



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF NUEVA VIZCAYA

01 June 2021

DIVISION MEMORANDUM  
 No. 181, s. 2021

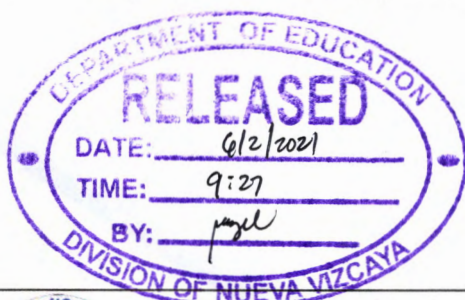
**2021 QUARTER 2 DIVISION MONITORING, EVALUATION  
 AND ADJUSTMENT (DMEA) RELATED ACTIVITIES AND TIMELINE**

To: Office of the Assistant Schools Division Superintendent  
 School Governance and Operations Division Chief  
 Curriculum Implementation Division Chief  
 All others concerned

1. This Office informs all the Unit/Section and Program Owners of the three (3) Functional Divisions of the timeline in the conduct of the Quarter 2 Division Monitoring, Evaluation and Adjustment (DMEA) related activities.
2. The Unit/Section Heads and Program Owners must include all the activities implemented during the months of April, May and June, including those activities that are slated for implementation for the remaining days of the month.
3. All shall adhere to the following dates of the DMEA-related activities, to wit:

DMEA Activities	Dates
Preparation of <b>Report Templates 1-6</b> and submission of Unit and Section MEA Report	June 1-4, 2021
MEA Report Consolidation per FD	June 7-8, 2021
Validation of MOVs, Review and Finalization of the FD MEA Report through FD PIR	June 9-11, 2021
Consolidation and Preparation of Division MEA Report	June 14-15, 2021
DMEA Conference and Review	June 22, 2021
Finalization and submission of DMEA Quarter 4 Report to the Office of the Regional Director	June 24, 2021

4. Attached are the list of DMEA Report Templates to be accomplished and the roles of each Focal Section per Functional Division as per approved DMEA Operational Plan.
5. Expenses to be incurred during the Quarter 2 DMEA Conference and Review shall be charged to 2021 HRTD Funds subject to the usual accounting and auditing rules and regulations.
6. For your information, guidance and strict compliance.



**RACHEL R. LLANA, PhD., CESO VI**  
 Assistant Schools Division Superintendent  
 Officer In-Charge  
 Office of the Schools Division Superintendent



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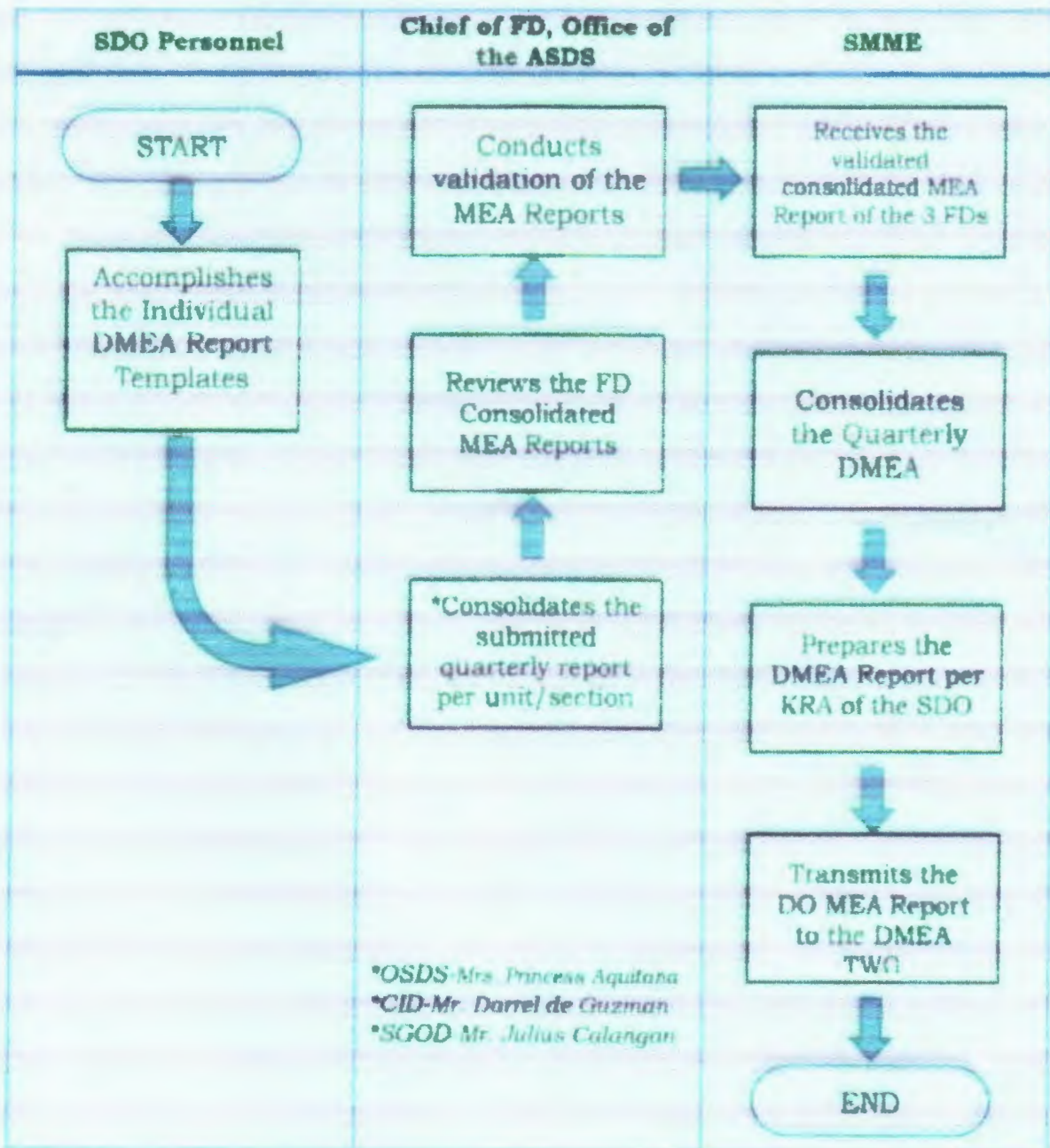




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Item IX of the Approved Operational Plan  
 DMEA Report Templates.

**“SWIM LANE” ROLES OF EACH UNIT/SECTION, FUNCTIONAL DIVISION AND THE FOCAL SECTION IN THE PREPARATION OF THE DMEA REPORTS**



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*Item V of the Approved Operational Plan*  
*DMEA Report Templates*

**DMEA REPORT TEMPLATES**

DMEA Report Templates 1 – 6 are to be accomplished by all the units/sections of the 3 functional divisions.

**DMEA Report Template 1. Physical Output Matrix/Status of Physical Targets**

The DMEA Report Template 1, or commonly referred to as the Physical Output Matrix, details the status of activities for each key result area (KRA) for the particular period or quarter. Status of activities is classified as done, on-going and to be done. Implementation issues along each activity are described.

**DMEA Report Template 1f (1). Physical and Financial Accomplishments Report**

The DMEA Report Template 1f (1) or the Physical and Financial Accomplishments Report shows the detailed and itemized activities or outputs conducted for the period or quarter from each key result area of the section/unit/learning area. The outputs or activities conducted are not limited in the forms of trainings, orientations, monitoring, data gathered and reports generated, submitted and presented and evaluations. It must show the physical and financial targets based on the [year's] quarterly work and financial plan (WFP) of each section/learning area/unit as well as the actual physical and financial accomplishments. Likewise, the template computes for the percentage of accomplishments for both physical and financial.

Moreover, the report generator template 1f also computes for the actual over its targets for physical and financial accomplishments of the Chief of the functional division and of the Schools Division Superintendent as aligned to their key result areas. A summary of the section's key result areas is presented in the template.

**DMEA Report Template 2f (2). Unaccomplished Outputs Report**

The DMEA Report Template 2f (2) is known as the Unaccomplished Outputs Report. This report template generates the activities per key result area (KRA) that were not implemented for the quarter, the reasons for not implementing the activities and the recommendation to be made as plan adjustment for the succeeding quarters. Recommendation/s that will be made is to drop, carry over, modify or replace.







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**DMEA Report Template 3f (3). Value Added Outputs Report**

The DMEA Report Template 3f (3) or the Value Added Outputs Report that will detail the activities undertaken by the section/unit/learning area but not actually part the KRA or beyond the KRA.

**DMEA Report Template 4f (4). Implementation of Concerns, Issues, Gaps, Problems and Proposed Solutions (CIGPS)**

The DMEA Report Template 4f (4) lists the issues, gaps, problems (CIGPS) and proposed solutions in the implementation of the activities, programs and projects. It describes the nature of issues as to institutional, technical, infrastructure, environment, financial or political as well as to what level of governance has the control over the issues stated. Moreover, proposed resolutions must be indicated as form part of plan adjustment.

**DMEA Report Template 5f (5). SUMMARY FORM - MONITORING, EVALUATION AND ADJUSTMENT (MEA) TEMPLATE - auto-generated entries; supply columns C and D.**

**DMEA Report Template 6. Lessons Learned in the Implementation of the FPAs**

**DMEA Report Template 7. Status of Personnel Requirement And Deployment** – to be accomplished by the Division Planning Officer and/or Human Resource Management Officer

*DMEA Report Templates 8-A, 8-B, 9-A and 9-B are to be accomplished by the concerned personnel from Finance – Budget Office and/or Accounting Unit.*

**DMEA Report Template 8-A. Status of Allotment, Obligation, Release & Utilization of Funds for the Quarter for Each Division**

**DMEA Report Template 8-B. DMEA TABLE 2-B: Status of Allotment, Obligation, Release & Utilization of Funds for Each Division (for FY XXX as date or End of the Quarter (Cumulative)**

**DMEA Report Template 9-A. Status of Allotment, Obligation, Release & Utilization of Funds for the Quarter for Programs and Projects**

**DMEA Report Template 9-B. Status of Allotment, Obligation, Release & Utilization of Funds for Programs and Projects As of Quarter xx (Cumulative)**



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