



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

DepEd - Division of Batangas  
 RECORDS SECTION

**RECEIVED**

Doc No: k2 - 133369

By: 4/23/2024 Time: 8:53

April 22, 2024

**DIVISION MEMORANDUM**

No. 209, s. 2024

**CONDUCT OF SCHOOL/SUB-OFFICE/DIVISION MONITORING EVALUATION  
 AND PLAN ADJUSTMENTS FOR 2nd QUARTER OF FISCAL YEAR 2024  
 (1st-3rd QUARTER OF SY 2023-2024)**

**TO:** Assistant Schools Division Superintendents  
 Chief- Curriculum Implementation Division (CID)  
 Chief- School Governance and Operations Division (SGOD)  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The Schools Division Office of Batangas Province through the School Governance and Operation Division announces the conduct of Monitoring Evaluation Plan Adjustments (MEPA) in various levels on the following dates:

<b>ACTIVITY</b>	<b>DATE</b>
School Monitoring Evaluation and Plan Adjustment (SMEPA)	May 6-8, 2024
Sub-Offices Monitoring Evaluation and Plan Adjustment (Sub-MEPA)	May 15-17, 2024
Division Monitoring Evaluation and Plan Adjustment (DMEPA)	June 19-21, 2024

2. The activities aim to continuously provide necessary data and information as important inputs in decision-making to improve the following:

- a. Organizational performance for efficient and effective delivery of basic education services as well as the mandates of the department;
- b. Implementation of PPAs at various governance levels to achieve the desired output and sustainability of education outcomes;
- c. Organizational health and performance which serve as basis in determining appropriate strategies and interventions to improve organizational effectiveness, efficiency, and resource support.

3. School heads are expected to present their accomplishment during the SMEPA with the presence of their teachers, SGC, PTA, student representative and other stakeholders after class hours. Classes shall not be disturbed nor interrupted during the data collection from the teachers and on school MEPA presentation.

4. The Public Schools District Supervisors (PSDSs) in their respective sub-offices shall facilitate the conduct of the Sub-MEPA.



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662

dep.ed.batangas@dep.ed.gov.ph

www.dep.ed.batangas.com



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

5. The SMEPA/Sub-MEPA report shall include the following salient points:

**a. Access**

1. Enrolment per Key Stage (EOSY 2022-2023 vs BOSY 2023-2024) including SPED, IPED, Madrasah, etc.)  
Explain the increase and decrease trends
2. Dropout (per key stage) 1<sup>st</sup>-3<sup>rd</sup> Quarters
3. PPAs addressing the mentioned indicators under Access

**b. Equity**

1. PPAs addressing the needs of school-age children, youth, and adults in situation of disadvantage (SPED, IPED, children in conflict, etc.)

**c. Quality**

1. Number/percentage of non-readers by key stage
2. Number/percentage of non-numerates by key stage
3. MPS of learning areas per key stage of 1<sup>st</sup>-3<sup>rd</sup> Quarters
4. Number of learners with failing grades in different learning areas (male and female) 1<sup>st</sup>-3<sup>rd</sup> Quarters
5. PPAs addressing the mentioned indicators under Quality

**d. Resiliency and Well-Being**

1. Number/percentage of learners who reported violence committed against them by other learners (bullying) or adults (child abuse) per key stage based on intake sheets of schools
2. Nutritional status per key stage (1<sup>st</sup>-3<sup>rd</sup> Quarters)
3. PPAs addressing the mentioned indicators under Resiliency

**e. Enabling Mechanism (Governance)**

1. Status of Self-Assessed SBM Level of Practice as of 3<sup>rd</sup> Quarter
2. Percentage of financial contribution of international and local grant development partners including adopt a school and Brigada Eskwela)
3. Special Education Fund (SEF) utilization rate
4. MOOE utilization (1<sup>st</sup>-3<sup>rd</sup> Quarters SY 2023-2024)

**f.** Implementation gaps/issues (if any) for each PPA under 4 pillars

**g.** Facilitating and Hindering factors on PPAs implementation under 4 pillars

**h.** Proposed interventions/Catch-up Plans for each PPA under 4 pillars

**i.** M&E result of each PPA under 4 pillars

**j.** Best practices under 4 pillars (if any)

6. PSDSS shall present the **consolidated findings** of (1<sup>st</sup>-3<sup>rd</sup> Quarters of SY 2023-2024) during the DMEPA using the Sub-MEPA presentation flow. You may include the important issues/concerns which are not mentioned in the proposed template relative to the MEPA activity.



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

---

7. An Excel file template can be accessed through this link [bit.ly/DMEPA\\_JUNE\\_2024](http://bit.ly/DMEPA_JUNE_2024) which will guide the school head in gathering data to be submitted in the respective sub-office. Each sub-office will consolidate the school data using the specified template to be a sub-office guide in the presentation of Sub-MEPA. Filled-out sub-office template can also be uploaded through this link.
8. The venue of the Division MEPA shall be in the SDO Conference Hall.
9. The list of presenters and the date of presentation in the DMEPA for 3 days can be gleaned in the attachment.
10. This memorandum serves as Travel Order of the participants.
11. Expenses relative to the conduct of the activity shall be charged against School/Division MOOE and other local funds subject to usual accounting and auditing rules and regulations.
12. Immediate dissemination of and compliance with this Memorandum is directed.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

Attachment A

**CONDUCT OF DIVISION MONITORING EVALUATION AND PLAN  
ADJUSTMENTS  
FOR 2<sup>nd</sup> QUARTER OF FY 2024 (1<sup>st</sup>- 3<sup>rd</sup> QUARTER OF SY 2023-2024)**

Participants – **SDS, ASDS, Div. Chiefs, EPSs, PSDSs, Section Heads, and TWG**

Inclusive Date & Time: **June 19-21, 2024**

Venue: **SDO Conference Hall**

NO.	NAME	SEX	OFFICE / DIVISION / SECTION	POSITION
<b>DAY 1 (June 19, 2024)</b>				
1	MARITES A. IBANEZ	F	OSDS	SDS
2	RHINA O. ILAGAN	F	OSDS	ASDS
3	GREGORIO T. MUECO	M	OSDS	ASDS
4	DAVID M. NUAY	M	CID	Chief ES
5	MARIO B. MARAMOT	M	SGOD	OIC-Chief ES
6	CORA V. SAMSON	F	SGOD	SEPS
7	JESSA S. GUERRA	F	SMME	EPS II
8	LEONCIA B. MARAMOT	F	HRD	EPS II
9	JOHN LHESTER L. GABO	M	ICT	ADAS III
10	MA. LETICIA JOSE C. BASILAN	F	CID	EPS I
11	ROLANDO S. CASANOVA	M	CID	EPS I
12	ROSALINDA A. MENDOZA	F	CID	EPS I
13	MACARIA CARINA C. CARANDANG	F	CID	EPS I
14	ANABEL E. MAGALONA	F	SMN	SEPS
15	JOHN ALBERT L. TIQUIS	M	ESF	Engineer III
16	LOLITA C. GARCIA	F	BALAYAN EAST	PSDS
17	PLACIDA G. DELA VEGA	F	BALAYAN WEST	PSDS
18	ANABEL R. MARASIGAN	F	CALACA	PSDS
19	ELEAZAR C. MAGSINO	M	CALATAGAN	PSDS
20	AVELINO B. MORTEL	M	LEMERY	PSDS
21	PEDRO D. DE LOS REYES	M	LIAN	PSDS
22	AVELINA O. GAA	F	NASUGBU EAST	PSDS
23	GREGORIO V. MENESES	M	NASUGBU WEST	PSDS
24	CONIE C. HERNANDEZ	F	TAAL	PSDS
25	RONALDO L. SEVILLA	M	TUY	PSDS
<b>DAY 2 (June 20, 2024)</b>				
1	MARITES A. IBANEZ	F	OSDS	SDS
2	RHINA O. ILAGAN	F	OSDS	ASDS
3	GREGORIO T. MUECO	M	OSDS	ASDS



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

4	DAVID M. NUAY	M	CID	Chief ES
5	MARIO B. MARAMOT	M	SGOD	OIC-Chief ES
6	CORA V. SAMSON	F	SGOD	SEPS
7	JESSA S. GUERRA	F	SMME	EPS II
8	LEONCIA B. MARAMOT	F	HRD	EPS II
9	JOHN LHESTER L. GABO	M	ICT	ADAS III
10	JIMMY J. MORILLO	M	CID	EPS I
11	MERCY R. VILLANUEVA	F	CID	EPS I
12	EMERSON B. DALANGIN	M	CID	Science Coordinator
13	RODRIGO S. CASTILLO	M	P&R	SEPS
14	ARIS U. DIMAANO	M	P&R	Planning Officer III
15	AURELIA A. AGUILA	F	BAUAN EAST	PSDS
16	ANDREA M. HERNANDEZ	F	BAUAN WEST	PSDS
17	BABY JANET U. DIMAILIG	F	LOBO	PSDS
18	LUISITO L. CANTOS	M	MABINI	PSDS
19	GINA M. LAKSAMANA	F	SAN LUIS	PSDS
20	BERNARDA M. REYES	F	SAN PASCUAL	PSDS
21	LUCKY MAY L. PASIA	F	TINGLOY	PSDS
22	NENITA A. ADAME	F	IBAAN	PSDS
23	BRAULIO D. NAPENAS	M	PADRE GARCIA	PSDS
24	ORLIE G. DEL MUNDO	M	ROSARIO EAST	PSDS
25	JULITA E. ILAGAN	F	ROSARIO WEST	PSDS
26	JOEL B. LUBIS	M	SAN JOSE	PSDS
27	ELLIENOR D. PENA	F	SAN JUAN EAST	PSDS
28	SARAH S. SAGUIN	F	SAN JUAN WEST	PSDS
29	ERICKSON T. GUTIERREZ	M	TAYSAN	PSDS

**DAY 3 (June 21, 2024)**

1	MARITES A. IBANEZ	F	OSDS	SDS
2	RHINA O. ILAGAN	F	OSDS	ASDS
3	GREGORIO T. MUECO	M	OSDS	ASDS
4	DAVID M. NUAY	M	CID	Chief ES
5	MARIO B. MARAMOT	M	SGOD	OIC-Chief ES
6	CORA V. SAMSON	F	SGOD	SEPS
7	JESSA S. GUERRA	F	SMME	EPS II
8	LEONCIA B. MARAMOT	F	HRD	EPS II
9	JOHN LHESTER L. GABO	M	ICT	ADAS III
10	LOU C. PANALIGAN	M	OSDS	AO V
11	LORETA V. ILAO	F	CID	EPS I
12	ELIZABETH R. TOLENTINO	F	CID	EPS I
13	MICHAEL B. ULARTE	M	CID	EPS I
14	MARIAN L. ARIAS	F	SGOD	EPS I
15	EVELYN C. DE SAGUN	F	HRD	SEPS
16	JAMES ANGELO T. ANO	M	DRRM	PDO II
17	MARIA MELISSA M. ARIOLA	F	AGONCILLO	PSDS
18	ANIANO I. HERNANDEZ	M	ALITAGTAG	PSDS
19	NANCY D. LUBIS	F	BALETE	PSDS
20	JULIETA D. DEVIO	F	CUENCA	PSDS



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

21	BENILDA N. NAVARRO	F	LAUREL	PSDS
22	AGRIFINA A. DIRAIN	F	MALVAR	PSDS
	NANCY D. LUBIS	F	MATAASNAKAHOY	PSDS
23	EMITERIA B. VILLAMOR	F	SAN NICOLAS	PSDS
24	ANTONIO M. ILAGAN	M	STA. TERESITA	PSDS
25	GINALYN U. MACARAIG	F	TALISAY	PSDS



**Republic of the Philippines**  
**Department of Education**  
 REGION IV-A CALABARZON  
 SCHOOLS DIVISION OF BATANGAS

Attachment B

**CONDUCT OF DIVISION MONITORING EVALUATION AND PLAN  
 ADJUSTMENTS  
 FOR 2<sup>nd</sup> QUARTER OF FY 2024 (1<sup>st</sup>- 3<sup>rd</sup> QUARTER OF SY 2023-2024)**

**TRAINING MANAGEMENT STRUCTURE**

**Executive Committee**

Overall Chairperson	<b>MARITES A. IBANEZ, CESO V</b> Schools Division Superintendent
Co-Chairpersons	<b>GREGORIO T. MUECO</b> Asst. Schools Division Superintendent <b>RHINA O. ILAGAN</b> Asst. Schools Division Superintendent
Members	<b>DAVID M. NUAY</b> Chief Education Supervisor, CID <b>MARIO B. MARAMOT</b> OIC - Chief Education Supervisor, SGOD <b>LOU C. PANALIGAN</b> Administrative Officer V, OSDS

Task/ Committee	Terms of Reference	In-Charge
Program Proponent	<ul style="list-style-type: none"> <li>➤ Spearheads in the planning of the program and dissemination of Memorandum</li> <li>➤ Secures approval of proposal</li> <li>➤ Leads in the conduct of activity</li> </ul>	Cora V. Samson
Secretariat	<ul style="list-style-type: none"> <li>➤ Facilitates the generation of certificates after the End of Program Evaluation</li> </ul>	Leoncia B. Maramot
Documenter	<ul style="list-style-type: none"> <li>➤ Documents the entire implementation of the activity</li> <li>➤ Prepares the photo and narrative documentation of the PIR and furnish the Program proponent with a copy</li> </ul>	Jessa S. Guerra



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
 ☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662  
 ✉deped.batangas@deped.gov.ph  
 🌐www.depedbatangas.com



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

Technical Assistant	<ul style="list-style-type: none"><li>➤ Ensures availability and serviceability of the internet including powerpoint presentation, audio and peripherals</li><li>➤ Coordinates with the presenters on the slide decks of the topic/s to be presented and discussed</li><li>➤ Trouble shoots technical problems</li></ul>	John Lhester L. Gabo
Program Facilitator/Moderator	<ul style="list-style-type: none"><li>➤ Facilitates the flow of the activity</li><li>➤ Entertains questions of the participants</li><li>➤ Establishes a friendly atmosphere in the session</li><li>➤ Concludes the activity</li></ul>	Cora V. Samson
QATAME Associate	<ul style="list-style-type: none"><li>➤ Quality assures the conduct of 1<sup>st</sup> Quarter PIR</li><li>➤ Provides QAME report and furnish the program proponent a copy</li><li>➤ Prepares the activity completion report</li></ul>	Jessa S. Guerra
Nurse	<ul style="list-style-type: none"><li>➤ Checks health issues &amp; concerns of the participants from time to time</li><li>➤ Applies first aid when necessary</li><li>➤ Prepares medical reports</li></ul>	Nurse on duty





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

Attachment C

**CONDUCT OF DIVISION MONITORING EVALUATION AND PLAN  
ADJUSTMENTS  
FOR 2<sup>nd</sup> QUARTER OF FY 2024 (1<sup>st</sup>- 3<sup>rd</sup> QUARTER OF SY 2023-2024)**

Participants – **SDS, ASDS, Div. Chiefs, EPSs, PSDSs, Section Heads, and TWG**

Inclusive Date & Time: **June 19-21, 2024**

Venue: **SDO Conference Hall**

**ACTIVITY IMPLEMENTATION PLAN**

TIME	ACTIVITY	IN-CHARGE
8:00 – 8:30	National Anthem, Prayer, and CALABARZON March and Batangas Hymn	AVP
	Introduction of Participants	Cora V. Samson SEPS-SMME
	Welcome Message	Gregorio T. Mueco, CESO VI
	Inspirational Message	Marites A. Ibanez, CESO V Schools Division Superintendent
8:30 – 8:50	20-minute presentation per PSDS	1 <sup>st</sup> Presenter
8:50 – 9:10		2 <sup>nd</sup> Presenter
9:10 – 9:30		3 <sup>rd</sup> Presenter
9:30 – 9:50		4 <sup>th</sup> Presenter
9:50 – 10:00	HEALTH BREAK	
10:00 – 10:20		5 <sup>th</sup> Presenter
10:20 – 10:40		6 <sup>th</sup> Presenter
10:40 – 11:00		7 <sup>th</sup> Presenter
11:00 – 11:20		8 <sup>th</sup> Presenter



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

11:20 – 11:40		9 <sup>th</sup> Presenter
11:40-12:00		10 <sup>th</sup> Presenter
12:00 -1:00	LUNCH BREAK	
1:00 – 1:20	20-minute presentation per PSDS	11 <sup>th</sup> Presenter
1:20 – 1:40		12 <sup>th</sup> Presenter
1:40 -2:00		13 <sup>th</sup> Presenter
2:00 – 2:20		14 <sup>th</sup> Presenter
2:20 – 2:40		15 <sup>th</sup> Presenter
2:40 – 2:50	HEALTH BREAK	
2:50 – 3:50	Exit Conference	Participants
3:50 – 4:50	Closing Program	Participants
4:50 -5:00	Closing Remarks	Dr. Rhina O Ilagan ASDS