



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

June 29, 2026

DIVISION MEMORANDUM

No. 249, s. 2026

**ADOPTION AND IMPLEMENTATION OF THE QUARTERLY SCHOOL
MONITORING AND EVALUATION (M&E) PLAN AND REPORT TEMPLATE**

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Education Program Supervisors
Public Schools District Supervisors
School Heads
All Others Concerned

1. In support of the Department of Education's commitment to strengthen evidence-based governance, accountability, and continuous improvement in the delivery of quality basic education services, the Schools Division Office of Calbayog City hereby adopts the **Quarterly School Monitoring and Evaluation (M&E) Plan and Report Template for implementation in all public elementary and secondary schools.**
2. This initiative is anchored on **DepEd Order No. 29, s. 2022**, otherwise known as the **Adoption of the Basic Education Monitoring and Evaluation Framework**, which institutionalizes a results-based monitoring and evaluation system across all governance levels of the Department. It is further guided by **DepEd Order No. 44, s. 2015** on the **Enhanced School Improvement Planning (SIP) Process and School Report Card (SRC)**, **Republic Act No. 9155 or the Governance of Basic Education Act of 2001**, and the principles of School-Based Management.
3. The Quarterly School M&E Plan and Report shall serve as a standardized mechanism for schools to:
 - a. Monitor the implementation of the School Improvement Plan (SIP), Annual Implementation Plan (AIP), and other school programs, projects, and activities (PPAs);
 - b. Track progress and measure the achievement of targets and performance indicators;
 - c. Identify implementation gaps, challenges, and emerging concerns;
 - d. Provide evidence-based interventions and technical assistance; and
 - e. Support continuous improvement and informed decision-making at the school level.
4. All School Heads are directed to ensure the preparation, implementation, and submission of the Quarterly School M&E Plan and Report following the attached templates. The report shall include accomplishments,



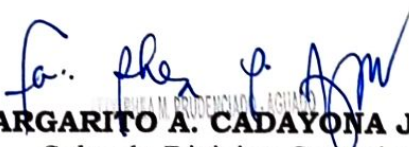
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findings, analysis, identified gaps, intervention strategies, and recommended actions based on actual school data and evidence.

- The Public Schools District Supervisors (PSDSs) shall review and validate submitted reports and provide appropriate technical assistance to schools based from the submission timelines:

Accomplished Report	Date of Submission
Quarterly M&E Plan	First Week of the Reported Quarter
Quarterly M&E Report	Last Week of the Reported Quarter

- Consolidated results shall be utilized by the Schools Division Office through the concerned functional divisions in planning, monitoring, and provision of interventions.
- The School Governance and Operations Division (SGOD) through the SMME shall oversee the implementation of this mechanism and provide guidance to ensure consistency, alignment with DepEd policies, and effective utilization of monitoring results.
- Immediate dissemination of and compliance with this Memorandum are directed.


MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent
S.O. # 37 S. 2026



Enclosures 1 & 2:

Quarterly School Monitoring and Evaluation (M&E) Plan and Report Template

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

SGOD

SMME

M&E Plan and Report



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Enclosure 1

**QUARTERLY SCHOOL MONITORING AND EVALUATION (M&E) PLAN
SY _____**

School: _____

District: _____

Quarter: 1st 2nd 3rd 4th

Key Result Area (KRA)	Projects/ Activities (PPAs)	Objective / Target	Performance Indicators	Means of Verification (MOV)	Monitoring Strategy / Activity	Schedule	Responsible Person
KRA 1: Curriculum, Teaching and Learning							
KRA 2: Learning Environment							
KRA 3: Leadership and Management							
KRA 4: Human Resource Management and Professional Development							
KRA 5: Management of Resources							

Prepared by:

School Head

Date: _____

Reviewed/Validated by:

Public Schools District Supervisor (PSDS)

Date: _____





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Enclosure 2

QUARTERLY SCHOOL MONITORING AND EVALUATION (M&E) REPORT
SY _____

School: _____

District: _____

Quarter: 1st 2nd 3rd 4th

Key Result Area (KRA)	Program / Project / Activity	Target Output	Physical Accomplishment		Financial Accomplishment		Status (Completed, Ongoing, Unfinished, Cancelled)	Remarks / Issues Encountered	Action Taken/Next Steps
			Actual Accomplishment	% Accomplishment	Actual Accomplishment	% Accomplishment			
KRA 1: Curriculum, Teaching and Learning									
KRA 2: Learning Environment									



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KRA 3: Leadership and Management									
KRA 4: Human Resource Management and Professional Development									
KRA 5: Management of Resources									

Prepared by:

School Head

Date: _____

Reviewed/Validated by:

Public Schools District Supervisor (PSDS)

Date: _____



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