



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

December 10, 2025

No. 639 s. 2025

**MONITORING AND EVALUATION, QUALITY ASSURANCE
AND TECHNICAL ASSISTANCE TO SCHOOLS IN ALIGNMENT WITH
THE PERFORMANCE MANAGEMENT AND EVALUATION SYSTEM (PMES)**

TO: OIC - Assistant Schools Division Superintendent
Functional Division Chiefs
EPSs and PSDSs
Functional Division Unit Heads
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The heads of the functional divisions, units and sections of this Division Office as well as the public elementary and secondary school heads as field implementers of the DepEd priority programs and projects are hereby reminded of the existing DepEd policies and established SDO practices relative to the activities under the **Phase II "Performance Management and Coaching"** of the Performance Management Evaluation System (PMES) **effective CY 2026**.
2. The Performance Management and Coaching is conducted by the Schools Division Office being the Rater and the Approving Authority over the school heads as Ratees through monitoring and evaluation (M&E), quality assurance (QA) and technical assistance (TA) provision. For harmonious and meaningful conduct of these integral activities of Performance Management and Coaching, the following DepEd policies and established SDO practices are reiterated and clarified:

A. Legal Basis and Rationale

- 1) Pursuant to RA 9155, otherwise known as the Basic Education Act of 2001, both the Schools Division Office of Calbayog City and its public schools have distinct deliverables wherein each governance level is given the authority, accountability and responsibility for achieving the goals and objectives of the Department of Education. RA 9155 clarifies the functions of the Schools Division Superintendent and the school heads being governance level heads, including the Public Schools District Supervisors being SDO personnel deployed to the clusters of schools known as the twelve (12) SDO districts.
- 2) In support of it, the Compendium of Division Office Functions (KRAs) has been crafted by DepEd Central Office, now in its third version, which defines the objectives and clarifies the committed outputs of the functional divisions of this Division Office with consideration of the schools as the implementers of the curriculum as well as the various support programs and projects of DepEd.
- 3) In this connection, both the RA 9155 and the Compendium of Office Functions (KRAs) strongly indicate that the general functions of the Division Office over its schools are: *monitoring and evaluation, quality assurance, and technical assistance provision*. The delivery of these SDO services to the field offices can be effective and



Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

impactful especially when the school heads, the teachers and the non-teaching personnel are highly motivated because they are given kind consideration and due respect with the authority given to them by law.

- 4) Therefore, this Office reiterates the following policies and SDO practices in the performance of the functions of the Division Office over its schools and learning centers in alignment with the Performance Management and Evaluation System of DepEd with the Assistant Schools Division Superintendent as the Rater and the Schools Division Superintendent as the Approving Authority of the school heads based on DM-OUHROD-2025-0922.

B. Monitoring and Evaluation

a. Field Work Schedule

- 5) To continue the SDO established practice, the field monitoring and evaluation by the SDO functional divisions, be it composite or by functional division, shall be **conducted on Tuesdays through Thursdays ONLY**, with Mondays and Fridays for planning and preparation as well as analysis of the monitoring results and preparation of reports, respectively. This setup gives all SDO personnel the opportunity to fulfill its heraldic duty of attending the Flag Raising Ceremony on Mondays and the Flag Lowering Ceremony on Fridays pursuant to CSC and DepEd policies in compliance to RA 8491.
- 6) This setup also gives the school heads the time to administer and manage the school personnel as well as the physical and financial resources on Mondays in preparation for the whole week implementation of the curriculum and support programs and projects and to prepare supervisory and management reports on Fridays based on the approved M&E Plan of the SIP-AIP.
- 7) In cases wherein the higher offices so require that field monitoring and evaluation of the SDO personnel be conducted on a Monday or a Friday, the communication shall be attached to the Request for Travel Authority and the latter should be approved first before the conduct of the field activity. If the need for field monitoring and evaluation on a Monday or a Friday is very urgent, the Request for Travel Authority, with the communication from the higher office also attached, shall be filed first with the signature of the functional division chief or the Assistant Schools Division Superintendent as the recommending officer before the field activity shall be conducted.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	SDO Mngt Team Meeting / Announcements	Field Work	Field Work	Field Work	M&E Report Preparation / Submission
Afternoon	FD / OSDS FU Meetings and M&E Plan Preparation	Field Work	Field Work	Field Work	M&E Reports Consolidation

b.1. WFP-Based Monitoring and Evaluation Plan (M&E Plan)



Republic of the Philippines
Department of Education
 Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

- 8) In consonance with DepEd Order No. 29 s. 2022, the Monitoring and Evaluation Plan (M&E Plan) of each of the three (3) functional divisions and its operating units of this Division Office must conform to the Basic Education Monitoring and Evaluation Framework (BEMEF) of DepEd **which is program-based**. The M&E Plans of the three (3) SDO functional divisions shall be anchored on their approved Work and Financial Plans (WFP) and these M&E Plans shall be the bases in monitoring and evaluating the implementation of the DepEd programs and projects at the school level.

b.2. Data Gathering Tool

- 9) To track each school's growth towards the goals of specific DepEd programs, the SGOD – School Management Monitoring and Evaluation Unit (SMME) shall develop a **unified standardized Data Gathering Tool for the DepEd programs and projects implemented in the school level**.
- 10) The purpose of having a unified Data Gathering Tool is to avoid confusion at the school level and to provide ease in the digital consolidation and presentation of results for the monthly tracking of school performance and for the quarterly conduct of the Division Program Implementation Review (DPIR).
- 11) The Data Gathering Tool based on the approved Office M&E Plan together with the request for travel authority shall be forwarded to the **SDS Office** prior to the conduct of the field activity. **No field monitoring and evaluation shall be conducted without the approved M&E Plan and Travel Authority.**

C. QUALITY ASSURANCE

- 12) Quality assurance is the *process of ensuring that a program meets established standards throughout its development and execution*. It may be done before (QA-ME), after or along with monitoring and evaluation and its findings to serve as basis for technical assistance.
- 13) The functional division chiefs, OSDS unit heads, and program coordinators are reminded of the following steps of the process for the conduct of quality assurance:

C.1. QA Planning and Setup

- i. During the crafting of the Work and Financial Plans as well as of the Monitoring and Evaluation Plans, the objectives of both plans define the standards of the program and project at focus. Quality assurance shall be conducted during the crafting of these plans, and it shall be reviewed during the monitoring and evaluation. **Therefore, NO monitoring and evaluation shall be conducted without the approved M&E Plan as there is NO basis for the quality assurance review without the M&E Plan.**
- ii. The unified standardized Data Gathering Tool developed by the SGOD-SMME with focus on program quality standards (checklists, methods and instruments) shall be reviewed and made sure they can reliably collect quantitative and qualitative data and draw accurate analysis results.



Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

Therefore, monitoring and evaluation shall be conducted only with the unified standardized Data Gathering Tool to facilitate the conduct of quality assurance review.

- iii. Program coordinators and members of the functional team or composite team shall have well defined responsibilities for data collection, analysis, and quality checks.
- iv. The fieldwork shall be done only after each member of the team, be it functional team or composite team, has clear understanding of the program or project standards, the use of the data gathering tools and the role he/she should play in the fieldwork activity.

C.2. During M&E (Implementation of QA Plan)

- i. The functional team or the composite team shall follow the established protocols for collecting data on activities, outputs, and results.

a. Functional Teams

- ✓ Using a systematic approach to evaluate and improve the effectiveness of risk management, internal controls, and governance processes to help the school achieve its objectives, the Functional Team shall conduct performance audit and reviews to check school adherence to standards.
- ✓ Specifically, the Functional Team shall collect data on the activities, outputs, and results of the program implementation, compare them to the school targets which are aligned to the SDO targets and analyze the gains / gaps with focus on the program quality standards.

b. Composite Teams

- ✓ The Division Quality Management Team (DQMT) shall define the QA process introduced by the RO8 Quality Assurance Division and find ways to make such process applicable during the SDO personnel's visit to schools in composite teams.
- ✓ For the meanwhile, the composite team members representing the SDO functional units shall collect data on the activities, outputs, and results of the program implementation of the school, compare them to the school targets which are aligned to the SDO targets and analyze the gains / gaps on the basis of the program quality standards.

C.3. Reporting and Feedback

- i. The functional team or the composite team shall follow the established protocols for reporting the findings, considering the fact that the Schools Division Office and the schools are two (2) distinct governance levels with respective authority, accountabilities and responsibilities provided by law.



Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

- ii. When the digital Data Gathering Tool is available online, the data gathered during the field work shall be entered into the said facility and the Quality Assurance – Monitoring and Evaluation (QA-ME) reports shall be drawn by the SGOD – SMME every Friday afternoon and submitted to the Schools Division Superintendent.
- iii. When it is available but offline, the QA-ME reports shall be generated by the functional team or program coordinator, the digital copy to be forwarded to SGOD – SMME for digital consolidation, and the consolidated digital QA-ME reports to be submitted to the Schools Division Superintendent in the afternoon of Fridays.
- iv. For the meantime the digital Data Gathering Tool is not yet available, the fieldwork data shall be forwarded not later than 12:00 o'clock of Fridays to the SGOD-SMME who shall consolidate and prepare the QA-ME reports by program to the Schools Division Superintendent.
- v. The Schools Division Superintendent shall meet the SDO Management Team for appropriate action, policy adjustment recommendation, and program implementation improvement.

D. TECHNICAL ASSISTANCE

14) Technical Assistance is the professional support, guidance, and training provided to the school personnel to help them improve the delivery of educational services, program implementation and achieve the school goals and objectives.

i. TA by Functional Teams

- a) When the school is found to have successfully met the program standards, the name of the school and its effective practice shall be recorded in the monitoring and evaluation report and immediate technical assistance shall be given for school effective practice sustainability.
- b) On the other hand, when the school is found to have failed to observe the standards, such failure shall form part of the monitoring and evaluation report and immediate technical assistance shall be provided when needed and appropriate.
- c) Issues and concerns that cannot be addressed by the school personnel themselves during TA provision by SDO Functional Team shall be compiled into reports and forwarded to the Schools Division Superintendent.
- d) Such issues and concerns shall be recorded according to programs and projects implemented at the school level.

ii. TA by the DFTACTs

- a) The technical assistance provision by the Division Field Technical Assistance Composite Teams (DFTACTs) shall observe the standards and processes defined by the DepEd Regional Office 8 in its Enhanced Contextualized



Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

Technical Assistance Mechanism (CTAM) Handbook per RM No. 1108, s. 2022.

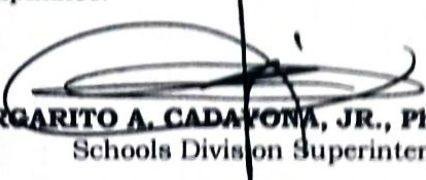
3. The Program Coordinator, Functional Team as well as the DFTACT reports shall be consolidated by the School Governance and Operations Division (SGOD) [DO 29 s 2022 Item c under VIII Roles and Responsibilities – Schools Division Office – SGOD]. The Consolidated Report (Item C.3.) shall be the basis for the SDO Management field performance review and for the SDO Management emergency meetings when the situation so requires.
4. The SDO Management actions in response to the field office issues and concerns shall be determined during the SDO Management meetings. These actions shall be carried out by the DFTACTs when the identified issue or concern is multifunctional, or by the functional divisions when the issue or concern is specific to office core functions.
5. This schema shall be observed to realize the functions of the Assistant Schools Division Superintendent (ASDS) as the Rater and the Schools Division Superintendent (SDS) as the Approving Authority over the school heads (*with countersignature of the PSDS and District Head below the ASDS Name in the OPCRf*) as well as over the functional division chiefs (CID and SGOD) and the OSDS unit heads in the Performance Management and Evaluation System (PMES) based on DM-OUHROD-2025-0922.
6. The SDO officials and personnel doing the fieldwork shall always uphold and respect the authority given by law to the field personnel. It is strongly advised to always seek permission first from the Schools Division Superintendent before calling any school personnel or group of school personnel for a meeting to discuss non-performance of duty or non-compliance with existing CSC and DepEd policies. Non-performance and misbehavior of school personnel shall be documented and reported to the Schools Division Superintendent through signed M&E Report. **Unauthorized meeting with the school personnel is strictly prohibited.**
7. Considering the SDO area of coverage, the SDO vehicles shall be utilized to transport the SDO personnel doing the fieldwork. The SDO Budget Officer shall study the needed resources, particularly the fuel and related expenses, and submit budget proposal to the Schools Division Superintendent the soonest time possible.
8. The SDO Information and Technology Office is hereby tasked to digitize the unified standardized Data Gathering Tool and ensure the availability of a program for the electronic consolidation and graphical presentation of the QA-ME Results. Meanwhile, the SGOD through its School Management, Monitoring and Evaluation Unit shall take charge of the submission of consolidated QA-ME results with corresponding graphical presentations to the Schools Division Superintendent before 5 o'clock of Fridays.
9. The SDO Information Officer and the SDO IT Officer shall design an online Customer Satisfaction Survey Form with situations and questions so appropriately framed that feedback from the field office personnel relative to school visits can electronically be consolidated and the SDO personnel monitoring performance can objectively be assessed with utmost confidentiality.



Republic of the Philippines
Department of Education
Region VIII

SCHOOLS DIVISION OF CALBAYOG CITY

10. The observance of the aforementioned SDO processes during the **Performance Monitoring and Coaching** shall be given focus during the performance review of the SDO functional division chiefs and the OSDS unit heads.
11. For information, guidance and compliance.


MARGARITO A. CADAYONA, JR., Ph.D., CESO VI
Schools Division Superintendent

Enclosure:

Monitoring and Evaluation Template (BEMEF)

References:

RA 9155
DO 29 s 2022
DM-OUHROD-2025-0922

To be indicated in the Perpetual Index
under the following subjects:

MONITORING AND EVALUATION
PERFORMANCE
POLICY

OSDS/BEMEF and PMES Adoption





Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

FY 2026 MONITORING AND EVALUATION PLAN
(Based on FY 2026 Work and Financial Plan)

Name of Office / Program / Policy Title: _____

Office/Program/Policy Goal: _____

Office/Program/Policy Outcome(s): _____

I. PURPOSE AND SCOPE				II. DATA COLLECTION AND MANAGEMENT					III. DATA ANALYSIS			IV. INFORMATION, DISSEMINATION, REPORTING AND UTILIZATION					BUDGETARY REQUIREMENTS					
COMMITTED OUTPUT	Objective Statement	Indicator	Target	Required Data	Data collection method/ Data source	Data Collection Tool	Responsible Office in data collection	Schedule/Freq uency of data collection	Data Cleaning and Validation	Data analysis method/s and	Responsible office for data analysis	Frequency of data analysis	Type of Report to be produced	Audience of M&E results/ report	Responsible for producing report	Reporting/Com munication strategies to be employed/used	Reporting schedule/ frequency	Particulars	Nos of Persons Involved	Allocation per Person	Frequency	Total Amount