



Republic of the Philippines
Department of Education
Region I
PANGASINAN SCHOOLS DIVISION OFFICE II
Canarvacanan, Binalonan

January 15, 2024

DIVISION MEMORANDUM

No. 034 s. 2024

CONDUCT OF MONITORING FOR THE CONDUCT OF MIDYEAR PERFORMANCE REVIEW AND THE SCHOOL-BASED IN-SERVICE TRAINING (INSET) FOR SCHOOL YEAR 2023-2024

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Governance and Operations Division Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. DepEd Order No. 22, s. 2023 stipulates that the conduct of Midyear Performance Review and the School-Based In-Service Training (INSET) for School Year 2023-2024 will be on January 24-26 and January 29-30, 2024.
2. With this, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, and all SGOD personnel are hereby instructed to monitor the conduct of the said school activities.
3. Attached are the monitoring tool and the monitoring/ composite team per area.
4. Monitoring reports are expected to be submitted to the School Management and Monitoring Unit on or before February 6, 2024.
5. Immediate dissemination of this Memorandum is desired.


LORNA G. BUGAYONG, PhD, CESO V
Schools Division Superintendent

SGOD/rba/hmojr/Memo_2ndQtr
M-_____/January 15, 2024





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ANNEX A: Monitoring & Evaluation Team

OVERALL	
Overall Chairman: Dr. Lorna G. Bugayong, CESO V	
Overall Vice Chair: Dr. Wilfredo E. Sindayen (6th CD)	
Overall Vice Chair: Dr. Rosario O. Cabrera (4th/5th CD)	
Members:	
Cornelio R. Aquino, EdD - CID Chief	
Redentor B. Aquino, PhD - SGOD Chief	Arvin R. Purisima - Admin Officer V
Atty. Maureen M. Torres - Accountant	Dr. Jennifer Tambaoan - Medical Officer III
Josephine I. Laud - Budget Officer	Eddie V. Cancino - Supply Officer
Team 1: Manaoag/ Pozorrubio	Team 2: Mangaldan/ Alcala
Team Leader: Emeterio F. Soniega, Jr., EdD	Team Leader: Maybelene C. Bautista, EdD
Members:	Members:
Virgilio B. Selga	Justine Rose G. De Guzman
PSDS in-Charge	PSDS in-Charge
Dentist/Nurse in-Charge	Dentist/Nurse in-Charge
Accounting Personnel	Accounting Personnel
Team 3: San Fabian/ Laoac	Team 4: Sison/ Bautista
Team Leader: Jupiter L. Petilla, EdD	Team Leader: Annabelle M. Parel
Members:	Members:
Christian Genesis L. Biason	Hilario M. Olivo, Jr.
PSDS in-Charge	Manuel Jodick C. Pulga
Dentist/Nurse in-Charge	PSDS in-Charge
Accounting Personnel	Dentist/Nurse in-Charge
	Accounting Personnel
Team 5: Binalonan/ Balungao	Team 6: Asingan/ Natividad
Team Leader: Enrique R. Macayan, EdD	Team Leader: Gloria I. Pernes, EdD
Members:	Members:
Marly S. Jimenez	Marivic V. Laoagan
PSDS in-Charge	PSDS in-Charge
Dentist/Nurse in-Charge	Dentist/Nurse in-Charge
Accounting Personnel	Accounting Personnel



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Team 7: Rosales/ Tayug	Team 8: San Manuel/ Sta. Maria
Team Leader: Virgilio R. Barba	Team Leader: Lilibeth A. Daus, EdD
Members:	Members:
Engr. Marcelino B. Casem	Emhil C. Medrano
PSDS in-Charge	PSDS in-Charge
Dentist/Nurse in-Charge	Dentist/Nurse in-Charge
Accounting Personnel	Accounting Personnel

Team 9: Villasis/ San Quintin	Team 10: San Nicolas/ San Jacinto
Team Leader: Eugene M. Toralba, PhD	Team Leader: Eddie M. Raguindin, EdD
Members:	Members:
Erwin G. dela Rosa	Engr. Charles A. Bangdo
PSDS in-Charge	Ma. Cristina B. Daligcon
Dentist/Nurse in-Charge	PSDS in-Charge
Accounting Personnel	Dentist/Nurse in-Charge
	Accounting Personnel

Team 11: Umingan/ Sto. Tomas
Team Leader: Mike D. Dacasin, EdD
Members:
Janice M. Rivera, PhD
PSDS in-Charge
Dentist/Nurse in-Charge
Accounting Personnel



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Municipality	No. of Schools	MONITORING TEAM			
		Quarter 1 Jan, Feb, March	Quarter 2 April, May, June	Quarter 3 July, Aug, Sept	Quarter 4 Oct, Nov, Dec
Manaoag	21	Team 1	Team 2	Team 11	Team 10
Pozorrubio	27				
Mangaldan	27	Team 2	Team 1	Team 10	Team 11
Alcala	26				
San Fabian	35	Team 3	Team 4	Team 9	Team 8
Laoac	19				
Sison	43	Team 4	Team 3	Team 8	Team 9
Bautista	14				
Binalonan	27	Team 5	Team 6	Team 7	Team 1
Balungao	22				
Asingan	27	Team 6	Team 5	Team 1	Team 7
Natividad	22				
Rosales	33	Team 7	Team 8	Team 2	Team 3
Tayug	19				
San Manuel	28	Team 8	Team 7	Team 3	Team 4
Sta. Maria	20				
Villasis	29	Team 9	Team 11	Team 4	Team 6
San Quintin	19				
San Nicolas	41	Team 10	Team 9	Team 5	Team 2
San Jacinto	18				
Umingan	52	Team 11	Team 10	Team 6	Team 5
Sto. Tomas	6				



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ON-SITE MONITORING AND EVALUATION

GENERAL INFORMATION		Cluster	
Program/ Activity Monitored		Learning Area	
Region		Class Section/s Monitored	
Division		Number of Participants	
Learning Resource Provider		Number of Trainers	
Venue		Date Monitored	
Inclusive Dates			

Please rate the conduct of the program delivery along the following areas:

Standards	Strongly Disagree	Disagree	Agree	Strongly Agree
1. SCHEDULE AND PARTICIPANT MANAGEMENT				
- Maximum of 60 participants per class				
- Program started according to schedule				
- Program ended according to schedule				
- Attendance is systematically monitored				
- Ground rules were clear				
- Compliance of ground rules was monitored				
- Modifications in activities and schedules are consulted with the participants				
- Modifications in activities and schedule are given ahead of time				
2. TRAINING SITE/ VENUE				
- Adequately lit				
- Well ventilated				
- Adequate soundproofing				
- Comfortable temperature				
- With sufficient space				
- Clean				
- Clean comfort rooms				
- Equipment were serviceable				
- Internet access was usable				
- Medical care was available e.g. common medicines, first aid				
3. ACCOMMODATIONS				
- With sufficient space				
- Clean				
- Clean comfort rooms				
- Facilities were in good working order				
4. MEALS				
- Good quality				
- Sufficient quantity				
- Generally healthy				
- Good variety				
- Meals served on time				
5. PROGRAM MANAGEMENT TEAM				
- Available when needed				
- Courteous				
- Efficient				
- Responsive to needs of participants				
- Conducted daily debriefing sessions				

Taken from National Educators' Academy of the Philippines.

This form is to be accomplished by Program Management monitors on a daily basis. Evaluators are to be validated with the session-facilitator evaluation of participants. The Results will be the basis for the debriefing sessions for action by the management team.



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- Resolved/ addressed issues raised in debriefing sessions				
6. SESSIONS AND TRAINERS				
- The trainers used approved resource package (session guide, slide presentation, video presentations, etc.				
- Training/ learning materials were given on time				
- Supplies were available				
- Supplies were in good condition				
7. QAME SYSTEM				
- A quality assurance and monitoring and evaluation was in place				
- At least one (1) monitor was assigned per class				
- Data gathered was used to inform management				
- Issues discussed in debriefing sessions were resolved/ addressed				

Comments and Suggestions:

CRITICAL INCIDENTS: if you have encountered ant remarkable event/ situation (either positive or negative), please accomplish the STAR form.

Situation/ Task – Describe the specific situation and/or task that needed to be accomplished

Action – Describe how the person/ team responded to or acted on the situation

Result – Describe the effect of the action or lack of action

SITUATION/ TASK	ACTION	RESULT

MONITORED BY:
