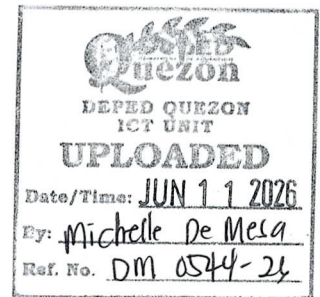




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SCHOOLS DIVISION OF QUEZON PROVINCE



10 June 2026

DIVISION MEMORANDUM

No. 0544, s. 2026

**DISSEMINATION AND ADOPTION OF THE MONITORING CONSOLIDATION
AND REPORTING ENGINE (M-CORE) FOR THE OPENING OF
CLASSES, SY 2026-2027**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors and Specialists
Public Schools District Supervisors
All Others Concerned

1. In line with the continuous efforts of the Schools Division Office of Quezon to strengthen data management, monitoring, and reporting mechanisms, this Office disseminates and adopts the **Monitoring Consolidation and Reporting Engine (M-CORE)**, a locally developed electronic tool, as the official platform for the consolidation and reporting of data generated from the Division Monitoring of the Opening of Classes for School Year 2026-2027.
2. M-CORE was developed to facilitate the efficient consolidation, processing, and reporting of monitoring data gathered during the conduct of the Opening of Classes monitoring activities. Specifically, the tool aims to:
 - a. streamline the consolidation of monitoring reports submitted by monitoring officials;
 - b. provide automated computation of readiness indicators and monitoring results;
 - c. generate summary reports and dashboards to support evidence-based decision-making;
 - d. minimize manual encoding and data processing errors; and
 - e. improve the timeliness, accuracy, and accessibility of monitoring information.
3. All designated Division Monitoring Officials are directed to utilize M-CORE in the encoding, consolidation, and reporting of monitoring data gathered during the conduct of the Opening of Classes Monitoring for School Year 2026-2027.



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- The use of M-CORE shall serve as a support mechanism to facilitate data consolidation and reporting. The official monitoring results, findings, and recommendations shall remain subject to validation and verification by the concerned monitoring teams and authorized personnel.
- The M-CORE, including the encoding sheets, dashboard, and reporting templates for public schools organized by district, shall be accessed by the **designated Division Monitoring Officials** through the following links:

	Link
For Public Schools	tinyurl.com/OBEmonitoringtools26
For Private Schools	tinyurl.com/M-COREPrivate26

- All monitoring officials shall ensure that a **partial monitoring report covering June 8-11, 2026** is encoded in the system on or before **June 11, 2026**. The encoded data shall serve as the basis for the initial division-wide consolidation and reporting of monitoring results. The schedule and guidelines for the submission of final monitoring reports shall be announced separately.
- All monitoring officials shall ensure that a **partial monitoring report covering June 8-11, 2026** is encoded in the system on or before **June 11, 2026**. The encoded data shall serve as the basis for the initial division-wide consolidation and reporting of monitoring results.
- A User Guide is attached to assist monitoring officials in navigating and maximizing the features of M-CORE.
- For wide dissemination and information of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



smemgd06/10/2026



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Enclosure to DM No. 004, s. 2026

MONITORING CONSOLIDATION AND REPORTING ENGINE (M-CORE) USER GUIDE

Opening of Classes Monitoring
School Year 2026–2027

I. Introduction

The **Monitoring Consolidation and Reporting Engine (M-CORE)** is a locally developed electronic tool of the Schools Division Office of Quezon designed to enhance the efficiency, accuracy, and timeliness of the Division Monitoring of the Opening of Classes for School Year 2026–2027. It was developed as an innovative response to the challenges commonly encountered in the manual consolidation, validation, analysis, and reporting of monitoring data gathered from numerous schools across the Division.

Given the large number of schools monitored simultaneously by multiple monitoring teams, the consolidation of monitoring results often requires significant time and effort. M-CORE addresses this challenge by providing a centralized platform where monitoring data can be encoded, organized, consolidated, and analyzed in a systematic and automated manner. Through this system, monitoring officials can efficiently manage monitoring information while reducing duplication of work, minimizing encoding errors, and improving the overall quality of monitoring reports.

The system enables designated Division Monitoring Officials to encode monitoring results using standardized templates and automatically generates district-level and division-level summaries based on the submitted data. It also features interactive dashboards and automated reporting mechanisms that provide real-time visualization of monitoring coverage, readiness indicators, issues and concerns, and other critical information necessary for decision-making.

By transforming raw monitoring data into meaningful information, M-CORE supports evidence-based planning, immediate technical assistance, and timely interventions during the Opening of Classes. It serves not only as a consolidation tool but also as a management



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support system that assists division officials in identifying emerging concerns, monitoring trends, and making informed decisions to ensure the smooth and orderly opening of schools.

Ultimately, M-CORE reflects the commitment of the Schools Division Office of Quezon to leverage digital innovation in strengthening monitoring and evaluation systems, improving operational efficiency, and promoting a culture of data-driven governance and continuous improvement.

II. Purpose

M-CORE aims to:

1. Streamline the consolidation of monitoring reports;
2. Reduce manual computation and reporting workload;
3. Improve accuracy and consistency of monitoring data;
4. Provide real-time monitoring summaries and dashboards;
5. Generate division-wide reports and analyses; and
6. Support evidence-based decision-making during the Opening of Classes.

III. Authorized Users

The M-CORE shall be accessed only by designated Division Monitoring Officials authorized under the Division Monitoring of the Opening of Classes for SY 2026–2027.

School Heads and school personnel shall not directly encode data into the system unless otherwise authorized by their Public Schools District Supervisor (PSDS).

IV. Accessing the System

Step 1. Open the Link

- Access the M-CORE through:

	Link
For Public Schools	tinyurl.com/OBEmonitoringtools26
For Private Schools	tinyurl.com/M-COREPrivate26



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Step 2. Sign In

- Log in using your authorized Google Account, if required.

Step 3. Select Your Assigned District/ Schools

- Navigate to the designated sheet corresponding to your assigned district/schools.
- Encode data only in your assigned district/school sheet.

V. System Components

The M-CORE contains the following components:

A. Encoding Sheets

Used by Division Monitoring Officials to encode and consolidate monitoring data gathered during school visits.

Specifically, the encoding sheets contain:

- School profile information
- Monitoring indicators and readiness ratings
- Remarks and observations
- School readiness classification
- Automated district-level summaries

B. Dashboard

Provides real-time visualization and automatic consolidation of monitoring results across all districts.

The dashboard automatically displays:

- Total number of schools
- Total number of schools monitored
- Percentage of schools monitored
- Number and percentage of schools by readiness level
- District-level monitoring summaries
- Division-wide readiness statistics



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C. Automated Consolidation and Analytics Engine

Processes all encoded data and automatically computes readiness classifications and monitoring summaries.

Key functions include:

- Automatic tallying of monitoring results
- Readiness level computation
- District-level aggregation
- Division-wide aggregation
- Data validation and consistency checks

D. Reporting Templates

Automatically generates ready-to-use reports for submission, presentation, and decision-making.

Outputs may include:

- District Monitoring Summary Reports
- Division Monitoring Summary Reports
- Readiness Level Distribution Reports
- Tables and summaries for management reporting

VI. Data Encoding Procedures

Step 1. Conduct School Monitoring

Use the approved Opening of Classes Monitoring Tool during the school visit.

Step 2. Review Accomplished Tool

Ensure completeness and accuracy of gathered information before encoding.

Step 3. Open District/ School Encoding Sheet

Proceed to your assigned district tab/school cells.

Step 4. Encode Required Information

Accomplish all applicable fields.

Provide accurate information based on actual observations and validated data.

Step 5. Save Entries

Verify entries before closing the file.

Changes are automatically reflected in the dashboard and consolidated reports.



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VII. Data Encoding Guidelines

To ensure the accuracy, reliability, and consistency of monitoring data generated through the M-CORE, all monitoring officials are advised to observe the following data encoding guidelines:

1. Encode Only Validated Data

All information entered into the system shall be based on actual observations, validated records, interviews, and other verified sources obtained during the conduct of school monitoring. Monitoring officials shall ensure that the data being encoded accurately reflects the conditions observed in the school at the time of monitoring.

2. Use the Prescribed Response Options

Monitoring officials shall utilize the prescribed response options and dropdown selections provided in the encoding sheets. The use of standardized response categories helps maintain consistency across all monitoring reports and ensures accurate generation of summaries, dashboards, and automated reports.

3. Observe Consistency in Data Entry

Users shall follow uniform data entry practices throughout the monitoring process. School names, district assignments, remarks, and other entries should be encoded consistently to avoid discrepancies in consolidated reports and dashboard summaries.

4. Avoid Duplicate Entries

Before encoding a school's monitoring results, monitoring officials shall verify whether the school has already been encoded in the system. Duplicate entries may affect the accuracy of district and division summaries and may result in incorrect reporting of monitoring coverage and readiness indicators.

5. Review Entries Before Submission

Monitoring officials are encouraged to review all encoded information before finalizing or leaving the encoding sheet. Careful review helps identify typographical errors, missing entries, incorrect selections, and other inconsistencies that may affect data quality and reporting outputs.

6. Update Entries When Necessary

If corrections or updates are required based on validated information, monitoring officials shall immediately update the corresponding entries in the system. Prompt updating of records ensures that dashboard summaries, automated reports, and consolidated results accurately reflect the most current monitoring data.





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7. Accomplish All Applicable Fields

All required fields shall be completed whenever applicable. Fields marked as mandatory should not be left blank unless the information is not available or not applicable to the school being monitored.

8. Use Appropriate Remarks

For indicators that are not yet applicable at the time of monitoring or whose implementation is scheduled at a later date, monitoring officials may indicate "N/A" (Not Applicable) as the response.

Indicators marked as N/A shall be excluded from the computation of readiness scores and shall not adversely affect the overall readiness rating generated by the system.

9. Protect Data Integrity

Monitoring officials shall refrain from modifying formulas, automated computations, dashboard configurations, protected cells, or other system-generated components of M-CORE. Only designated encoding areas shall be edited.

10. Observe Data Privacy and Confidentiality

All users shall handle monitoring data responsibly and in accordance with applicable data privacy and confidentiality policies. Information gathered through monitoring activities shall be used solely for official monitoring, reporting, planning, and decision-making purposes.

Adherence to these guidelines will help ensure the production of accurate, reliable, and timely monitoring reports that support effective decision-making and continuous improvement during the Opening of Classes monitoring activities.

VIII. Daily Encoding of Reports

To facilitate timely consolidation:

1. Monitoring officials may encode reports daily.
2. Daily encoding is highly encouraged.
3. Data may be updated as additional monitoring results become available.
4. Ensure that encoded information reflects the most current monitoring findings.

IX. Using the Dashboard

The Dashboard serves as the central visualization and reporting component of the M-CORE. It automatically processes encoded monitoring data and transforms them into graphical summaries, statistical reports, and monitoring indicators that can support timely analysis and decision-making.



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As monitoring officials encode data into their respective district sheets, the Dashboard automatically updates and reflects the latest monitoring results without requiring manual computation or consolidation.

The Dashboard contains the following major sections:

A. Monitoring Coverage

This section provides an overview of the extent of monitoring conducted across the Division. It displays the number of schools monitored and encoded in the system, both at the district and division levels.

Specifically, it may present:

- Total number of schools monitored;
- Number of monitored schools per district;
- Percentage of monitoring coverage; and
- Progress of monitoring activities across districts.

This feature enables Division officials to track monitoring accomplishments and identify districts or schools that may still require monitoring visits or data submission.

B. Readiness Results

This section displays the overall readiness status of monitored schools based on the encoded monitoring results.

The Dashboard automatically computes and summarizes readiness indicators and presents them through summary statistics for easier interpretation.

This section enables users to:

- Determine the readiness status of monitored schools;
- Identify strengths and areas requiring improvement;
- Compare readiness results across districts/schools; and
- Generate evidence for planning, technical assistance, and decision-making.

C. Issues and Concerns

This section consolidates the issues, challenges, and concerns identified during the conduct of monitoring visits. The information is extracted from the encoded findings and remarks of monitoring officials.

The summary allows Division officials to quickly identify common issues requiring immediate intervention, technical assistance, or referral to appropriate offices.





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C. Division Summary

This section provides an overall picture of the readiness and monitoring status of the entire Schools Division Office of Quezon.

The Dashboard automatically aggregates data from all monitored districts and generates division-wide summaries and key monitoring statistics.

This feature supports:

- Executive reporting;
- Presentation of division-wide monitoring results;
- Preparation of situation reports; and
- Data-driven decision-making by Division Management

E. District Summary

This section presents district-specific monitoring results and summaries.

Users may view monitoring information for individual districts to determine local conditions, accomplishments, strengths, and concerns.

The District Summary enables monitoring officials and Division personnel to:

- Compare monitoring results among districts;
- Identify district-specific needs and interventions;
- Generate district reports; and
- Support targeted technical assistance and follow-up monitoring activities.

Important Reminder

The Dashboard is fully automated and relies on formulas, scripts, linked cells, and other system-generated computations. Users are strongly advised not to modify, delete, overwrite, or alter any dashboard formulas, protected cells, automated fields, charts, or reporting components.

Any unauthorized modification may affect the accuracy of computations, disrupt data consolidation processes, and compromise the reliability of generated reports. Users shall only encode data in the designated encoding areas assigned to them.

X. Troubleshooting Guide

Problem: Unable to Access the File

Possible Causes:

- Incorrect link
- Restricted access
- Internet connectivity issues



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Recommended Action:

- Verify the link.
- Contact the system administrator.
- Check internet connection.

Problem: Dashboard Not Updating

Recommended Action:

- Refresh the browser.
- Ensure data are encoded in the correct district sheet.
- Verify that all required fields are completed.

Problem: Incorrect Computation

Recommended Action:

- Review encoded entries.
- Check for missing or duplicate data.
- Report concerns immediately to the system administrator.

XI. Important Reminders

- Encode only accurate and validated information.
- Do not alter formulas, automated fields, or dashboard configurations.
- Do not delete records encoded by other users.
- Observe data privacy and confidentiality requirements.
- Immediately report technical issues to the M-CORE Administrator.
- The dashboard serves as a consolidation and reporting tool. Official monitoring findings remain subject to validation by authorized Division personnel.

XII. Technical Assistance

For technical concerns, system issues, or requests for assistance regarding the use of M-CORE, monitoring officials may coordinate with the SGOD-School Management Monitoring and Evaluation (SMME) Section.



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