



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

05 JAN 2024

DIVISION MEMORANDUM

No. 0011, s. 2024

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 007, S. 2024 TITLED “ONSITE MONITORING AND VALIDATION IN CURRICULUM IMPLEMENTATION AND DELIVERY ACROSS ALL AREAS AND GRADE LEVELS”**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Public Schools District Supervisors/District In-Charge/District Caretaker  
Public Elementary & Secondary School Heads  
All Others Concerned

1. This office disseminates to the field the **Regional Memorandum No. 007, series of 2024 titled “Onsite Monitoring and Validation in Curriculum Implementation and Delivery Across all Areas and Grade Levels” in all Schools Division Offices starting January 22, 2024.**
2. For more information, please see the attached Regional Memorandum.
3. Immediate dissemination of, and compliance with this Memorandum are directed.

By Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**  
OIC-Assistant Schools Division Superintendent  
**Office-In-Charge**

05 JAN 2024

NCO/JMA-MKP-NLR/CID/NLR/ching



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

02 JAN 2024

**REGIONAL MEMORANDUM**

No. **007** s. 2024

**ONSITE MONITORING AND VALIDATION IN CURRICULUM IMPLEMENTATION AND DELIVERY ACROSS ALL AREAS AND GRADE LEVELS**

To: Schools Division Superintendents

1. This Office, through the Curriculum and Learning Management Division, will conduct monitoring and onsite validation on Curriculum/Program Implementation and Delivery across all areas and grade levels, in all Schools Division Offices starting January 22, 2024.
2. The activity aims to:
  - monitor the efficiency with which the different components of the programs, activities and projects relative to curriculum implementation and delivery are being implemented;
  - determine whether or not the set objectives, outputs, and desired outcomes are met;
  - identify gaps so that timely and appropriate adjustments and interventions can be made; and
  - improve steadily the performance of projects and keep tabs on what is happening.
3. Each Schools Division Office is requested to present a 10-minute video presentation on the different programs, projects, activities and the like in all areas relative to curriculum implementation and delivery including the utilization of RO7 Manual of Instructional Supervision during the opening activity.
4. Division supervisors and or focal persons are expected to have accomplished the **monitoring and evaluation tool which must be submitted** during the activity together with the other required reports.
4. Please refer to the following enclosures for proper guidance:
  - a. Enclosure No. 1 - Indicative Schedule on the Conduct of M and E
  - b. Enclosure No. 2 - M and E Guidelines
  - c. Enclosure No. 3 - M and E Tool
  - d. Enclosure No. 4 - CIR Template
5. Travel and other incidental expenses incurred by the regional monitoring team during the conduct of the M and E activity shall be charged against Regional funds, subject to the usual government accounting and auditing rules and regulations.



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6. Immediate dissemination of, and compliance with this Memorandum are directed.



**SALUSTIANO T. JIMENEZ EdD, JD, CESO V**  
Director IV  
Regional Director

STJ/CAE/CLMD/MJCD/ggb

**Enclosure No. 1**

**INDICATIVE SCHEDULE ON THE ONSITE MONITORING AND VALIDATION OF CURRICULUM IMPLEMENTATION AND DELIVERY ACROSS ALL AREAS AND GRADE LEVELS**

<b>DIVISION</b>	<b>INDICATIVE TIMELINE</b>
Lapulapu City Cebu City Cebu Province (South Area) Talisay City City of Naga	January 22-26, 2024
Siquijor Province Bohol Province Tagbilaran City	April 22-26, 2024
Bayawan City Dumaguete City Bais City Tanjay City Guihulngan City Canlaon City Negros Oriental Province	July 22-26, 2024
Carcar City Toledo City City of Bogo Danao City Mandaue City Cebu Province (North Area)	October 21-25, 2024

Enclosure No. 2

## **MONITORING AND EVALUATION GUIDELINES ON CURRICULUM IMPLEMENTATION AND DELIVERY ACROSS ALL AREAS AND LEVELS**

### **1. INTRODUCTION**

Monitoring and Evaluation (M&E) is a way the Regional Office VII specifically Curriculum and Learning Management Division (CLMD), keeps an eye on how well the national and region-initiated projects, activities or programs are doing. This is done by collecting and looking at data and information to see if goals are met. If not, the information shall be used to find ways to get better and make smarter decisions.

Monitoring refers to the measuring and documenting of progress, achievements, and results. The goals of monitoring the implementation and delivery of the curriculum are to collect data to be able to learn from past experiences to improve present or future actions, to have accountability for the resource used, to be able to decide what works and what does not for the future development of the project and to be able to promote functioning approaches further.

Monitoring starts with the planning of programs, activities and projects when indicators are defined. It means to collect data about the progress of a program, activity and or project and some predefined indicators and to compare the real-time project progress against the planned progress. This will help determine if a project is going by plan or if there is a need for any adjustments. It is an ongoing process throughout the lifespan of the project or program.

Evaluation is analyzing and evaluating the data collected during the monitoring process in order to determine the worth or significance of the PAPs, the relevance of objectives, the efficacy of design and implementation, the efficiency of resource use, and the sustainability of results. An evaluation should enable the incorporation of lessons learned into the decision-making process of both manager and instructional supervisors.

Hence, Regional Office VII-CLMD designed a monitoring and evaluation systems and mechanisms to measure and assess the success and performance of curricular projects, activities and programs. Depending on the scope and use it is implemented by project owners and or area supervisors. Further, the CLMD team adapted the KRA-based M and E tool anchored on BEMEF Policy. Data and other pertinent information generated from the conduct of monitoring and evaluation shall serve as basis in decision-making specifically on whether or not to continue the program or make adjustments.



## **2. SCOPE**

These monitoring and evaluation guidelines shall be observed in the conduct of year-round monitoring and evaluation on the implementation and delivery of the curricular programs, activities and projects across areas and grade levels in all public schools of the 20 Schools Division Offices starting school year 2023-2024.

## **3. DEFINITION OF TERMS**

**Curriculum.** This refers to the K to 12 curriculum which is the mother document for contextualization and innovation, and is implemented and delivered in the field.

**Learning Delivery.** This refers to the different strategies, pedagogies, approaches and other delivery mode employed in the classroom to implement the intended curriculum.

**Programs, Activities and Projects (PAPs).** These are the CO and RO initiated activities implemented in the field to ensure effective and efficient implementation of the curriculum.

**Challenges, Issues, Gaps, and Problems (GIGPS).** These refer to the difficulties encountered by the key players in implementing and delivering the curriculum.

**Monitoring and Evaluation.** The data gathering procedure to document progress and analyze results of the different PAPs implemented.

## **4. SYSTEMS AND MECHANISMS**

### **4.1. Identification of KRA-based PAPs to be monitored and evaluated.**

- 4.1.1. Conduct conference with all the supervisors and staff.
- 4.1.2. Discuss on the components of the M and E Tool, what to add, put on hold, and stop.
- 4.1.3. List down the different PAPs per subject and program in Column 1 (refer to the annual implementation plan).

### **4.2. Schedule of Monitoring and Evaluation**

- 4.2.1. Agree on the schedule and modality of monitoring per quarter.

### **4.3. Issuance of Regional Memorandum**

- 4.3.1. The Regional Monitoring and Evaluation Focal Person shall prepare a memorandum on the conduct of monitoring and evaluation in the 20 SDOs with the corresponding indicative schedule.
- 4.3.2. Prepare a letter of introduction addressed to the schools division superintendent.
- 4.3.3. Send via email the letter of introduction at least a week before, confirming the conduct of M and E and stipulating the M and E flow.

#### **4.4. Monitoring and Evaluation Modalities**

##### **4.4.1. Onsite monitoring and evaluation on curriculum implementation and delivery**

All CLMD supervisors shall conduct an onsite visit to the 20 schools division offices. The flow of activities shall be as follows:

**a. Courtesy call with the schools division superintendent or his authorized representative.**

**b. Short Program**

- Welcome Message - SDS
- Introduction/Statement of Purpose- Chief
- Mechanics – M and E Focal Person
- Presentation of Consolidated Division Curriculum Implementation Plans and Accomplishments through video presentation preferably with voice over.

**c. Focus Group Discussion with Division Counterparts**

**1. Flow**

- Kumustahan (follow up the progress of agreed plans, PAPs)
- Sharing of Significant Accomplishments for the school year (PAPs)
- Identifying CIGPS
- Submission of Reports (accomplishments vs. targets)
- Agreement

**2. Groupings (8-15 participants which should either be PSDS or SH)**

**Group 1** – Kindergarten Supervisor, selected Elem. School Head/PSDS , Division & District SPED and MG Focal Persons

**Group 2** – selected English Coordinators (SH/PSDS) per district/cluster, Div EPS in English and Filipino

**Group 3** – selected ESP & Madrasah Coordinators (SH/PSDS) per district, Division EPS

**Group 4** – Math and Assessment Coordinators (SH/PSDS) per district/cluster, Division EPS

**Group 5** – MAPEH Coordinator (SH/PSDS) per district/cluster, Division EPS

**Group 6** – Science Coordinator (SH/PSDS) per district/cluster, Division EPS

**Group 7** - EPP/TLE Coordinator (SH/PSDS) per district/cluster, Division EPS

**Group 8** – ALS Coordinator (EPSA/SH/PSDS) per district/cluster, Division EPS

**Group 9** - Araling Panlipunan, CSE & IPED Coordinator (SH/PSDS) per district/cluster, Division EPS



**Group 10-** LR/1 ELLN/1 MTB-MLE Coordinators (SH/PSDS) per district/cluster, Division EPS

**Group 11** -Library In-charge/school librarian per district/cluster, 1 Library Hub Librarian (if applicable), Division Librarian

**Group 12** – selected Filipino Coordinators (SH/PSDS) per district/cluster, Div EPS in Filipino

**Group 13** - CID Chief, PSDSs/Cluster Heads and Others

**d. School Visit (Validation)**

- CLMD Team shall group themselves into 2 teams: Team A and Team B
  1. Team A shall be composed of the EPS in Kinder, Mathematics, Science, ESP, TLE and Regional Librarian
  2. Team B shall be composed of the EPS in English, Filipino, MAPEH, AP, ALS, and LR
  3. The CLMD Chief has the option on what team to join.
- Coordinate with the CID Chief on the district/schools to visit and validate and the class/subject to be observed.
- Ensure that all the instructional supervisors and or monitors of the chosen schools/subject are present (**division supervisors, PSDS, school head, master teacher (when applicable)/teacher**).
- Coordinate with the division supervisor/s on the district and school performance (**check division supervisory plan/M and E plan**)
- Coordinate with the PSDS through the division supervisor on the district and school performance (**check district/school supervisory plan**)
- Courtesy gesture with the school head (**check school supervisory plan**).
- Establish the purpose of the visit and classroom observation with the presence of division supervisor, PSDS, school head, teacher.
- Conduct classroom observation following the Manual of Instructional Supervision/OTOP. (The Regional and division supervisors may or may not stay inside the classroom)
- Observe the conduct of post-conference (OTOP). (The regional supervisor has the option to continue the OTOP after the division supervisor)
- Acknowledge the performance and process observation.
- Provide technical guidance/inputs.

**e. Validation of Reports submitted/Records**

- Assessment results
- Instructional Supervisory Plans
- M and E Results
- Learning Resources



**f. Spot Testing**

- The area supervisors shall conduct random spot testing to check learning and mastery of the competencies delivered. This could be formal or informal testing. This shall be done by giving a maximum of 4-item test to the randomly selected learners or classes depending on the preparation made.
- Likewise, validation of learners reading ability could also be done during this time.

**g. Feedforward**

This is a short meeting of CID and CLMD supervisors. This serves as an avenue for the regional teams to share their significant observations and findings as well as recommendations.

**h. Agreement**

The Regional team will lay down prioritized needs and agree with the division team on the action steps to take.

**4.4.1.1. Preparation of Monitoring and Evaluation Report**

The CLMD supervisor shall consolidate the M and E report of the 20 SDOs, identify priority improvement areas, prepare technical assistance plans and implement the plans. The implemented plans shall be considered in the conduct of the next M and E.

**4.4.2. Online monitoring and evaluation**

CLMD supervisors may opt to conduct online M and E in consideration of other activities which may overlap. Should the area supervisor failed and or will fail to conduct onsite M and E, M and E can be conducted online following these procedures.

- a. Issuance of Regional Memorandum announcing the conduct of online M and E, citing the list of divisions involved, agenda as well as the schedule.
- b. On the day of the scheduled online M and E, the supervisor shall:
  - Send to the division concerned the meeting link
  - M and E Proper
    - Opening Prayer
    - Nationalistic Song
    - Rationale
    - Sharing of accomplishments, best practices, CIGPs and others following the CIR template.
    - Synthesis/Technical Inputs
    - Feedforward
    - Agreement
  - Other Matters

- Closing Prayer
- c. Prepare monitoring and evaluation report

## **5. ROLES AND RESPONSIBILITIES**

### **Regional Level**

#### **5.1. CLMD Chief**

- 5.1.1. Conduct meeting with the CLMD Team to discuss the respective responsibilities, schedule, and focus of M and E
- 5.1.2. Spearhead in the conduct of orientation to SDOs on the M and E tools and the focus of M and E.
- 5.1.3. Coordinate with the CID chiefs on the conduct of M and E.
- 5.1.4. Lead in the conduct of M and E.
- 5.1.5. Facilitate the FGD with the CID and PSDSs group.
- 5.1.6. Provide feedback and technical assistance to the Schools Division Offices to ensure the proper implementation of curricular programs, activities and projects during the feedforward activity.
- 5.1.7. Recommend/Suggest interventions/action steps.
- 5.1.8. Collect reports from CLMD supervisors (M and E Report, prioritized needs, TA Plan Report)
- 5.1.9. Recommend interventions to address identified needs.
- 5.1.10. Do other related works.

#### **5.2. CLMD Supervisor**

- 5.2.1. Attend the meeting on the conduct of M and E.
- 5.2.2. Coordinate with the division counterparts on the M and E tool and the focus of M and E.
- 5.2.3. Join the team in the conduct of onsite M and E and or conduct online M and E if there is activity overlap.
- 5.2.4. Facilitate the Focus Group Discussion with the area assigned.
- 5.2.5. Provide technical inputs on CIGPs/bottlenecks that surface.
- 5.2.6. Do the OTOP during the post conference.
- 5.2.7. Check and validate reports (assessment, supervisory plans, curriculum implementation, others)
- 5.2.8. Provide feedback, recommendation and technical guidance during the feedforward.
- 5.2.9. Prepare and consolidate reports (M and E, TA, and others).
- 5.2.10. Submit report to top management.
- 5.2.11. Do other related works.

### **Division Level**

#### **5.3. CID Chief**

- 5.3.1. Coordinate with the CLMD Chief on the conduct of monitoring and evaluation.
- 5.3.2. Secure a copy of the M and E tool from the CLMD Chief.
- 5.3.3. Lead in the preparation of accomplishment report in video/powerpoint presentation.



- 5.3.4. Coordinate with the area supervisors in identifying participants in the Focus Group Discussion.
- 5.3.5. Facilitate in the conduct of the opening program.
- 5.3.6. Identify schools to be visited and classes to be observed.
- 5.3.7. Participate in the focus group discussion lead by the CLMD Chief.
- 5.3.8. Facilitate in the conduct of school visit and class observation.
- 5.3.9. Ensure 100% attendance of division key players during the feedforward.
- 5.3.10. Design, recommend and or implement appropriate interventions based on identified needs.
- 5.3.11. Do other related works.

#### **5.4. Division Supervisor**

- 5.4.1. Coordinate with the CID Chief and Regional Supervisor on the conduct of monitoring and evaluation.
- 5.4.2. Secure a copy of the M and E tool from the CID Chief or from the regional counterpart.
- 5.4.3. Help in the preparation of accomplishment report in video/powerpoint presentation.
- 5.4.4. Coordinate with the CID chief in identifying participants in the Focus Group Discussion.
- 5.4.5. Attend the opening program.
- 5.4.6. Suggest schools to be visited and classes to be observed, to the CID Chief.
- 5.4.7. Participate in the focus group discussion on his/her area.
- 5.4.8. Provide guidance and assistance during class observation.
- 5.4.9. Do the OTOP during the post conference.
- 5.4.10. Participate in the feedforward activity.
- 5.4.11. Submit reports to the area supervisors.
- 5.4.12. Design, recommend and or implement appropriate interventions based on identified needs.
- 5.4.13. Do other related works.

#### **5.5. District Level (selected Public Schools District Supervisor/Cluster Head)**

- 5.5.1. Coordinate with the CID Chief and area Supervisor on the conduct of monitoring and evaluation.
- 5.5.2. Secure a copy of the M and E tool from the CID Chief.
- 5.5.3. Help in the preparation of accomplishment report in powerpoint presentation.
- 5.5.4. Coordinate with the CID chief in identifying participants in the Focus Group Discussion.
- 5.5.5. Attend the opening program.
- 5.5.6. Suggest schools to be visited and classes to be observed, to the CID Chief.
- 5.5.7. Participate in the focus group discussion on his/her area.
- 5.5.8. Provide guidance and assistance to identified schools to be visited and class to be visited.
- 5.5.9. Do the OTOP during the post conference.
- 5.5.10. Participate in the feedforward activity.

- 5.5.11. Submit reports to the division area supervisors.
- 5.5.12. Design, recommend and or implement appropriate interventions based on identified needs.
- 5.5.13. Do other related works.

#### **5.6. School level (selected School heads)**

- 5.6.1. Coordinate with the PSDS on the conduct of monitoring and evaluation
- 5.6.2. Attend the opening program.
- 5.6.3. Suggest classes to be observed, to the PSDS.
- 5.6.4. Participate in the focus group discussion in his/her area.
- 5.6.5. Provide guidance and assistance during class observation.
- 5.6.6. Do the OTOP during the post conference.
- 5.6.7. Prepare reports and other data for validation.
- 5.6.8. Design, recommend and or implement appropriate interventions based on identified needs.
- 5.6.9. Do other related works.

#### **5.7. Teacher/Adviser**

- 5.7.1. Prepare for the class observation.
- 5.7.2. Seek guidance from the school head, master teachers and or PSDS.
- 5.7.3. Do other related works.

### **6. TOOLS AND TEMPLATES**

The following tools shall be used during the conduct of monitoring and evaluation.

#### **6.1. Monitoring and Evaluation Tool**

- M and E Form 1 – This shall be accomplished by the division supervisors per learning area.
- 6.2. **Attendance sheet** – This shall be prepared by the regional supervisors to be accomplished by the FGD participants.
- 6.3. **Activity Completion Report**- This is accomplished in line with the conduct of Focus Group Discussion.
- 6.4. **M and E Report** – This is the consolidated M and E data from the 20 SDOs. This will be accomplished by the CLMD supervisors.
- 6.5. **Priority Improvement Area Report**- This will be accomplished by the CLMD supervisors. Data shall be generated from the M and E report where the CLMD supervisor will identify 5 priority improvement area.
- 6.6. **Technical Assistance Plan** – this shall reflect the plans on how to address the identified 5 priorities.
- 6.7. **Technical Assistance Report** – this shall reflect the outcomes on whether or not the implemented plans are effective or not.





Republic of the Philippines  
**Department of Education**  
 DEPARTMENT OF EDUCATION – CENTRAL VISAYAS

Division/School: \_\_\_\_\_  
 Supervisor/School Head: \_\_\_\_\_  
 Direction: Fill-in the needed information correctly.

Date: \_\_\_\_\_  
 Subject: \_\_\_\_\_

**MONITORING AND EVALUATION TOOL**  
 CY \_\_\_\_\_

**A. KRA Related**

PROGRAMS/PROJECTS/ACTIVITIES	DATA BASED ON KRAs/KPIs									BEST PRACTICES	BOTTLE NECKS	REMARKS		
	Physical Target			Actual Accomplishment			Financial Accomplishments					Catch-Up Plan	Resources Needed	Others
	1st	2nd	TOTAL	1st	2nd	TOTAL	1st	2nd	TOTAL					
KRA1 CURRICULUM MANAGEMENT														