



Republic of the Philippines

**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

**MEMORANDUM**  
**SGOD-2025-120**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID/ OIC-CES, SGOD  
Public Schools District Supervisors  
District M&E Coordinators  
School Heads, Public Elementary/ Integrated/ Secondary Schools  
All Others Concerned

FROM:   
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT: **DESIGNATION OF DISTRICT MONITORING & EVALUATION (M&E) COORDINATORS**

DATE: August 19, 2025

1. Pursuant to DepEd Order No. 029, s. 2022, titled **Adoption of the Basic Education Monitoring and Evaluation Framework**, monitoring and evaluation (M&E) has become a vital mechanism to ensure that programs, projects, and activities (PPAs) across all governance levels are implemented based on evidence, guided by results, and aligned with organizational priorities. At the district level, the volume of data and reports generated by schools requires systematic consolidation, validation, and analysis to provide timely feedback and recommendations to decision-makers. Without focal persons dedicated to M&E, there is a risk of fragmented reporting, delayed submissions, and missed opportunities to use data for continuous improvement.

2. Relative to this, this Office, thru the Project QAMEsTAhan (**Quality Assurance, Monitoring and Evaluation, Technical Assistance**) of School Governance and Operations Division – School Management, Monitoring and Evaluation Section, designates **District M&E Coordinators**. They shall serve as linking mechanisms between schools and the Schools Division Office, ensuring that M&E processes are consistently applied, data is reliable and timely, and that results are communicated to improve planning, implementation, and policy directions ultimately contributing to better learning outcomes and more efficient use of resources.



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3. The following personnel are hereby **designated as District Coordinators**:

District	<b>District M&amp;E Coordinators (ELEMENTARY)</b>		
	<b>Name</b>	<b>School</b>	<b>Position</b>
Boac North	Ricardo M. Maaño	Don Luis Hidalgo MS	Principal II
Boac South	Mary Amor F. Jandusay	Cawit ES	Principal II
Buenavista	Christian S. Fiegalan	Timbo ES	Teacher In-Charge
Gasan	Mylene Jasmin L. Rolluque	Dawis ES	Principal II
Mogpog	Garry R. Monteagudo	Bintakay ES	Principal III
Santa Cruz East	Ma. Leonora D. Imperio	Alobo ES	Principal II
Santa Cruz North	Maria Cristina P. Mangana	Kasily ES	Principal I
Santa Cruz South	Ma. Cecilia R. Par	Gabaldon ES	Principal II
Torrijos	Norman M. Romasanta	Malibago ES	Principal II

District	<b>District M&amp;E Coordinators (SECONDARY)</b>		
	<b>Name</b>	<b>School</b>	<b>Position</b>
Boac North	Clariza O. de Guzman	Marinduque NHS	Asst. Principal
Boac South	Dino S. Nepomuceno	Cawit NCHS	Principal II
Buenavista	Mae Laarni M. Saporna	Yook NHS	Principal I
Gasan	Marlita C. Vitto	Tapuyan NHS	Principal I
Mogpog	Jayson M. Luna	Balanacan NHS	Principal II
Santa Cruz East	Bernadette M. Ricafrente	Alobo NHS	Principal I
Santa Cruz North	Madilyn P. Quirona	Punong NHS	Principal II
Santa Cruz South	Maxima R. Marquez	Matalaba NHS	Principal II
Torrijos	Dr. Cherry Ann DM Jalos	Poctoy NHS	Principal I

4. The District M&E Coordinators shall serve as lead focal persons in ensuring that schools comply with M&E requirements, and that accurate, reliable, and timely data and reports are submitted to the Schools Division Office through the SGOD-SMM&E Section.

5. The District M&E Coordinators shall perform the following functions, in line with the provisions of the BEMEF:

- a. cascade M&E standards, guidelines, and tools from the Schools Division Office to the schools;
- b. assist schools in aligning their School Improvement Plan (SIP) and Annual Implementation Plan (AIP) with the Division Education Development Plan (DEDP) and BEMEF priorities;
- c. assist the Division M&E Personnel in monitoring the implementation of programs, projects, and activities (PPAs) in schools, ensuring compliance with targets, timelines, and resource utilization through the conduct of School Program Implementation Review (SPIR);
- d. assist in facilitating the use of prescribed monitoring tools such as Key Performance Indicators (KPIs), scorecards, and M&E checklists/instruments/tools;



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- e. consolidate school-level data, analyze results, and prepare district M&E reports for submission to the SDO–SGOD;
  - f. provide technical assistance to school heads and M&E focal persons on the use of M&E tools and preparation of reports;
  - g. serve as the official district liaison to the SDO–SGOD on M&E matters; and
  - h. Perform related functions as may be assigned by the Public Schools District Supervisor / SGOD Chief / SMM&E Personnel.
6. This designation takes effect immediately and shall remain in force until further notice or unless revoked.
7. All concerned are enjoined to extend full support and cooperation to the designated coordinators for the effective discharge of their duties and responsibilities.
8. Should there be any questions or need further information, please contact Dr. Fretzie P. Alcantara, Senior Education Program Specialist – SMM&E and/or Mrs. Maita M. Lazares, Education Program Supervisor/ OIC-CES, School Governance and Operations Division.
9. Immediate dissemination of and strict compliance with the contents of this Memorandum are highly desired.

*/SGOD-SMM&E-FA*



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