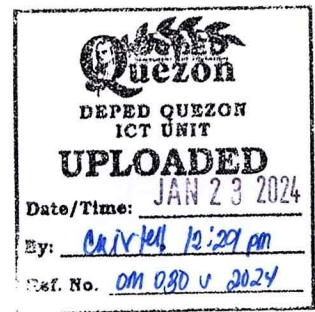




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 January 2024

OFFICE MEMORANDUM
OM No. 030, s. 2024

SUBMISSION OF NAMES OF DESIGNATED M&E FOCAL PERSON PER OPERATING UNIT IN THE SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendents
Division Chiefs
Division Section/Unit Heads
Division Program Owners
All Others Concerned

With reference to **DepEd Order No. 29, s. 2022 (Adoption of the Basic Education Monitoring and Evaluation Framework)** which provides a policy that institutionalizes the development of Monitoring and Evaluation (M&E) plans of all operating units in the Schools Division Office, the School Governance and Operations Division – School Management Monitoring and Evaluation (SGOD-SMME) requests each operating unit through their Section Head to **submit the names of their designated M&E Focal Persons** through **tinyurl.com/OU-MEFocalPerson24** not later than January 26, 2024.

The designated M&E Focal Person for each operating unit in the Schools Division Office shall have the following functions:

- Lead in the preparation of the M&E plan and report of their respective operating unit;
- Oversee the implementation of the M&E plan;
- Monitor the progress, analyze data, and evaluate the results of the program/project implementation;
- Provide feedback, insights, lessons, and other issues gathered from their respective M&E activities to relevant regional and school division operating units;
- Report during the quarterly PIR their accomplishments based on their M&E plan;

DEPEDQUEZON-TM-SDS-04-010-005



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- f. Suggest ways/strategies in improving office and individual performance through the M&E results; and
- g. Participate in all M&E-related activities in the Schools Division Office.

Immediate dissemination of and compliance with this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

smemgd01/19/2023

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