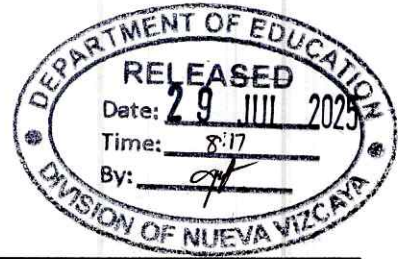




Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya



28 July 2025

DIVISION MEMORANDUM  
No. 347 , s. 2025

**DIVISION INSTITUTIONALIZATION OF SCHOOL AND DISTRICT MEA  
CONFERENCES AND REPORTING DURING THE DIVISION  
MANAGEMENT COMMITTEE (MANCOM) MEETINGS**  
*(Guidelines for Compliance, Presentation, and Monitoring  
Effective Quarter 3, Calendar Year 2025)*

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. In compliance with DepEd Order No. 29, s. 2022 (Adoption of the Basic Education Monitoring and Evaluation Framework), DepEd Order Nos. 43 and 44, s. 2010 (Establishment of the National Framework for Quality Assurance in Basic Education and the Basic Education Sector Reform Agenda), and anchored on the Quality Assurance and Accountability Framework and the DepEd Quality Management System, the Schools Division Office of Nueva Vizcaya hereby issues the Guidelines to Institutionalize the Conduct of School and District MEA Conferences and Reporting during the Division Management Committee (ManCom) Meetings effective Quarter 3, Calendar Year 2025.

2. This initiative aims to institutionalize a culture of transparency, accountability, and continuous improvement among school and district leaders, anchored on results-based management and implementation of priority programs and projects.

3. All concerned are enjoined to strictly adhere to these guidelines to ensure the quality and timeliness of MEA implementation and reporting across all levels.

**ORLANDO E. MANUEL PhD., CESO V**  
Schools Division Superintendent



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MANAGEMENT COMMITTEE (MANCOM) MEETINGS**  
*(Guidelines for Compliance, Presentation, and Monitoring  
Effective Quarter 3, Calendar Year 2025)*

**I. GENERAL GUIDELINES ON THE REPORTING MECHANICS**

**1. Templates and Resources**

- a. The official MEA Report templates (Templates 1-4) and Data Gathering Templates (School and District Consolidation) can be downloaded from the official SDO website: <https://sdonuevavizcaya.com/downloads/> under the School Management, Monitoring and Evaluation Section.
- b. The templates include:
  - i. M&E Template 1: Physical & Financial Accomplishment Report and Summary per Key Result Area (KRA)
  - ii. M&E Template 2: Unaccomplished PAPs Report
  - iii. M&E Template 3: Implementation Concerns, Issues, Gaps, & Problems (CIGPs) and Proposed Resolutions
  - iv. M&E Template 4: Effective Practices

**2. Presentation Format**

- a. Only PowerPoint presentations (PPT) are allowed; printed or other file formats will not be accommodated.
- b. Presentations must include key accomplishments for the last two months and the current month.

**3. Content and Format of MEA Reports**

All School and District MEA Reports to be presented during the School/District Conference and Division Management Committee (ManCom) Meetings must follow a uniform format and structure to ensure clarity, alignment, and comparability. Presenters must utilize the official MEA Report templates provided and organize their content accordingly.

**a. Required MEA Report Template**

The first part of the MEA Presentation must clearly present the following required templates, using the official formats:

- I. M&E Template 1 – *Physical & Financial Accomplishment Report and Summary per Key Result Area (KRA)*
- II. M&E Template 2 – *Unaccomplished Programs, Activities, and Projects (PAPs) Report*
- III. M&E Template 3 – *Implementation Concerns, Issues, Gaps, & Problems (CIGPs) and Proposed Resolutions*
- IV. M&E Template 4 – *Effective Practices*





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These templates are essential in capturing both quantitative accomplishments and qualitative insights aligned with the School or District operational plans.

**b. MEA Presentation Content Requirements**

The MEA presentation must reflect the following elements:

- Performance Indicators relevant to the school or district, such as:
  - Enrollment, Promotion, Completion, Dropout Rates
  - Assessment Results (*School, District, Division, National, International*)
  - SBM Degree of Manifestations
- Evidence of Project Implementation showing alignment with the School Improvement Plan (SIP), Annual Implementation Plan (AIP) and Work and Financial Plan (WFP). Include Means of Verification (MOVs) such as:
  - Photos, signed attendance sheets, certificates, program designs, and reports, etc.
- Impact Evaluation Results of the interventions or projects implemented, showing how these have improved learner outcomes or school operations
- Comparative Reporting using baseline or previous quarter/year data to highlight gains, trends, and progress. Visual presentation through:
  - Tables, graphs, and charts is highly encouraged for clarity and analysis
- Analysis Tools should be limited to commonly accepted metrics to maintain uniformity:
  - Percentages, Ratios, Frequencies, Totals, and basic descriptive statistics

These content guidelines ensure that the MEA reports not only showcase accomplishments but also promote evidence-based reflection, results-based decision-making, and stakeholder accountability.

**4. Presentation Design**

- a. Slide designs must reflect the identity of the school/district.
- b. Font style and size must be clear and readable. Avoid dense text and distracting visuals.



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**II. SCHOOL AND DISTRICT MEA CONFERENCE**

**1. Institutionalization of Quarterly MEA Conferences**

- a. All schools are required to conduct quarterly School MEA Conferences beginning Quarter 3, 2025. These shall:
  - Present key accomplishments and performance results to stakeholders
  - Promote ownership of school performance
  - Facilitate collective reflection and improvement planning
  - Celebrate gains and recognize efforts
- b. These may be integrated into parents' meetings or school general assemblies.

**2. District MEA Conference**

- a. District MEA Reports must be presented at the district level with school heads and relevant stakeholders prior to submission to Curriculum Implementation Division (CID) for inclusion in the Functional Division MEA Report.
- b. Presentations should consolidate school-level data and reflect district-wide trends and concerns

**3. Feedback Mechanism**

To ensure alignment, quality, and continuous improvement of the MEA Reports, technical feedback shall be provided based on the level of the report presented:

- a. For School MEA Reports – Feedback shall be provided by the respective District Supervisor and, where applicable, relevant school stakeholders. Their comments shall focus on school-specific accomplishments, data quality, alignment with SIP/AIP, and areas for improvement.
- b. For District MEA Reports – Feedback shall be provided by the Education Program Supervisors and/or the Division Core MEA Team. This feedback will assess the overall district performance, data consolidation, and strategic alignment with the division-wide priorities.
- c. Feedback may be given during or after the presentation to ensure presenters receive actionable recommendations for enhancement.

**4. Submission of School/District-Level Collage Reports**

- a. To monitor dissemination and implementation, all schools and districts shall submit a two-page photo collage in A4 size PDF format. Page 1 must feature documentation of the MEA Conference, while Page 2 shall highlight accomplishments per Key Result Area (KRA) with a brief performance analysis.
- b. The design of the collage must reflect the identity of the school or district through appropriate branding elements such as logos, color schemes, or official seals.





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- c. This file shall be uploaded via the designated online submission link:  
**<https://tinyurl.com/SDONVMEAReport>.**

**5. Conduct of Assessment Survey**

- a. To assess the quality and effectiveness of the MEA Conferences, a standardized assessment survey shall be accomplished by the School Head (for School MEA Conference) or District Supervisor (for District MEA Conference).
- b. The survey shall cover key areas such as conference management, content relevance, stakeholder participation, and feedback integration, and will include both quantitative and open-ended questions to guide improvement in succeeding quarters.

**6. Source of Funds**

Expenses related to the conduct of School and District MEA Conferences may be charged to the School MOOE or any available local fund subject to existing accounting and auditing rules and regulations.

**III. DIVISION MANCOM MEETINGS – MEA PRESENTERS**

To institutionalize a division-wide culture of transparency, data-driven decision-making, and shared accountability, selected schools and districts shall present their Monitoring, Evaluation, and Adjustment (MEA) Reports during the scheduled Division Management Committee (ManCom) Meetings from August to December 2025.

The following are the assigned presenters of School and District MEA Reports:

Month	School MEA Presenters	District MEA Presenters
August	Paquet IS, Lamo National High School	Host District(s)
September	Dupax Central School, Santa Fe NHS, Bone North Integrated School	Host District(s)
October	Bambang Central Int SPED, KNAS, Ampakleng Elementary School	Host District(s)
November	Diadi Central School, Bagabag NHS, Luclucos Integrated School	Host District(s)
December	Bayombong Central School, Solano HS, Cabayo Integrated School	Host District(s)

The following guidelines shall govern the MEA presentations during the ManCom meetings:

**1. Presenters**

- a. For School MEA Reports, the School Head shall present.



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- b. For District MEA Reports, the District Supervisor shall present on behalf of all schools within their respective districts.

**2. Presentation Duration**

- a. Each MEA presenter is allotted a maximum of ten (10) minutes to deliver their presentation. Strict adherence to the time limit is expected to ensure efficiency during the ManCom sessions.

**3. Technical Feedback**

- a. Constructive technical feedback and guidance shall be provided by the Division Core MEA Team, composed of the Senior Education Program Specialist-School Management, Monitoring and Evaluation (SMME), Curriculum Implementation Division (CID) Chief, School Governance and Operations Division (SGOD) Chief, Assistant Schools Division Superintendent (ASDS) and Schools Division Superintendent (SDS), during or after the presentations.

**4. Submission Requirements to the DO Core MEA Team**

All MEA presentation files must be submitted in PowerPoint format at least five (5) days before the scheduled ManCom Meeting for quality assurance and review through this link:  
**<https://tinyurl.com/MEAforManComReport>.**

**IV. MONITORING AND EVALUATION**

To uphold consistency in the implementation of the MEA presentation schedule and institutionalization of school and district MEA practices, the following monitoring and evaluation provisions shall be observed:

- a. The Division Core MEA Team, in coordination with the Curriculum Implementation Division (CID), Office of the Schools Division Superintendent (OSDS), and the School Governance and Operations Division (SGOD), shall oversee the quality, timeliness, and compliance of all School and District MEA Reports presented, particularly during the ManCom.
- b. Schools and districts with late, incomplete, or non-compliant submissions shall be provided with technical assistance and may be subjected to monitoring and follow-up by their District Supervisors and/or Division Core MEA Team.



# School/District MEA Report Subi and Assessment Survey

Division Memorandum No. xxx, s. 2025 (Compliance Effective Quarter 3, 2025)

Section 1 Profile of MEA Reporting  
Section 2 Assessment Survey on the Conduct and Effectiveness of School and District Monitoring, Evaluation  
Conferences



\* Required

\* This form will record your name, please fill your name.

## Section 1 Profile of MEA Reporting

1. Year \*

☐ 2025

2. Quarter \*

☐ Quarter 3

☐ Quarter 4





# District MEA Report for MainCom Meeting Presentation

Division Memorandum No. xxx, s. 2025 (Compliance Effective Quarter 3, 2025)

All MEA presentation files must be submitted in PowerPoint format at least five (5) days before the scheduled quality assurance and review.



\* Required

\* This form will record your name, please fill your name.

## Section 1 Profile of MEA Reporting

1. **Year \***

☐ 2025

2. **Quarter \***

☐ Quarter 3

☐ Quarter 4