

# Department of Education Region III

**DIVISION OF CITY SCHOOLS** 

**Angeles City** 

Jesus Street, Pulungbulu, Angeles City

Tel. No.: (045) 322-4702 / Fax No.: (045) 887-6099

September 7, 2015

**DIVISION MEMORANDUM** 

No. 207 , s. 2015

# **SUBMISSION OF QUARTERLY DMEA FORMS**

To: All Division Units

- This is to remind that the accomplishment and submission of the Quarterly DMEA Forms will be on September 21, 2015.
- 2. Accomplished DMEA Forms will be submitted to the person in-charge of the report for validation. Refer to the attached Enclosures for your reference.

Enclosure 1 – DMEA Forms

Enclosure 2 - DQMT Structure

Enclosure 3 – Delegation of Tasks (person in-charge of the report)

- 3. The validated report will be collected by the SMM&E Team on September 25, 2015.
- 4. Please be guided accordingly.

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Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure Noi. 1 to Division Memorandum No. , s. 2015

### DMEA Form 1-A: PHYSICAL OUTPUT MATRIX

Name of School:		

Planned Output (Quarterly)	No. of Planned Outputs	MOVs		STATUS		Implementation issue/s	Gain & Gap
•			Done	On-Going To be Done			
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#### DMEA Form 1-B: STATUS OF PHYSICAL ACCOMPLISHMENTS

Name of School:
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Planned Output (Quarterly)	Target	Physical Accomplishment	% Accomplished vs. Targets
(Sample) Capacity Building for School Quality Management Team	6	6	100%
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#### DMEA FORM 1-C: STATUS OF BALANCE FOR THE QUARTER

Name of	School:			

Planned Output (Quarterly)	No. of Unaccomplished Outputs	Reasons for the Balance	Adjustment
	1000 pupils	Suspended classes due to inclement weather	Re-scheduling of the feeding program
(Sample) Feeding Program			
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# DMEA Form 1-D: VALUE ADDED CONTRIBUTIONS

Division (	Jnit:			

Value-Added Contribution	Reasons for Achieving Them

DMEA Form 2-A: Status of Allotment, Obligation, Release & Utilization of Funds for the Quarter (To be accomplished by BFU)

School		Fun	ds Allo	ocated		Funds Released Funds Utilized % of Utilization					 1		Bal	ance (	Defici	t)									
	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total
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DMEA Form 2-C: Status of Allotment, Obligation, Release & Utilization of Funds for the Quarter for Programs and Projects (To be accomplished by BFU)

Programs and Projects		Fu	nds Al	locate	d		Fu	nds R	elease	d		Fu	nds U	tilized			% c	of Utili	zation		Balance (Deficit)				
	Travel	Training	Supplies	Others	Total	Trave	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total
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DMEA Form 2-D: Status of Allotment, Obligation, Release & Utilization of Funds for Programs and Projects for FY \_\_\_\_\_\_ as date or End of the Quarter (Cummulative)

Programs and Projects		Fun	ds Allo	ocated			Fun	ds Re	leased	 		Fu	ınds U	tilized			%	of Util	izatior		Bal	Balance (De		
	Travel	Training	Supplies	Capital Outlay	. Total	Travel	Training	Supplies	Capital Outlay	Total	Travel	Training	Supplies	Capital Outlay	Total	Travel	Training	Supplies	Capital	Total	Travel	Training	Supplies	Capital
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## DMEA Form 3-A: ISSUES AND RESOLUTIONS BY CATEGORY

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School:	
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Category of Issues	Issues within the Unit's Control	Proposed Resolution	Issues for Attention of Higher Management / External Stakeholders	Proposed Resolution or Action Sought from Mgt.	REQUIRED MATERIALS/ DOCUMENTS		
TECHNICAL (Design and approach in implementing interventions)							
INSTITUTIONAL (Organizational structure/human resources. Concerns of units and administrative units)							
FINANCIAL (Monetary support for Division Office)							
POLITICAL (Leadership in National and Local Government as well as peace and order situation)							
ENVIRONMENTAL/INFRASTRUCTURE (Physical facilities and location of DO offices)							
SOCIAL (Cultural uniqueness of the intended beneficiaries)							
GENDER (Involvement of both males and females in project implementation)							
EFFICIENCY (Liquidation of cash advances within a specified time frame)							

#### **DMEA Form 4-A: LIST OF LESSONS LEARNED**

School:\_\_\_

Lessons Learned	
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DMEA Form 2-C: Status of Allotment, Obligation, Release & Utilization of Funds for the Quarter for Programs and Projects (To be accomplished by BFU)

Programs and Projects	Funds Allocated			Funds Released					Funds Utilized				% of Utilization					Balance (Deficit)							
	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Totai	Travel	Training	Supplies	Others	Total	Travel	Training	Supplies	Others	Total
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#### **DQMT STRUCTURE**

**CHAIRMAN:** 

LYN V. LANSANGAN

Chief Education Supervisor, SGOD

CO-CHAIR:

**EDGAR L. MANABAT** 

**Education Program Supervisor, SGOD** 

**DIVISION M&E MEMBERS:** 

M&E AND SBM COORDINATOR:

**GLENN P. SARMIENTO** 

SEPS SM M&E

SEPS:

CRISTIAN F. DAVID

Soc. Mob. and Networking MARJORIE D. LACSON

**HRD** 

MA. LEONORA E.VINOYA Planning and Research ELIZABETH G. DAVID

EPS II:

SMM&E

ARCELY G. GARCIA

HRD

AIZA G. LUGTU

Soc. Mo.b and Networking MARILOU Q. CASTRO Planning and Research

**ENGINEERS:** 

**ENGR. MA. CHRISTINA S. SARMIENTO** 

**PDO** 

**ENGR. NORMA P. CABIGTING** 

Engineer III

**HEALTH AND NUTRITION:** 

DR. DONNA MAE A. BATUL

Medical Officer IV

DR. RAMIL M. POLICARPIO

Dentist

**GORGONIA I. PANGILINAN** 

Nurse II

ROSEMARIE VENANCIA P. NECESARIO

Nurse II

**DISTRICT M&E MEMBERS:** 

PSDS:

ANASTACIA NIMFA P. AQUINO

JOSEPHINE G. FIGUEROA
REMEDIOS M. FLORES
AGNES G. MANABAT
FELIX M. PINEDA
LEONIDA K. QUITO
ORLENE S. SANTOS
AMANDO C. YUTUC

# **DELEGATION OF TASKS**

DIVISION M&E TEAM								
Person In Charge	Units to be Monitored and Validated							
Dr. Ramil M. Policarpio	School Management M&E and Social Mobilization & Networking Teams							
Dr. Donna Mae A. Batul	Human Resource Development and Planning & Research Teams							
Marjorie D. Lacson	DRRM, Educational Facilities, and Health & Nutrition Teams							
Elizabeth G. David	Math EPS, Science EPS, and English EPS							
Arcely G. Garcia	Filipino EPS, Values EPS, and AP EPS							
Ma. Leonora E. Vinoya	MAPEH EPS, TLE EPS, and Kinder EPS							
Engr. Ma. Christina S. Sarmiento	ALS EPS, Abot Alam EPS, and LRMDS EPS							
Glenn P. Sarmiento	Elementary Cluster 1, Cluster 2, and Cluster 3 PSDS							
Engr. Norma P. Cabigting	Elementary Cluster 4, Cluster 5, and Cluster 6 PSDS							
Marilou Q. Castro	Secondary Cluster 1, Cluster 2, and Cluster 3 PSDS							
Rosemarie Venancia P. Necesario	Administrative Office and HRMO							
Gorgonia I. Pangilinan	Legal Office and Records							
Aiza G. Lugtu	ICT, Cashier and Supply Office							
Cristian F. David	Accounting and Budget							
Orlene S. Santos	Elementary Cluster 1							
Remedios M. Flores	Elementary Cluster 2							
Leonida K. Quinto	Elementary Cluster 3							
Anastacia Nimfa P. Aquino	Elementary Cluster 4							
Dr. Agnes G. Manabat	Elementary Cluster 5							
Cezar Hernandez	Elementary Cluster 6							
Josephine G. Figueroa	Secondary Cluster 1							
Felix M. Pineda	Secondary Cluster 2							
Dr. Amando C. Yutuc	Secondary Cluster 3							