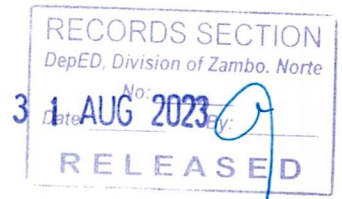




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

August 28, 2023

Division Memorandum
No. 31, s. 2023

CONDUCT OF THE CLUSTER-DISTRICT/DISTRICT ROLL-OUT AND SCHOOL LEARNING ACTION CELLS (SLACs) FOR MEP INSTRUCTIONAL LEADERS AND TEACHERS

TO: Public Schools District Supervisors
Principals In-Charge of the District
Elementary and Secondary School Heads
Cluster-District/District MEP Heads
All Others Concerned

1. Pursuant to **Division Memorandum No. 39, s. 2023** dated February 1, 2023, titled "**Allowing Madrasah Education Program (MEP) and ALIVE in ALS Program Implementing Districts to Conduct Cluster-Districts/District/School In-Service Training (INSET) and Learning Action Cell (LAC) Session**", the Schools Division of Zamboanga del Norte through the Curriculum Implementation Division (CID) requires the field to conduct Cluster-District/District MEP Roll-Out on the following:
 - a. Intensify the proper capacitation of MEP programs e.g. IQRA, IQRAA, eMOA programs, curricula implementation, and other professional development activities of MEP Instructional leaders and teachers;
 - b. Assessment techniques for Intensive Quality Reading Assessment (IQRAA) Tools and for monitoring MEP classes using the Contextualized MEP Checklist Tools and;
 - c. Pedagogical Reskilling and Upskilling in teaching ALIVE subjects
2. Public Schools District Supervisors, Principal In-Charge of the District, Cluster MEP Heads and District MEP Coordinators, are required to coordinate, lead and organize resource speakers for the successful conduct of the said events.
3. For more information and inquires, all concerned may contact **Yusoph A. Dauh, EPS II-ALS/Division MEP Focal Person** on Mobile Number **09355134291** or through email address: yusoph.dauh001@deped.gov.ph.
4. Widest dissemination of this memorandum is desired.

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

Encl: As Stated

Reference/s: DO 003, s. 2023/DM 39, s. 2023

YAD/Conduct Cluster District/District MEP Roll-Out & SLACs/CID-MEP/DM008-2023/08282023



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REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 1 to Division Memorandum No. 769 s. 2023

ZAMBOANGA DEL NORTE LIST OF MEP IMPLEMENTING SCHOOLS AND INSTRUCTIONAL LEADERS

School	District	Name of School Head	Position
Sibuco CS	Sibuco	MAJEL M. SUMACAY	ESP-II/PICD
Cusipan ES	Sibuco	DORONG J. UTU-ALIH	ESP-I
Lingayon ES	Sibuco	EDGARDO P. CORDOVA	ESHT II
Puliran ES	Sibuco	JAOLANA T. BICA	ESHT-I
Nala ES	Sibuco	BEN FAIZAL S. HUSSIN	ESHT-IV
Lakiki ES	Sibuco	TALMIA A. WAHID	T 1/SOIC
Cawit-Cawit ES	Sibuco	MOH. YUNOS MAGUINDANAO	T 1/SOIC
Sto. Nino ES	Sibuco	MANUEL DALIGDIG	T 1/SOIC
Pangian ES	Sibuco	LUZMINDA P. GARCIA	ESHT-I
Anungan ES	Sibuco	TOM-TOM A. MAHAMOD	T 1/SOIC
Mantivoh ES	Sibuco	GERRY G. BESA	ESHT-I
Panganuran ES	Sibuco	RAHMA U. PANIOROTAN	T 1/SOIC
Panglima Utoh Aban ES	Sirawai	JABBER BATTING	ESHT-I
Sirawai CS	Sirawai	JIMMY M. PASTURAN	ESP I
Sirawai CS-Annex	Sirawai	JIMMY M. PASTURAN	ESP I
Imam Jamahali Ode ES	Sirawai	DAMSEL L. GUMBA	ESHT-1
Lambog Jubael ES	Sirawai	AMENA M. LUMANDONG	ESHT-III
Piacan ES	Sirawai	JAMAL ATALAD ALID	ESP-1
Dona Cecilia ES	Sirawai	GLADYS U. LACANDAZO	ESHT II
Mauricio Landingin ES	Sirawai	ZHAIPA ONTONG	ESHT-I
Bitugan ES	Sirawai	ROLLY MARFIL	ESHT-I
Malipot ES	Siocon	MARCELINO T. MEJOS	ESHT-III
Panubigan ES	Siocon	UMBRA L. JUHARA	ESHT-1
Bliss ES	Siocon	Mila D. Gallego	ESHT-1
Bucana ES	Siocon	ALFRED C. DESCALLAR	PICD/ESP II
Balagonan ES	Siocon	UMBRA L. JUHARA	ESHT-1
Hatib Asamuddin ES	Siocon	ALFRED C. DESCALLAR	PICD/ESP II
Nonoyan ES	Baliguian	Milagrosa B. Hadjal	ESHT-I
San Jose ES	Baliguian	Leslie C. Indangan	ESHT I
Kalawit CS	Kalawit	Algie B. Alcala	PICD/ESP III
Osukan ES	Labason	CHERRY C. AMPLAYO	ESP-II
Antonino ES	Labason	TEODORA S. ANTOLIN	ESP-II
Kipit ES	Labason	JUNEREY G. VILAN	ESP-II
New Salvacion ES	Labason	MA. GRACELYN L. FOLGO	ESHT-I
Balas ES	Labason	MICHAEL G. ABELLON	ESP-I
Sta. Cruz ES	Liloy I	VICTOR C. GAMIL	ESHT- II
Candelaria ES	Liloy II	CESAR P. BORGONIA	ESHT-I
Raba ES	Godod	ARMANDO B. MAÑOSA	ESP II
Limbonga ES	Godod	AFRON S. DELVO	ESHT-I
Banuangan IS	Godod	CERAD R. BANGGOT	ESP-I
Mucas ES	Salug I	EVRO NASIR M. MULOC	ESHT-IV
Lanawan ES	Salug I	SEJOR E. TAMALA	ESHT-I



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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Salug CS	Salug I	AMELITA G. SAPPAL	ESP-III
Caracol ES	Salug II	NEMIA PILADAS	ESP-II
Ramon Magsaysay ES	Salug II	MARION V. BENSULAN	ESP I
Palandok ES	Bacungan	RHAMAWIA H. YUSOPH	ESHT II
Sindangan Pilot Demo School	Sindangan Central	ARIEL B. CRAMPATANTA	ESP III

1. Each Cluster-District MEP or District Head shall submit action plans to be recommended by the Cluster Head PSDS or PSDS and approved by CID Chief before the conduct of the Cluster-District/District Roll-Out activities. Action Plans and Activity Completion Reports (ACRs) are also expected to be accomplished and submitted after the conduct of the said events.
2. The Cluster-District MEP Head or District Head can tap resource speakers from the PSDSs, PICD, school heads, and MEP teachers who participated in the MEP trainings conducted by National, Regional and Division offices. Certificate of Appreciations shall be given to the resource speakers, program managers and members of technical working group who made the said events successful.
3. The tapped resource speakers are authorized to download training materials and other presentations thru the google drive link: <https://bit.ly/DivisionINSETforMEPALIVEinALSTeacherCumCongress2023>.
4. Traveling, per diems and incidental expenses of the Division personnel, Cluster Head PSDS, PSDSs, CMHs, DIACs relative to the monitoring and evaluation of the said activities shall be charged to **Division Local Funds/MEP PSF 2023**, while the school heads and teachers relative to conduct of the said activities shall be charged to **School MOOE/Local School Funds** subject to the usual government accounting and auditing rules and procedures.



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Region IX, Zamboanga Peninsula
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**CORE ROLES, FUNCTIONS AND RESPONSIBILITIES OF MADRASAH EDUCATION
PROGRAM TASK FORCE (MTF)**

RATIONALE

In any organization, the teachers and members form as a team for a definite purpose towards a common goal, and which will ultimately generate successful and productive outcomes.

The Madrasah Education Program (MEP) is working for an authentic and a genuine Islamic-friendly curriculum that will develop its pupils/students to be more compassionate and open-minded citizens in dealing with the challenges of life. The program emphasizes the teaching of Arabic Language and Islamic Values but not pertaining to religious instruction only and is open to all Muslim learners and non-Muslims who are involved in the basic education. It aims to develop their level of understanding and tolerance for a more peaceful community in the future.

A **Madrasah Education Program Task Force (MTF)** is organized to manage all the activities to be undertaken. This collegial group composed of DepEd Officials and other stakeholders are tasked with specific roles/functions to guarantee the successful implementation of the program.

MADRASAH EDUCATION PROGRAM TASK FORCE (MTF)

Division MEP Task Force (DMTF)

- Assistant Schools Superintendent Incharge of the Curriculum
- CID Chief
- Division ALS Focal
- Division MEP Focal
- Division Planning Officer
- ALIVE Representative

District MEP Task Force (DsMTF)

- Public Schools District Supervisor
- Cluster MEP Head
- District MEP Coordinator
- ALIVE Representative

School MEP Task Force (SMTF)

- School Head
- School ALIVE Coordinator/Master Teacher
- ALIVE Representative





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Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

The Division MEP Task Force is responsible for:

- conducting of instructional supervision and monitoring on the overall implementation of Madrasah Education Program (MEP) every quarter of the school year.

The District MEP Task Force is responsible for:

- conducting of monitoring supervision on the advocacy activities and dissemination information of the MEP implementing schools to stakeholders regarding the details of the program in the district;
- working with the Public Schools District Supervisors, Principal In-Charge of the District, Cluster MEP heads and District MEP coordinators on the conduct of monitoring of MEP implementing schools using the contextualized Monitoring Checklist for implementation of the program every month of the school year;
- facilitating the conduct of orientation, training, writeshop, launching of division-based programs, release of honoraria and procurement of relevant instructional materials in the district;
- providing technical assistance to all concerned in the conduct of school operation and needs assessment in the identified areas where MEP is feasible;
- recommending for approval in the opening of ALIVE classes and hiring of qualified teachers & Asatidz and in assisting the organization of MEP classes in the implementing schools in the district;
- leading the development of strategies in engaging and maintaining partnerships with local and external stakeholders to support continuous improvement of MEP implementation in the district;
- Ensuring the tagging of ALIVE learners' data in the LIS/EBEIS per MEP implementing schools in the district.

The School MEP Task Force is responsible for:

- ensuring the implementation of MEP Curriculum through the organization of ALIVE classes, and that each MEP class has an adequate number of Muslim learners;
- ensuring the availability of classrooms and prepare the schedules to maximize the allotted time for MEP classes;
- supervising the MEP teachers and monitor the preparation of Weekly Home Learning Plan (WHLP) and Learning Activity Sheets (LAS);
- conducting class observation, instructional supervision and provide technical assistance to MEP teachers with the Master Teacher using the MEP Monitoring Checklist every week of the month;
- including MEP Teachers in the regular INSET/LAC sessions to equip them with teaching strategies, preparation and development of instructional materials, writing of test questions, and other related activities to strengthen the implementation of MEP;
- including Regular and COS MEP teachers expenses in support to eligible activities classified under MOOE;
- strengthening partnerships with organizations and local communities in the implementation of MEP;





Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- ensuring MEP are included in the School Improvement Plan (SIP) and Annual Implementation Plan (AIP);
- including the MEP in the advocacy and social mobilization activities such as symposia, barangay assembly meetings and dialogues, broadcast media, distribution of advocacy materials to increase awareness and participation of the various stakeholders;
- ensuring that the tagging of ALIVE learner's data in the LIS and EBEIS is done by the concerned teacher, School Planning Officer or School IT;
- adopting mechanisms for the promotion and selection of honor pupils/students, recognizing best performers, and integrating MEP co-curricular activities in the school calendar;

MONITORING & EVALUATION

The Division Office shall monitor and supervise the implementation of the program in consideration of their functions, roles and responsibilities.

The Curriculum Implementation Division (CID) through the Division ALS Focal and Division MEP Focal undertake the progress relative to the implementation of the monitoring teams in the cluster-districts, district and school levels. They shall supervise the personnel involved in the implementation.





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 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 1

**MONITORING CHECKLIST FOR MADRASAH EDUCATION PROGRAM (MEP)
 IMPLEMENTING SCHOOL**

District: _____
 School: _____

Date of Submission: _____
 School ID: _____

ALIVE Grade Level	No. of Muslim Pupils enrolled in MEP SY:			No. of Muslim Pupils tagged in the LIS/EBEIS SY:		
	Male	Female	Total	Male	Female	Total

Directions: Kindly tick (✓) your answer (YES/NO) as to how evident the following areas are during the MEP Monitoring.

AREAS TO BE MONITORED	MOVs	YES	NO	REMARKS
I. Curriculum Implementation and Compliance				
1. Refined Elementary Madrasah Curriculum (REMC) is being followed properly.	REMC/Class schedule/ Learner's output/portfolio			
2. Learning Competencies from the REMC are utilized for MELCs/LAS/ Worksheets.	MEP WLAS/Worksheets/REMC			
3. Arabic Language modules and Islamic Values Education modules are distributed twice a week per month.	Distribution & Retrieval Forms/pictorials/Attendance/ Pictorials			
4. Ensured the implementation of MEP Curriculum through the organization of ALIVE classes, and that each ALIVE class has an adequate number of Muslim learners.	Updated MEP Enrolment per grade level/ Accomplishment Report/Pictorials			
II. School Leadership and Management				

N-avigating
 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



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1. Ensured the availability of classrooms and prepare the schedules to maximize the allotted time for ALIVE classes.	Classroom schedule/Teacher loading/Pictorials			
2. Supervised the MEP teachers and monitor the preparation of Weekly Home Learning Plan (WHLP) and Learning Activity Sheets (LAS)	Weekly Home Learning Plan (WHLP)/Weekly Learning Activity Sheets (WLAS)/ REMC/ /Pictorials			
3. Conducted class observation, instructional supervision and provide TA to MEP teachers with the Master Teacher.	COT-RPMS/Result of Post-Conference/ Printed-Out DLLP/DLP /Pictorials			
4. Included MEP Teachers in the regular INSET/LAC sessions to equip them with teaching strategies, preparation and development of instructional materials, writing of test questions, and other related activities to strengthen the implementation of MEP.	Accomplishment Report /AIP/SIP/ Narrative Reports/ Documentation of INSET/LAC sessions/Pictorials			
5. Included Regular and COS MEP teachers expenses in support to eligible activities classified under MOOE.	MOOE Liquidation Report/ Inventory of Supplies & Materials/ AIP/SIP Pictorials			
6. Promoted MEP as a regular school program with internal and external partners.	PTA General Assembly/AIP/SIP/ /Pictorials			
III. Support System Management				
1. Provided Technical Assistance to Contract of Service MEP teachers	DTRs/Form 7/Monthly Accomplishment Report/Pictorials			
2. Ensured that monthly honoraria and allowances are received in accordance with the usual government accounting and auditing rules and regulations.	Form 7/Monthly Accomplishment Reports/Pictorials			
3. Ensured that MEP are included in the School Improvement Plan (SIP) and Annual Implementation Plan (AIP)	SIP/AIP/Monitoring Plans/School Annual School Calendar/ /Pictorials			
4. Ensured MEP are included in the annual school calendar, including activities unique to the program such as MUSABAQA, Eid'l Fitr	SIP/AIP/Monitoring Plans/School Annual School Calendar/Monthly Accomplishment			





Republic of the Philippines
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 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

and Edi'l Adha Festivals.	Reports/Pictorials			
IV. Advocacy and Partnership Management				
1. Strengthen partnerships with organizations and local communities in the implementation of MEP.	Letter of Invitations/Minutes of Meeting/ Attendance/Pictorials			
2. Included the MEP in the advocacy and social mobilization activities such as symposia, barangay assembly meetings and dialogues, broadcast media, distribution of advocacy materials to increase awareness and participation of the various stakeholders.	Letter of Invitations/Minutes of Meeting/ Attendance/Advocacy materials/SIP/Pictorials			
3. Submitted report to the SDO the advocacy and partnership management activities for monitoring, documentation for possible basis for best practices in MEP implementation.	M&E Tools/Narrative Report of Best Practices/ Pictorials			
4. Oriented stakeholders on the different & division initiated programs (LEAP, eMOA & ACT) under MEP	Minutes of Meeting/ Attendance/Advocacy materials /Pictorials			
V. Data Management				
1. Ensured that the tagging of ALIVE learner's data in the LIS is done by the concerned teacher, School Planning Officer or School IT.	LIS & EBEIS Tagging of ALIVE learners/LIS Forms/Screenshots LIS/EBEIS Dashboard			
2. Ensured that the learners and teacher's data in the EBEIS is done by the concerned teacher, School Planning Officer or School IT.				
3. Ensured that the MEP teacher and the class adviser of the ALIVE learners are tagged in the LIS.				
4. Kept an updated list of COS MEP teacher/s subsidized by DepEd.	List of COS MEP teachers Report			
VI. Monitoring & Evaluation				
Ensured that the policy is implemented particularly on the provision of:				
1. MEP teachers	SIP/AIP/Narrative Report of Best Practices/Monitoring Tool/Monthly Accomplishment Report/Pictorials			
2. Learning materials				
3. School facilities				
4. MEP Class Programming				



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 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

AREAS	Total Score per Area	Not Evident (NE)	Least Evident (LE)	Moderately Evident (ME)	Highly Evident (HE)
I. Curriculum Implementation Compliance	4	1	2	3	4
II. School Leadership & Management	6	1	2-3	4-5	6
III. Support System Management	4	1	2	3	4
IV. Advocacy & Partnership Management	4	1	2	3	4
V. Data Management	4	1	2	3	4
VI. Monitoring & Evaluation	4	1	2	3	4

AREAS	Sub-Total score	Descriptive Rating
I. Curriculum Implementation Compliance		
II. School Leadership & Management		
III. Support System Management		
IV. Advocacy & Partnership Management		
V. Data Management		
VI. Monitoring & Evaluation		
TOTAL SCORE		

This certifies that the monitoring and evaluation results have been discussed with us. We understand that our signatures do not necessarily indicate agreement, but acknowledges receipt of the report, and that we may respond to any and all issues contained in this evaluation. Written response must be submitted to the undersigned monitoring official within 10 working days of date noted below.

School Head: _____
 Signature over printed name _____ Date _____

Master/Senior Teacher: _____
 Signature over printed name _____ Date _____

School IT: _____
 Signature over printed name _____ Date _____

Monitoring Official: _____
 Signature over printed name _____ Position _____

*YAD/MEP Monitoring Checklist on Modular Learning Delivery Instruction /101821
 Enclosure 2*

MADRASAH EDUCATION PROGRAM (MEP) DISTRICT

N-avigating
 O-pportunities to
 R-e-engineer for
 T-ransformation &
 E-mpowerment



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MONITORING AND EVALUATION TOOL

District: _____
 PSDS/PICD: _____

Date of Submission: _____

Total No. of Regular MEP Teachers in the Name of School district	Total No. of Muslim Classroom Adviser in MEP SY teaching MEP subjects		Total No. of Contractual MEP Teachers subsidized by LGU/BLGUNGOs	Total No. of Muslim Pupils tagged in the Contractual MEP SY: nationally paid by DepEd	
	Male	Female		Male	Female

Total No. of schools with Muslim learners in the District	Total No. of Schools that did not implement the MEP with Muslim learners (State reason/justification for non-implementation)	Total No. of schools that implemented Madrasah Education Program (MEP) in the district	Total No. of MEP Schools Monitored and Evaluated/Observed in the district
AREAS NOT EVIDENT (NE)/LESS EVIDENT (LE) <i>To be filled-up by the Monitor</i>	ACTIONS TO BE TAKEN <i>To be filled-up at the Post-Conference by District MEP Tasks Force</i>	ACCOUNTABLE PERSON & POSITION	FOLLOW UP Date: <i>Indicate whether actions to be taken are <u>implemented</u> or <u>not implemented</u> in the next monitoring</i>





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SUMMARY OF RESULTS

Write the total number of checks per area of the MEP schools monitored and identify those are Not Evident (NE) and Least Evident (LE) which merit actions to be taken.

LEGEND: **HE** (Highly Evident), 95%-100% of the total number of schools complied
 ME (Moderately Evident), 50%-94% of the total number of schools complied
 LE (Least Evident), less than 50% of the total number of schools complied
 NE (Not Evident), the area is not applicable / it is not possible to comply

AREAS	Total Score per Area	Descriptive Rating Range			
		Not Evident	Least Evident	Moderately Evident	Highly Evident
I. Curriculum Implementation Compliance	4	1	2	3	4
II. School Leadership & Management	6	1	2-3	4-5	6
III. Support System Management	4	1	2	3	4
IV. Advocacy & Partnership Management	4	1	2	3	4
V. Data Management	4	1	2	3	4
VI. Monitoring & Evaluation	4	1	2	3	4

NAME OF SCHOOLS MONITORED	Total score	Descriptive Rating

N-avigating
 O-pportunities to
 R-e-engineer for
 T-ransformation &
 E-mpowerment



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Monitoring Official: _____
 Signature over printed name Position

Total No. of District NOTED:	Total No. of Muslim Pupils enrolled in MEP SY: _____			Total No. of Muslim Pupils tagged in the LIS/EBEIS SY: _____		
	Male	Female	Total	Male	Female	Total
YUSOPH A. DAUH						
EPS II-ALS / Division MEP Focal						

NOTED:

LILIA E. ABELLO, EdD
 CES- CID

*YAD/MEP Monitoring Checklist on Modular Learning Delivery Instruction /101821
 Enclosure 3*

**MADRASAH EDUCATION PROGRAM (MEP) DIVISION
 MONITORING AND EVALUATION TOOL**

District: _____
PSDS/PICD: _____

Date of Submission: _____

N-avigating
 O-pportunities to
 R-e-engineer for
 T-ransformation &
 E-mpowerment



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Total No. of districts with Muslim learners based on EBEIS Ethnicity	Total No. of Districts that did not implement MEP with Muslim learners (State reason/justification for non-implementation)	Total No. of districts that implemented Madrasah Education Program (MEP)	Total No. of MEP Implementing Districts Monitored and Evaluated/Observed

AREAS NOT EVIDENT OF BEING LEAST EVIDENT OF BEING MEP Teachers in the implementing districts <i>Monitor</i>	ACTIONS TO BE TAKEN Total No. of Muslim Classroom Advisers teaching MEP Subjects in the implementing districts	ACCOUNTABLE PERSON & POSITION Total No. of Contractual MEP Teachers Subsidized by LGU/BLGU/NGOs	FOLLOW UP Total No. of Contractual MEP nationally paid by DepEd <i>Indicate the districts to be taken or not implemented in the next monitoring</i>

SUMMARY OF RESULTS

Write the total number of checks per area of the MEP districts monitored and identify those are Not Evident (NE) and Least Evident (LE) which merit actions to be taken.





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Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

NOTED:

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

YAD/MEP Monitoring Checklist on Modular Learning Delivery Instruction /05292023

