



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
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Name: 003222

Signature: [Signature]

Date: NOV 20 2023 Time: _____

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Schools Heads, Public Elementary and Secondary Schools
District M&E Coordinators
All Others Concerned

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

SUBJECT: **DIVISION ORIENTATION ON THE DEVELOPMENT AND UTILIZATION OF MONITORING AND EVALUATION (M&E) TOOLS**

DATE: November 20, 2023

1. In support of Department of Education's (DepEd) Basic Education Monitoring and Evaluation Framework (BEMEF) in tracking and measuring the achievement of BEDP 2030 and its effort to improve the internal processes and systems towards improved accountability and transparency in all governance levels, all operating units in all governance levels are required to develop M&E plans for their respective education plans, programs and policies.
2. The M&E Plan is a document that provides guidance on the purpose and process of conducting monitoring and evaluation of any programs, policies, projects and activities. Furthermore, the M&E Plan to be established by program shall guide the development of tools for data collection.
3. Relative to this, this Office through the School Governance and Operations Division – School Management, Monitoring & Evaluation Section's Project QAMESTAHAN, shall conduct **Division Orientation on the Development and Utilization of Monitoring and Evaluation (M&E) Tools** on November 28, 2023 at SDO Marinduque Conference Hall.
4. This activity aims to:
 - a. provide insights on M&E tool development; and
 - b. develop M&E tools for the various Programs, Projects, and Activities (PPAs).

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5. Participants in this activity are the 18 District M&E Coordinators. They are expected to bring hard / soft copies of their approved Enhanced School Improvement Plan specifically the Theory of Change (TOC), Implementation Plan and M&E Plan of all the PPAs reflected in their ESIP.
6. 100% attendance is a must. Proxies are not allowed.
7. For further questions or clarifications, please contact Fretzie P. Alcantara, EdD, Senior Education Program Specialist – SMM&E at fretzie.alcantara@deped.gov.ph.
8. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-SMM&E-FA

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Enclosure 1

**DIVISION ORIENTATION ON THE CRAFTING AND UTILIZATION OF
MONITORING AND EVALUATION (M&E) TOOLS**

SDO Marinduque Conference Hall

December 5, 2023

LIST OF PARTICIPANTS

Elementary		
District	Name	School
Boac North	Joven M. Mogol, EdD	Lupac-Tabigue ES
Boac South	Mary Amor F. Jandusay	Bangbangalon ES
Buenavista	Francisco P. Quindoza	Daykitin ES
Gasán	Mylene Jasmin L. Rolloque	Dawis ES
Mogpog	Gina M Mapacpac, EdD	Nangka ES
Santa Cruz East	Ma. Leonora D. Imperio	Alobo ES
Santa Cruz North	Ma. Cristina P. Mangana	Kasily ES
Santa Cruz South	Maria Cecilia R. Par	Lipa ES
Torrijos	Norman P. Romasanta	Tigwi ES

Secondary		
District	Name	School
Boac North	Democrito M. Nazareno	Marinduque NHS
Boac South	Dino S. Nepomuceno	Cawit NCHS
Buenavista	Mae Laarni M. Saporna	Yook NHS
Gasán	Marlita C. Vitto	Tapuyan NHS
Mogpog	Jayson M. Luna	Balanacan NHS
Santa Cruz East	Lorna R. Alojado	Makapuyat NHS
Santa Cruz North	Madilyn P. Quirona	Punong NHS
Santa Cruz South	Maxima R. Marquez	Matalaba NHS
Torrijos	Cherry Ann F. Del Mundo-Jalos, EdD	Poctoy NHS

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