOOL LIBRARIAN I					
PROJECT DEVELOPMENT OFFICER I					
ADMINISTRATIVE OFFICER I					
ADMINISTRATIVE OFFICER II					
ADMINISTRATIVE OFFICER IV					
REGISTRAR I					
NURSE II					
ADMINISTRATIVE ASSISTANT III					
ADMINISTRATIVE ASSISTANT II					
ACCOUNTANT I					
ADMINISTRATIVE AIDE IV					
ADMINISTRATIVE AIDE III					
SECURITY GUARD I					
LIGHT EQ. OPERATOR					
WATCHMAN I					
ADMINISTRATIVE AIDE I					
Total					

Table 4.2