



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

No. 795 series 2025

November 28, 2025

**CONDUCT OF SCHOOL MONITORING , EVALUATION AND  
UTILIZATION OF M AND E TOOL FOR MADRASAH  
EDUCATION PROGRAM**

To : Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Division MEP Coordinator  
Public Schools District Supervisor -Sulangon  
School heads of MEP Implementing Schools  
School MEP Teachers  
This Division

1. Relative to DepEd Order No. 49 series 2022 re: “ Adoption of the Basic Education Monitoring and Evaluation Framework”, all public schools are expected to have their respective tracking of key Performance Indicators and conduct Performance Implementation Review (PIR) to monitor improvement and adjustment plans.

2. To ensure the effective and continuous implementation of Madrasah Education Program (MEP) , this Office informs the field particularly MEP implementing schools heads to utilize the attached M and E Tool to determine and gather insights, strengths, address gaps, evidence-based decision for program enhancement, what works well and what challenges or gaps exist. ( See Enclosure No. 01) .

3. The activity aims to :

a.monitor the effectiveness of MEP implementation particularly delivery of services and intervention for ALIVE learners;

b.validate the efficiency and compliance in the utilization of the the M and E Tool provided;

c. ensure that resources are spent in accordance with the existing guidelines and intended outcomes.

4. School heads are advised to conduct school Performance Implementation Review (PIR) and submit Quarterly MEP Accomplishment



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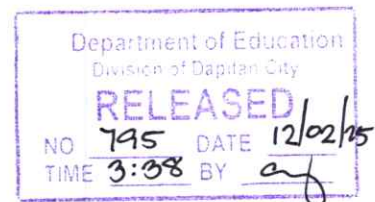
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Reports five (5) days after the PIR presentation for SY 2025-2026 to SY 2027-2028, should follow this schedule:

<b>Quarter</b>	<b>Presentation Window</b>	<b>Deadline for the Report</b>
1 <sup>st</sup>	October 25	October 30
2 <sup>nd</sup>	December 30	January 8
3 <sup>rd</sup>	February 28	March 6
4 <sup>th</sup>	April 30	May 5

5. The Division Field and Technical Assistance Team shall coordinate to the MEP implementing school heads on the final schedule, manner and other details regarding the said activity.
6. Attached is the Composition of Division Field and Assistance Team for proper guidance and Accomplishment Report template in Enclosures No. 2 and 3.
7. Time-on Task Policy as per DepEd Order No. 009 series 2005 shall be observed in the conduct of this activity.
8. Immediate dissemination and strict compliance with this Memorandum is earnestly desired.

**JAY S. MONTEALTO, CESO VI**  
Schools Division Superintendent





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Enclosure No. 01 of DM No. \_\_\_\_ series 2025

**MONITORING AND EVALUATION TOOL FOR MADRASAH  
 EDUCATION PROGRAM (MEP)**

Region : IX, Zamboanga Peninsula  
 Division : DAPITAN CITY  
 District : Sulangon Schools District  
 School : \_\_\_\_\_  
 School Head : \_\_\_\_\_  
 Position : \_\_\_\_\_  
 Date of Visit: \_\_\_\_\_  
 Monitoring Team : CID & SGOD

**I. PROGRAM IMPLEMENTATION DETAILS**

Number of COS/ Asatidz : \_\_\_\_\_  
 Number of Learners Enrolled : \_\_\_\_\_

Components	Evident	Not Evident	MOVs	Suggestions
<b>I. PRE-PLANNING</b>				
1. Budget Allocation /Presence of MEP activities in SIP/AIP.			SIP/AIP/Budget Utilizations	
2. School M and E Plan			Approved M & E Plan	
3. Minutes of the Meeting/Planning Conference on the Implementation of MEP			Minutes of Meeting/Letters	
4. Advocacy /Orientation/Training-Workshop on MEP Implementation			Proposals/Training Matrix	
5. Partnership Proposals/MOA			Proposals /MOA documents	
6. Office Memorandum/Letters on the Implementation on MEP			Signed MEMOs/Letters	
7. Proper Scheduling and Integration of ALIVE in the school Master Program			Approved Master Program	
8. Organize ALIVE PTA Organizations			List of ALIVE PTA Officers/Pictures	
9. Presence of Prayer Room			Pictures/Actual visit	
10. List of identified gaps /needs of COS teachers			List of Identified Needs/Gaps	



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<b>II. IMPLEMENTATION</b>				
<b>Components</b>	<b>Evident</b>	<b>Not Evident</b>	<b>Remarks</b>	<b>Suggestions</b>
1. Class Program indicating ALIVE Classes			Approved Class Program	
2. Accomplished Observation Tool for MEP-COS			Signed Observation Notes file	
3. Objectives were REMC -based			Observation Checklist	
4. Presence of ALIVE modules/SLMs/Activity Sheets			Inventory Records	
5. Classroom observation and supervision/Monitoring and Technical Assistance provided to COS			Observations/Lesson Plans	
6. IQRAA Pre-test and Post test Result			Assessment tool/Records	
7. Proposals in the Conduct of School Musabaqah Competition/Other activities			Signed Narrative Reports/Photos	
8. Conduct of School Mapping for ALIVE learners			Pictures /Mapping Result	
9. Developed Contextualized ALIVE Resource Materials			Inventory Records/Learning Materials /Sample Outputs	
10. Availability of ALIVE classrooms			Physical inspection/ Photos	
<b>II. Post Implementation</b>				
1. Program Implementation Review Integrated / MEP_PIR			Powerpoint/	
2. Improvement in Learners' Arabic Language			Assessment Records	
3. Appreciation /Awarding Ceremony			Certificates	

**Recommendations/Technical Assistance Provided:**

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Monitored by:

Confirmed by:

\_\_\_\_\_  
 EPSs/PSDS/SEPs

\_\_\_\_\_  
 School Head

Enclosure No.02 of this DM No. \_\_\_\_ series 2025



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