



DIVISION MEMORANDUM
No. 112, s. 2015

**TRACKING AND MONITORING SCHOOLS DIVISIONS' ADHERENCE
TO COMPLIANCE WITH POLICIES AND STANDARDS IN
THE DELIVERY OF BASIC EDUCATION SERVICES**

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. Attached herewith is Regional Memorandum No. 65, s. 2015, entitled, "Tracking and Monitoring Schools Divisions' Adherence to and Compliance with Policies and Standards in the Delivery of Basic Education Services", for the information of all concerned.
2. Special attention is directed to Section 3 of the said Memorandum.
3. Immediate dissemination of and compliance with this Memorandum is directed.


ARDEN D. MONISIT, ED.D.
Schools Division Superintendent

ADM/rng15

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



February 03 , 2015

REGIONAL MEMORANDUM
No. **065** , s. 2015

**TRACKING AND MONITORING SCHOOLS DIVISIONS' ADHERENCE TO AND COMPLIANCE WITH
POLICIES AND STANDARDS IN THE DELIVERY OF BASIC EDUCATION SERVICES**

To: Schools Division/City Superintendents
Officers-in-Charge of Regular and Interim Divisions
Chiefs, Functional Divisions of DepEd RO VII

1. One of the issues that has been recurring persistently every Quarterly Regional Monitoring, Evaluation, and Adjustment (RMEA) since it was first implemented in 2011 is the delay in the submission of some required reports and documents and endorsements of applications of schools and stakeholders by some of the Schools Divisions.
2. When Quality Assurance Division (QAD) of the Region presented the aforementioned issue to the Regional Management during the Reporting of the End-of-2014 RMEA Results on January 9, 2015, the Regional Management's proposed resolution is to track and monitor the Schools Divisions' adherence to and compliance with policies and standards in the delivery of basic education services.
3. The Regional Office hereby advises the Schools Divisions to note the dates when required reports, documents, and endorsements of applications of schools and stakeholders are due to be able to prepare or process them promptly and submit them on or before the deadlines of submission. Enclosure 1 shows deadlines of submission of required reports or documents monitored by QAD.
4. Because policy and standard adherence and compliance does not only call for timeliness but also quality of outputs; Schools Divisions are also advised to quality assure the following using standards and guidelines set on content and process before submitting or endorsing them to the Region:
 - required reports or documents
 - supporting documents of applications of schools and other stakeholders
5. Since different reports and documents are monitored by different Functional Divisions (FDs) of the Regional Office, the Chiefs of the different FDs in the Region are hereby directed to track and monitor the submission of timely and quality reports of the Schools Divisions using the templates in Enclosure 2 and 3.
6. Data from the M&E Tools on Schools Divisions' policy adherence and compliance have to be submitted by the rest of the FDs to QAD every quarter for consolidation. Hence, Chiefs of FDs are advised to maximize the use of the M&E Tools by integrating this output in Individual or FD Workplans.
7. Immediate and wide dissemination of and compliance with this Memorandum is directed.


DR. JULIET A. JEROTA
Officer-in-Charge
Office of the Regional Director

SDO Reports/Documents Tracked and Monitored by Quality Assurance Division (QAD)

REPORTS/DOCUMENTS REQUIRED	2015				2016
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
1. Validated List of Private Schools	2/15/15	6/15/15	9/15/15	12/15/15	3/15/16
2. Accomplished GASTPE M&E Tool 1 for SY 2014-2015 (See Enclosure 4)	2/20/15				
3. Accomplished GASTPE M&E Tool 2 for SY 2014-2015 (See Enclosure 5)	2/20/15				
4. Accomplished GASTPE M&E Tool 1 for SY 2015-2016 (See Enclosure 4)			7/15/15		
5. Annual Work/Implementation Plans of SDO Units <ul style="list-style-type: none"> • Governance • Curriculum Implementation 	2/20/15				
6. Quarterly DMEA Report (Update) <ul style="list-style-type: none"> • Division Effectiveness <ul style="list-style-type: none"> ○ Physical Accomplishments ○ Issues with Proposed Resolutions ○ Lessons Learned • Consolidated SMEA Results <ul style="list-style-type: none"> ○ Physical Accomplishments ○ Issues with Proposed Resolutions ○ Lessons Learned 		3/30/15	6/30/15	9/30/15	1/4/16
7. Division SReYA Results SY 2014-2015		4/30/15			
8. Division Phil-IRI Results (Pretest)			8/17/15		
9. Division Phil-IRI Results (Posttest)		4/15/15			
Applications of Schools Endorsed by SDOS	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1
10. Temporary Permit SY 2016-2017			8/30/15		
11. Renewal Permit SY 2015-2016	1/2/15				
12. Government Recognition SY 2015-2016	2/1/15				
13. Confirmation of Tuition and Other Fees		5/15/15			
14. Permit to Offer Summer Classes		4/15/15			
15. Permit to Take Summer Classes		4/15/15			
16. Permit to Take Subject Overload Summer 2015		4/15/15			
17. Permit to Take Subject Overload SY 2015-'16	3/15/15		7/30/15		
18. Special Order					

Note: Some reports/documents may be required by QAD within the year.

M&E Tool for Timeliness, Appropriateness, and Completeness of Supporting Documents of Schools/Stakeholders' Applications Endorsed by Schools Divisions to DepEd Regional Office

Name of Schools/ Stakeholders	Applications	Date/s Expected	Date Endorsed	TIMELINESS		APPROPRIATENESS		COMPLETENESS		Remarks (Lacking Documents, etc.)	Pr
				YES	NO	YES	NO	YES	NO		
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SCHOOLS DIVISION Tracked and Monitored: _____ Tracked and Monitored by (Name of FD/Personnel): _____

M&E Tool for Timeliness, Appropriateness, and Completeness of Required Reports/Documents Submitted by Schools Divisions

Required Report or Document	Term (Annually, Monthly, Quarterly, Date Specific)	Date/s Expected	Date Submitted	TIMELINESS		APPROPRIATENESS		COMPLETENESS		Remarks	Date Evaluated
				YES	NO	YES	NO	YES	NO		
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2											
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SCHOOLS DIVISION Tracked and Monitored:

Tracked and Monitored by (Name of FD):

MONITORING & EVALUATION TOOL ON GASTPE IMPLEMENTATION

SY _____

Name of Schools Division: _____ **DIVISION EPS IN-CHARGE OF PRIVATE SCHOOLS:**

No.	Name of Private Schools	No. of ESC SLOTS				No. of Actual ESC Recipients				No. and percentage of ESC recipients who completed the school year and promoted to the next level						No. of ESC R 75% and abc	
		Gr 7	Gr 8	Yr III	Yr IV	Gr 9	Gr 10	Yr III	Yr IV	Grade 7	Grade 8	Grade 9	Grade 10	Yea			
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Prepared by: _____
EPS- in-Charge of Private Schools

Reviewed by: _____
Chief, Governance

Approved by: _____
Schools Division Superintendent