



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



10 October 2022

**DIVISION MEMORANDUM**  
No. 318, s. 2022

**CONDUCT OF SCHOOL/DISTRICT/DIVISION MONITORING  
EVALUATION AND PLAN ADJUSTMENTS FOR 4th QUARTER OF FISCAL  
YEAR 2022  
(1st QUARTER OF SY 2022-2023)**

**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. In view of the periodic Monitoring Evaluation Plan Adjustments (MEPA) SDO Batangas through the School Governance and Operations Division (SGOD) shall hold the conduct of activities in various levels:
  - a. School Monitoring Evaluation Plan Adjustments (SMEPA)
  - b. District Monitoring Evaluation Plan Adjustments (DsMEPA)
  - c. Division Monitoring Plan Adjustments (DMEPA)
2. The activity aims to provide necessary data and information as important inputs in decision-making to continuously 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. Moreover, the conduct of DMEPA activities is expected to provide necessary data in relation to the implementation of school-based programs and projects and other programs mandated by the national government, as well as school-based initiated interventions in addressing the gaps and for continuous improvement.
4. This shall also serve as data collection activity to monitor the quarterly progress of different PPAs and will serve as a facility to establish school/district data bank.

DEPEDBATS-ODS-F-009-R1/11/22/2021



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5. In this regard, all schools and districts are requested to simultaneously conduct the MEPA activities on the following dates:

<b>ACTIVITY</b>	<b>DATE</b>
SMEPA	November 7-8, 2022
DsMEPA	November 14-15; 21-22, 2022
DMEPA	December 5-8, 2022 (Venue to be announced in a separate memorandum)

6. 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.

7. The Public Schools District Supervisors (PSDSs) in their respective districts shall facilitate the conduct of the DsMEPA.

8. The SMEPA/DsMEPA report shall include the following salient points:

a. Access

1. Enrolment per Key Stage (EOSY 2021-2022 vs. BOSY 2022 – 2023)  
Explain the increase and decrease trends
2. PPAs on Access ONLY (Target vs Actual) and Impact
3. Implementation gaps/issues (if any)
4. Facilitating and Hindering factors on PPAs implementation
5. Proposed interventions/Catch-up Plans

b. Quality

1. Number and percentage of non-readers

c. Best Practices

d. Planned PPAs on Quality and Governance for SY 2022 - 2023

e. Financial Report (January – October 2022) from all sources of fund. Please present using pie graph.

9. PSDSs shall present the consolidated findings during the DMEPA using the following presentation flow:

a. Access

1. Consolidated Enrolment per Key Stage (EOSY 2021-2022 vs. BOSY 2022– 2023) Explain the increase and decrease trends
2. Consolidated Implementation gaps/issues (if any)
3. Consolidated Facilitating and Hindering factors on PPAs implementation
4. Proposed interventions/Catch-up Plans from selected schools
5. Consolidated number and percentage of non-readers. Please present using dashboard, table
6. Best Practices from selected schools

b. PSDSs Planned PPAs to help school heads improve Quality and Governance for SY 2022 – 2023

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- c. Consolidated School Financial Report (January – October 2022) from all sources of fund. Please present using pie graph.  
d. SEF Fund Utilization for FY 2022. Please use pie graph.
10. 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.
11. Immediate dissemination of and compliance with this Memorandum is directed.

**MERTHEL M. EVARDOME, CESO V**  
Schools Division Superintendent

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