



DIVISION MEMORANDUM
No. 203, s. 2015

APR 08 2015

**PERFORMANCE PROGRESS MONITORING AND TRACKING TOOL
FOR ALL IMPLEMENTING FIELD OFFICES**

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

1. For the information and guidance of all concerned, attached herewith, is Regional Memorandum No. 190, s. 2015, entitled, "Performance Progress Monitoring and Tracking Tool for all Implementing Field Offices".
2. Immediate dissemination of and strict compliance with this Memorandum is directed.


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

ADM/mg15

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405	Website: www.depedcebuprovince.com
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104	E-mail Add: depedcebuprovince@yahoo.com
	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628	(Mr. Roseller Gelig)
Accounting Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)	
Disbursing Section:	(032) 255-4401 (Ms. Ma. Teresa Peralta)	
Admn./Legal:	(032) 253-7847 (Mr. Jeremy Denampo)	



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City

March 27, 2015



REGIONAL MEMORANDUM

No. 190, s. 2015

**PERFORMANCE PROGRESS MONITORING AND TRACKING TOOL
FOR ALL IMPLEMENTING FIELD OFFICES**


**TO: ALL REGIONAL FUNCTIONAL AREAS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL/DIVISION/SCHOOL/NON-TEACHING PERSONNEL
JOB ORDERS**

1. Cognizant of the need to track the changes taking place at the different implementing levels and per provision of R.A. 9155 that each implementing field office must be aware how the pool of manpower, machine, method, material and money from the different sources (PS, MOOE, LGU-donation, NGO, Special Education Fund, PTA, IGP, Creative Fund Raising Proceeds) are allocated and disbursed/utilized by each recipient school) able to effect a dent in the pursuit of school/district/municipal/city/division and regional levels performance indicators, a monitoring of progress and tracking tool is collaboratively designed and agreed upon to be used by all effective 1st QUARTER 2015.
2. This tool reflects the activities conducted/done by a school/district/municipal/city/division/region on each program/project prioritized via the annual implementation/procurement plan/bottom up budgeting, Senior High School preparation or school board annual appropriation on quarterly basis so that quantity/volume, quality desired, timeliness of the action/services/intervention can be assessed vis-a-viz its outcome.
3. The individual school/district/division/regional officials and non-teaching personnel can track via the monthly incident report summarized into quarterly basis under a unit/section/school/district/division/region individual accomplishments as contribution to the schools/district/division/region performance goals set and reflected at the performance commitment and review form. The individual by quarter will see possibilities of making adjustments in his/her approaches/strategies as corrective actions or ways of fast tracking or catching up when delays or stoppage of interventions take place anytime within the two quarters of the year (1st – 2nd Quarter).
4. The budget utilization per time frame is tracked and crucial bottlenecks in the release of financial/technical/material/equipment and facilities/personnel intended for such activities/services/interventions are facilitated and gaps addressed at its earliest possibilities.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 255-4542 Field Technical Assistance Division (FTAD),
Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Kanapatan ng Lahat, Pananagutan ng Lahat"

5. That factors affecting adequacy and quality will be detected and preliminary steps to prevent occurrence of such factors can be done by each member of the team in a complimentary/supplementary way.
6. That means of verification at all implementing levels are made available and ready at all times regardless which level initiates monitoring or tracking.
7. The template which bares the content of this tool per major final output required per level is attached.
8. Submission of this tool to the higher level shall be done in the 1st week of the subsequent month after the quarter (e.g. 1st of April, 1st of July, 1st of October, 1st week of December in a calendar year). Teachers at the school shall observe June to March (10 month basis) tracking.
9. Widest dissemination and compliance is desired.


JULIET A. JERUTA
Director III
Officer-in-Charge

MFO 3 Regulatory Services

	Output	Cost	% of the Budget	Outcomes
1. Access				
Activity 1				
Activity 2				
Activity 3				
2. Quality & Relevance				
Activity 1				
Activity 2				
Activity 3				

MFO 2 Education Governance

	Output	Cost	% of the Budget	Outcomes
1. Access				
Activity 1				
Activity 2				
Activity 3				
2. Quality & Relevance				
Activity 1				
Activity 2				
Activity 3				

Program

MFO 1 Provision of Basic Education Services

	Output	Cost	% of the Budget	Outcomes
1. Access				
Activity 1				
Activity 2				
Activity 3				
2. Quality & Relevance				
Activity 1				
Activity 2				
Activity 3				

Diagnosis Tracking of the Progress

1. School / Division Accomplishments

- **Accomplishments current vs. previous year**
- **Accomplishments in comparison with others**
- **Accomplishments vs. Yearly Targets**