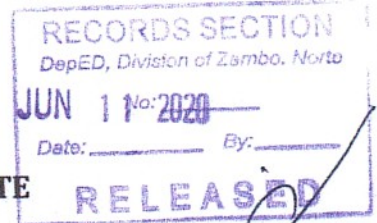




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Division Memorandum
No. 169s. 2020

TO: **Program Proponents**
This Division

FROM:  **MA. LIZA R. TABILON** EdD, CESO V
Schools Division Superintendent

SUBJECT: **PERFORMANCE EVALUATION MECHANISM ON THE DIVISION
IMPLEMENTATION OF PROGRAMS, PROJECTS & ACTIVITIES
(PPAs)**

DATE: June 8, 2020

1. To strengthen the existing mechanism and work collaboration among concerned office and field personnel within this schools division, this Office hereby sets forth a performance evaluation mechanism in the implementation of projects, programs, and activities, particularly in the monitoring and evaluation of PPAs,
2. Please find the following enclosures:
 - i. Annex 1 - The Performance Evaluation Flow.
 - ii. Annex 2 - The approved Performance Evaluation Plan for PPAs, CY 2020, for information, and guidance of the program proponents. Inviting attention to columns 2 & 3, which pertain to the covered PPAs and the methods of monitoring.
3. This mechanism may also apply to other PPAs not herein covered by reason of scope, without prejudice to the specific monitoring mechanisms provided in the program itself, and to the subsequent issuances.
4. Wide dissemination of this Memorandum is desired.

WHI/MEMORANDUMPERFORMANCEEVALMECHANISM/SGOD-SMME-DM030/06082020 



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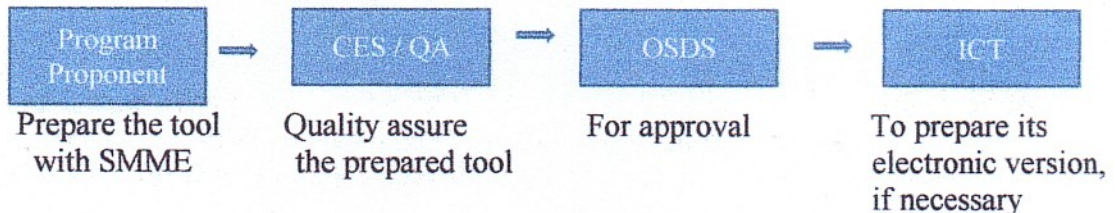
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Annex 1:

PERFORMANCE EVALUATION FLOW

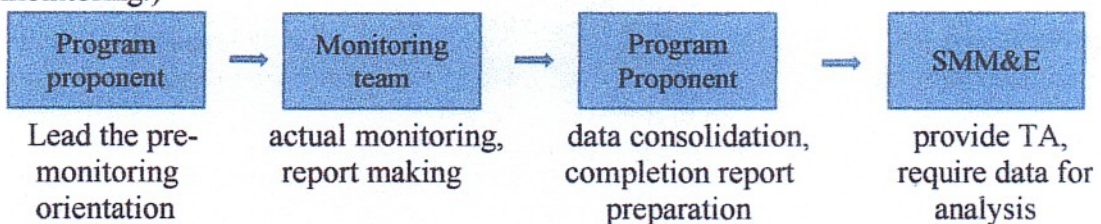
1. Preparation of Monitoring Tools

Except for the established programs like the Brigada Eskwela or Gulayan sa Paaralan, which already have built-in monitoring tools, the preparation of tools/checklists should be at the instance of the program owner in collaboration with the SMM&E personnel, to be quality assured by the Functional Division Chief or Quality Assurance Team, if any. Once approved, and whenever expedient, the program owner may coordinate the division ICT Coordinator for the creation of an online version of said tool/s to facilitate electronic data gathering.



2. Administration of the tools

The program owner is expected to lead the pre-monitoring orientation with the members of the monitoring team, at least three (3) days before the start of the monitoring. To be discussed during the orientation are the data-gathering parameters and the indicators in the tool. The actual monitoring and data gathering using the tool will follow. The program proponent and the SMME shall coordinate closely to ensure smooth conduct of monitoring and performance evaluation. (Note: The schedule of monitoring should be un-announced or NOT known to the field until the day of monitoring.)



3. Report preparation and submission

With three (3) working days after the conduct of monitoring, the proponent as well as the monitoring team are expected render their respective report –be it status, monitoring, accomplishment or end-of-the-program report. No particular report form is prescribed, but it is encouraged that the report should be data and evidence-based, to facilitate and support sound and responsive decisions by the EXECOM.



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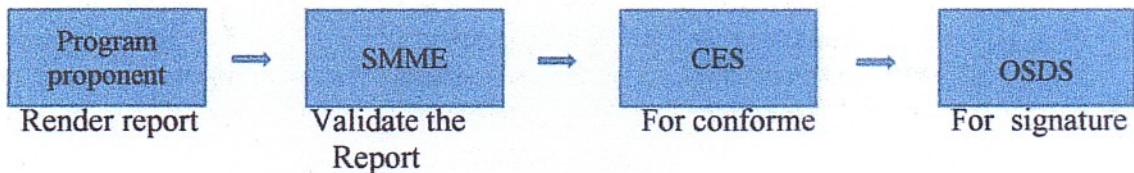


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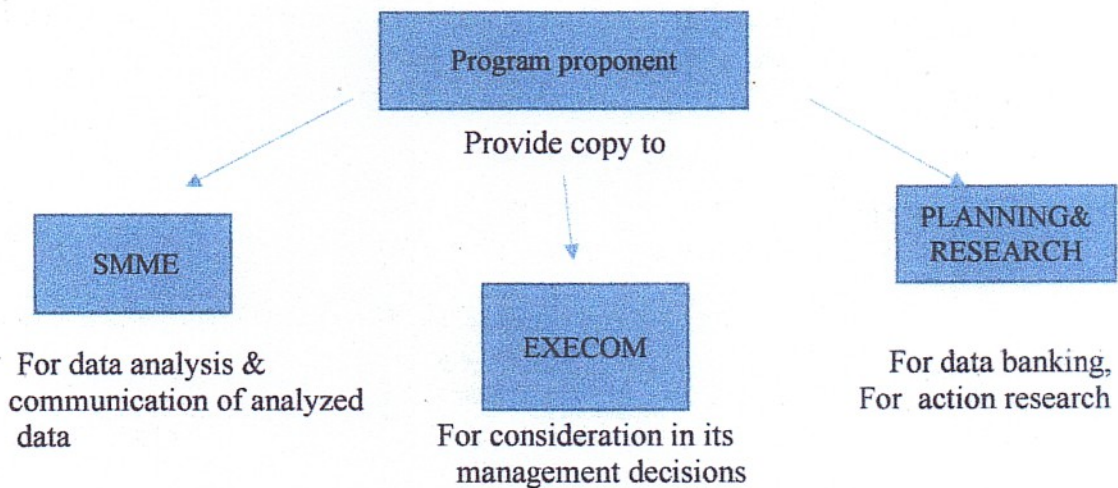
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The report should be stamped **"VALIDATED"** by the SMM&E or the Quality Assurance Team, before the functional division chief will sign as verified thereon. A countersign by the SMME or QA personnel beneath the name of the concerned functional division chief may also be opted, to vouch a validated report before it reach the higher office/s for signature.



Once noted or signed by the SDS, the SMM&E must be furnished a copy for performance evaluation and data analysis, and another copy to the Planning and Research, for data banking. This is in addition to the usual practice of providing copy to the CES, the concerned school/s, in proper cases, and for office file.



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Annex 2:

SCHOOL MANAGEMENT, MONITORING AND EVALUATION (SMM&E)

Implementation of Programs, Projects and Activities

PERFORMANCE EVALUATION PLAN

C.Y. 2020

No.	Areas to be Monitored	Methods for Monitoring	Monitoring Schedule	Analysis of the Result
A. Education Support Services				
1	Pre-Implementation Orientation and Construction/Repair Monitoring & Inspection	Questionnaire Checklist & Site Inspection with a Checklist Document Review	Pre., During & Post Implementation before turn-over of building to DepEd	Within 3 days
2	SSG/SPG Activities	Questionnaire Checklist/ School Visitation	Daily & End program; Periodic/As needed	Within 3 days
3	Career Guidance Activities	Questionnaire checklist/ School Visitation	Daily & End program/Monthly or as needed	Within 3 days
4	Medical & Dental Activities	Physical Check Up & Examination Document Review; Ocular visit with a Checklist	Monthly /Periodic or as needed	End of each Quarter
5	School Canteen	Ocular Inspection with a Checklist Document	Semi—annually/As needed	Sept-October ; February- March
6	School Feeding Program	Ocular Inspection with a Checklist Document review	Quarterly	End of Feeding Program
7	Gulayan Sa Paaralan	Ocular Inspection with a Checklist Document Review	Semi-annually	During Kick off & End of Program
8	Joint Delivery Voucher Program	Site Inspection with Checklist Document Review (Coordinator's Report)	Within 5 days from submission of request	Within 5 days after the inspection
9	School Sports	Questionnaire Checklist/Feedback Form	During the conduct of SP activities	Within 5 days after the activity



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E. Quality Assurance				
22	School Monitoring, Evaluation & Adjustment (SMEA)	Questionnaire Checklist / Document Review	Quarterly	With 1 week after presentation
23	Assessments / Tests	Monitoring Checklist	Daily & End program	Within 3 days
24	Private School Operation	Site Inspection with Checklist	Annually	Within 3 days after the activity
		Document Review		
25	5S Implementation	Questionnaire Checklist	Monthly	Within 3 days after answering

Prepared by:	Recommending Approval:	APPROVED:
 WILSON H. INDING SEPS, SMM&E	 JOY E. LETRAN-SINGSON, EMD Chief Education Supervisor, SGOD	 MA. LIZA R. TABILON EdD, CESO V Schools Division Superintendent
Date: March 20, 2020	Date: March 24, 2020	Date: March 25, 2020



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