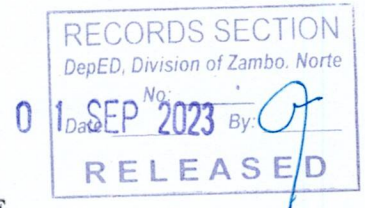




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 30, 2023

Division Memorandum
No. 375 s. 2023

ADMINISTRATION OF THE REVISED DIVISION INTEGRATED MONITORING AND ASSESSMENT (DIMA) TOOL FOR SY 2023-2024

TO : Assistant Schools Division Superintendents
Chiefs, EPS, SEPS/Unit Heads, CID & SGOD
Public Schools District Supervisors/PICDs
ALL SCHOOL HEADS/PRINCIPALS, Public Elem & Sec Schools
All Others Concerned

1. In line with the MATATAG agenda to support the school heads so they can better perform their roles in school, including the improvement of teacher quality, and through this, learner achievement, the division issues the enclosed Revised Division Integrated Monitoring and Assessment (DIMA) tool as an instrument to monitor and assess the performance of school heads based on the standards set in DepEd Order 24, s. 2020 titled *National Adoption and Implementation of The Philippine Professional Standards for School Heads (PPSSH)*.
2. Relative thereto, this office announces the administration of the Revised DIMA tool to all public elementary and secondary schools, effective SY 2023-2024.
3. The Public Schools District Supervisors (PSDSs)/Principals In-Charge of the District (PICDs) shall, with the assistance of the district M&E and ICT coordinators, administer the revised DIMA tool to all district schools, including the piloted ones, during the 1st Quarter of SY 2023-2024. Specific schedule of school visit shall be set by the PSDSs/PICDs, with the knowledge of school heads.
4. District monitors should conduct the activity without 'any semblance of authority' or exertion of undue pressure upon any school personnel. It is implied that technical assistance by the monitors would be given during the visit.
5. Unnecessary expenses for food and token are HIGHLY discouraged.
6. Gathering and transmission of data shall be done electronically through **bit.ly/DIMA2023data** .
7. Division Monitors and Technical Assistance Providers shall refer to the DIMA data as basis for data validation and technical assistance to schools, in the subsequent quarters of the SY. They shall hop districts and select at random the schools to be validated and provided TA.




Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net



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8. A separate Memorandum shall be issued for the mid-School Year administration of the Revised DIMA tool, to determine whether or not the school heads have made improvements or corrective actions based on the adverse findings or observations in the first DIMA data.
9. Expenses for travel of monitors and TA providers shall be charged against the division/school funds, subject to the usual accounting and auditing rules and regulations.
10. Wide dissemination of this Memorandum is highly desired.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent 

Encl.:

As stated
SGOD-SMM&E – MEMORANDUM - 023-08302023



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Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
 Estaka, Dipolog City



SCHOOL: _____ District : _____
 Date of Monitoring : _____

DIVISION INTEGRATED MONITORING & ASSESSMENT (DIMA) TOOL
(2023 Revised Version)

No	Key Areas of Concern	Finding		Remarks
		Evident	Not Evident	
	A. CURRICULUM AND TEACHING			
1.	School-based review, contextualization and implementation of learning standards <ul style="list-style-type: none"> Monthly Instructional Supervisory Plans and Accomplishments School Remedial Programs, Reading Program and Implementation Report Inclusive Education & Special Curricular Programs Implementation (SPED, IPED, MEP, SPA, SSES, etc) 			
2.	Teaching standards and pedagogies <ul style="list-style-type: none"> MELCs (unpacked), Budget of Work Activity Completion Report of LACs/INSETs conducted related to pedagogies and learning intervention. Localized activity sheets, DLPs and integration of programs such as CSE, GAD, PSL etc. 			
3.	Technical Assistance <ul style="list-style-type: none"> Teacher performance feedback <ul style="list-style-type: none"> > COT, Observation Notes > Parents/Stakeholders Feedback on Teaching and Learning Coaching and mentoring plan (TA plan) and its implementation, applying ZAMPENHTAM <ul style="list-style-type: none"> > Accomplished Performance Mentoring and Coaching Forms (PMCF) 			
4.	Learner Achievement <ul style="list-style-type: none"> Best Practices/School-initiated interventions (Approved Action Plan, Activity Proposals (Remedial, Enhancement Program & accomplishment report, logbook, attendance) Compiled certificates/plaques of recognition and participation to different levels of academic contest, showcasing of skills/talents (Exhibits, recital) List of Scholarship Grantees Other related/relevant MOVs 			
5.	Learning assessment <ul style="list-style-type: none"> List of not mastered competencies, MPS and Assessment Results Learning Interventions and remediation programs 			
6.	Learning environment <ul style="list-style-type: none"> Functional Learning hub/mini-library/reading corner (proof of usage, eg. Logbook) Utilization of digitized instructional resources 			

B. GOVERNANCE AND OPERATIONS7 **Leading Strategically**

- School plans (SIP, AIP, WFP, TA, etc) aligned with the communicated V-M-V statements
- Documented information of utilized learner voice through learner organizations (e.g. portfolios of Supreme Secondary Learner Gov't (SSLG)/Supreme Elementary Learner Gov't (SELG), Child Protection Policy (CCP), Barkada Kontra Droga, Yes-O) and those derived from feedbacks on freedom wall or suggestion box
- Evidences of utilized data obtained from basic/action research
- SMEA report, with proof of communication to stakeholders
- Improved SBM LoP rating (self-assessment)
- Documented information on the school's gradual implementation of One-DepEd, One QMS (QPS, Citizen's Charter, Organizational Structures, School QMS team composition, Customer-Client Satisfaction Survey (CCSS) results, streamlined core processes)

8 **Managing School Operations and Resources**

- Evident use by school personnel of electronic systems in storing, safe-keeping, generating, or utilizing school records (school forms, school issuances, legal documents like Gov't Authority, site title, certificates, permits, etc.
- Certificate of Compliance issued by proper authority related to the EBEIS, LIS, NSBI and similar online database reportorial compliance
- Working/updated documents as basis for;
 - a. allocation
 - approved school operationing budget
 - b. procurement
 - approved APP & PPMP
 - c. disbursement
 - bank reconciliation documents (present and previous)
 - presentment of checkbook
 - CDR (posted in the Transparency board)
 - updated subsidiary ledger
 - d. liquidation
 - updated portfolio of liquidation report
 - e. deliveries (receipt, safekeeping & distribution)
 - Stock Cards/Supplies Ledger Card/Property Cards
 - Requisition Issue Slips
- * Safe/properly maintained school buildings and its ancillary structures (sex-disaggregated CRs, learning kiosks, teen center, waiting shed, laboratories, clinic, outdoor stage)
- * Functional WINS facilities
- * rehabilitated school marker, signages & flagpole
- * completed/secured school perimeter fence
- * DRRM School Contingency Plan
- * Portfolio of DRRM Activities:
 - Report on assessment of school buildings.
 - School hazard mapping exercises participated by student representatives
 - Conduct of quarterly earthquake drills (announced & un- announced)
 - Posts of directory emergency contacts of relevant gov't offices/agencies
 - Database of learners and their family contact details
- * Updated/maintained records related physical and mental wellness of teachers & learners (health assessment results, nutritional status, mental health status, NDEP)

9	Developing Self and Others <ul style="list-style-type: none"> * Updated SH/teacher's profile, as posted and as filed * 201 Files of teachers, ready for promotion/re-class) * Documented information on GAD and needs-based L&D activities, filed and uploaded to the ACR link * Evidences of school-level rewards and recognition program Implemented (PRAISE Committee, R&R mechanism, proofs of awards) * Proofs of teachers' affiliation to external professional groups 			
10	Building Connections <ul style="list-style-type: none"> * Portfolio of Adopt-a-School / Brigada Eskwela program implementation * Documented information on school IGP, including its utilization, if any * Records of PTA-initiated projects * MOU/MOA/DOD/ Certificate of Support with Acceptance (COA) evidencing outsourcing activities with other partners * Records for the establishment and functionality of School Governance Council(SGC) 			

FINDING/S: _____

RECOMMENDATION/S: _____

Monitors:

Signature Over Printed Name Signature Over Printed Name Signature Over Printed Name

CONFORME:

Signature over the Name of School Principal/Head