




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

OFFICE MEMORANDUM

No. Del s. 2025

TO: ASDS Dr. Jun Nilou D. Dulfo
CID Chief Dr. Renato S. Cagomoc
SGOD Chief Dr. Avelina P. Tupa
Grace S. Pagunsan, Administrative Officer V
Sheryll Ann Marie G. Lacaba, CPA Accountant III
Sunshine Marjorie E. Ventures, Budget Officer
Atty. Rhea P. Aguado, Legal Officer
Gary H. Ballon, IT Officer
Functional Division Unit and Section Heads
All Others Concerned

FROM: 
MARGARITO A. CADAYONA, JR. PhD CESO VI
Schools Division Superintendent

DATE: **December 12, 2025**

SUBJECT: **PREPARATION OF THE 2026 MONITORING AND EVALUATION
PLAN BASED ON THE 2025 OFFICE WORK AND FINANCIAL PLAN**



1. To ensure meaningful implementation of the Performance Management and Evaluation System (PMES) in CY 2026 and to clarify Division Memorandum No. 633 s. 2025 Item B.b.1. *WFP-Based Monitoring and Evaluation Plan (M&E Plan)*, the Assistant Schools Division Superintendent, the two (2) Functional Division Chiefs, and the OSDS Unit and Section Heads are hereby reminded of their respective **2026 Work and Financial Plans (WFPs) with corresponding BEMEF-Based 2026 Monitoring and Evaluation Plans (M&E Plans) for implementation starting January 5, 2026.**
2. To reiterate the said item of DM 633 s. 2025, the following lines shall be given full attention by the aforementioned Division Officials:

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

- 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.*



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3. Hence, for the functional divisions and the OSDS units to be able to comply with the M&E Plan requirement, the ASDS, the two (2) functional division chiefs and the OSDS unit heads are hereby **very highly requested to find time to craft the said M&E Plan during the remaining working days of December 2025.**
4. The SGOD – School Management Monitoring and Evaluation Section (SGOD-SMME) through the leadership of the SGOD Chief **shall craft a unified Program-Based School Data Gathering Tool (Progress M&E Tool) for use by all program coordinators and monitoring functional teams starting January 2026.** Quality assurance shall be observed during the development of the School Data Gathering Tool which shall be subject to the approval of the Schools Division Superintendent before it is to be used.
5. It is reiterated that **NO Travel Authority and Locator Slip shall be issued to program coordinators and functional teams intending to do field monitoring WITHOUT the approved WFP and M&E Plan.**
6. For information and strict compliance.



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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