



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

SGO9MTME-001251

03 January 2024

DIVISION MEMORANDUM
SGO-2024-003

**COMPOSITION OF DIVISION MONITORING AND EVALUATION TEAM
FOR BASIC EDUCATION MONITORING AND EVALUATION FRAMEWORK 2024**

TO : OIC – Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
All Others Concerned

1. In accordance with DepEd Order No. 29, s. 2022, titled "Adoption of the Basic Education Monitoring and Evaluation Framework," the department has outlined the rules and standards for monitoring and evaluating education programs at all levels of governance. Within the SDO Lucena, the Monitoring and Evaluation Team is strategically structured to guarantee the attainment of consistency in executing monitoring and evaluation activities at the division level.
2. The Division Monitoring and Evaluation Team is composed of the following:



Executive Committee		
Chair	Susan DL. Oribiana	SDS
Co-Chair	Phillip B. Gallendez	ASDS
Member	Josephine T. Natividad	CID Chief
Member	Epifania F. Carandang	SGOD Chief
Member	Benjie C. Rivera	AOV Admin
Member	Marck Andro E. Bernabe	Planning Officer III



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Technical Working Committee		
Chair	Pascual C. La Rosa Jr.	SEPS SMME
Co-Chair	Karen Jane P. Montero	EPS-II SMME
PIR Coor	Rey Mark R. Queaño	PSDS, CID
PIR Coor	Karina R. Bautista	EPS, SGOD
PIR Coor	Atty. Ana Karmela S. Amante-Vergara	Legal Officer III
PIR Coor	ALL PSDS will serve as PIR Coor of their respective districts	PSDS
QAME Associate	Sorina R. Gloria	PSDS, CID
QAME Associate	Ma. Consolacion V. Teñido	PSDS, CID
QAME Associate	Cristina B. Rogelio	ITO, OSDS
QAME Associate	Aileen R. Necio	Admin Asst. III, OSDS
QAME Associate	Mirella D. Talabong	Admin Asst. III, OSDS
Secretariat	Maria Chrisandra Eloi E. Quiroz	Admin Aide VI, Personnel
Secretariat	Lea L. Garcia	Admin Aide VI, SGOD
Secretariat	Kale Nue D. Fundano	Admin Aide VI, CID
Secretariat	Christian J. Gamier	Admin Aide VI, OSDS

3. Immediate dissemination of this Memorandum is desired.


SUSAN D.L. ORIBIANA
 Schools Division Superintendent 

PJ/smme

TERMS OF RESPONSIBILITIES

The Committee oversees various crucial tasks aimed at enhancing the efficiency and effectiveness of educational initiatives at the division level.

The Chair of the Monitoring and Evaluation Team holds significant responsibilities, including:

1. Spearheading the establishment of a results-based M&E system at the division level.
2. Leading efforts to strengthen the linkage of M&E systems between the SDO and schools.
3. Ensuring seamless integration of M&E initiatives from various SDO operating units.
4. Overseeing the monitoring of the effective and efficient implementation of education policies and programs.
5. Facilitating the exchange of information, practices, insights, lessons, and issues among operating units and external stakeholders.
6. Providing comprehensive feedback to the Regional Office on the SDO M&E results.
7. Integrating M&E results into the development of local education plans and programs, as well as implementing national education policies and systems at both the SDO and school levels.
8. Offering M&E technical support and implementing capacity-building interventions for schools.
9. Establishing a clear link between M&E results and organizational and individual performance evaluations.

Program Implementation Review (PIR) Coordinator Responsibilities:

The PIR Coordinator plays a pivotal role in ensuring smooth program implementation. Key responsibilities include:

1. Coordinating with the Chair/Co-Chair of the Technical Working Group to set up the reporting dashboard (S-Curve) and templates.
2. Ensuring the accuracy of data encoded in the reporting dashboard (S-Curve).
3. Preparing and submitting the PIR report quarterly.

4. Ensuring the submission and safekeeping of Means of Verifications (MOVs) for accomplishment reports.
5. Preparing photo and video documentation of respective school and functional division PAPs.

Secretariat Responsibilities:

The Secretariat, a vital component of the Committee, handles administrative tasks with precision. Responsibilities include:

1. Coordinating with the Chair/Co-Chair of the Technical Working Group and Planning Unit to update the Calendar of Activities based on the approved Annual Implementation Plan.
2. Ensuring alignment of the calendar of activities across governance levels.
3. Safely keeping soft copies of documents for accomplishment reports.
4. Safely keeping raw files of photos and videos of respective school and functional division PAPs.