



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

JUNE 10, 2021

**DIVISION MEMORANDUM**

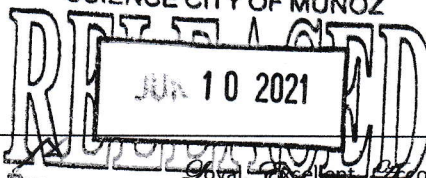
No. 209, s. 2021

**CONDUCT OF SECOND QUARTER DIVISION MONITORING  
EVALUATION AND ADJUSTMENT (DMEA)**

To: ASDS, CHIEF ES (SGOD & CID)  
ALL UNIT HEADS

1. Pursuant to Regional Memorandum No. 207, s. 2021, this office will be conducting the Second Quarter Online Division Monitoring, Evaluation and Adjustment (DMEA) on June 16, 2021 at 8:30 am.
2. The activity aims to:
  - 2.1 Discuss issues and concerns raised during the conduct of the 1st Quarter DMEA;
  - 2.2 Monitor and evaluate the Accomplishments vs. Targets of all the Functional Unit in the Division;
  - 2.3 Identify the gaps, concerns, issues and problems;
  - 2.4 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 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](mailto:lamberto.corpuz@deped.gov.ph). 3 days prior to the scheduled presentation.
5. For clarification, you may contact the DMEA Coordinator through [lamberto.corpuz@deped.gov.ph](mailto:lamberto.corpuz@deped.gov.ph) or at cellphone number 0935 631 0043.
6. For information and strict compliance.

DEP - ED  
SCIENCE CITY OF MUNOZ



**DANTE G. PARUNGAO, CESO VI**

Officer-in-Charge

Office of the Schools Division Superintendent

LPCSeps2021



By: *[Signature]* Obya, Excellent, Accountable and Dedicated to Service

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

Telephone No.: (044) 806 -2192; Email Address: [munozonecity@deped.gov.ph](mailto:munozonecity@deped.gov.ph)

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



Certificate No. 50500731 QM15



Republic of the Philippines  
Department of Education

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

ENCLOSURE TO DIVISION MEMORANDUM NO. 209, S. 2021

**DIVISION MONITORING EVALUATION AND ADJUSTMENT  
PERIOD COVERED: SECOND 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
<b>TOTAL</b>	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



Loyal, Excellent, Accountable and Dedicated to Service  
Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15





Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

### DIVISION MONITORING EVALUATION AND ADJUSTMENT PERIOD COVERED: SECOND 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	
Write here the average No. of % accomplished for the quarter	Write here the average % accomplished from the start over total targets from 1 <sup>st</sup> to 4 <sup>th</sup> quarters.	Write here the % of utilization for the current quarter	Write here the % of obligated amount for the current quarter	Write here the % of disbursed amount for the current quarter	Write here the % of utilization from the start over approved total budget allocation from 1 <sup>st</sup> to 4 <sup>th</sup> quarters.	
<b>Example: 90%</b>	<b>50%</b>	<b>90%</b>	<b>100%</b>	<b>85%</b>	<b>45%</b>	Some PPAs were not conducted due to lockdowns; Failure to conduct some PPAs and the quarantine of Program Owners led to non-utilization and disbursement of the allocated budget

PREPARED BY:

UNIT HEAD



*Loyal, Excellent, Accountable and Dedicated to Service*

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

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

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



Certificate No. 50500731 QM15



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

**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
<b>TOTAL</b>								



*Loyal, Excellent, Accountable and Dedicated to Service*

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

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

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



Certificate No. 50500731 QM15



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

**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	
<b>TOTAL</b>					

PREPARED BY:

UNIT HEAD



*Loyal, Excellent, Accountable and Dedicated to Service*  
Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15