

October 12, 2016

DIVISION MEMORANDUM No. 1 12 s. 2016

MONITORING AND EVALUATION GUIDELINES AND TEMPLATES FOR QUARTERLY SUBMISSION OF ANALYSIS OF PERIODICAL EXAMINATION RESULTS

TO:

Assistant Schools Division Superintendent

OIC, Office of the Assistant Schools Division Superintendent

Chiefs, CID and SGOD

Education Program Supervisors Public Schools District Supervisors Public Schools School Heads

- 1. This is to inform the field that the School Governance and Operations Division Monitoring and Evaluation will intensify the regular conduct of quarterly analysis of the periodical examination results in all learning areas based on the mandate of the Regional Office. This aims to provide the Division Planning Team and the Curriculum Implementation Division with concrete data on the state of curriculum and instruction in the Division which will serve as basis for policy formulation and recommendation.
- 2. The quarterly submission of analysis of periodical examination results shall be conducted following the process below:

LEVEL	PROCESS INVOLVED	NEXT STEP
School	Elementary. Teachers shall get the Mean (M), Standard Deviation (SD), and Mean Percentile Score (MPS) from the results of periodical tests of all students using M & E Template No. 1-A and submit the result to their Key Teacher o School Head for consolidation per grade level using Template No. 2-A&2-B. Secondary. Teachers shall get the Mean (M), Standard Deviation (SD), and Mean Percentile Score (MPS) from the results of the periodical examination of allstudents using M & E Template No. 1-A and submit the result to their Learning Area Head Teacher for consolidation using Template	submit the consolidated analysis to the Public Schools District Supervisor assigned in their city/municipality for

	No. 1-B. The HTs will then submit the consolidation to the School Principal for School-level consolidation using Template No. 2-A & 2-B.	
CITY/ MUNICIPALITY	PSDS consolidates the analysis of periodical examination by learning area and grade level from Grade 1 to Grade 10 in their respective city/municipality using Template No. 3-A & 3-B.	PSDS submits Template No. 2 in soft copy, MS Excel format to the SGOD Monitoring and Evaluation Unit
SDO	M & E generates the data submitted by the PSDSs, analyses, and interprets the result.	M & E reports the result of analysis and interpretation to the following: a) SGOD Chief b) CID Chief c) SDS d) CLMD Chief

- 3. All submissions must be in MS Excel format using the M & E Templates attached to this Memorandum. Soft copy of the templates will be available through DepEd Cavite Official Website and social media groups (CID FB Page, M & E FB Page).
- 4. Deadline for the submission of quarterly analysis of periodical examination shall be as follows:
 - a) School level to City/Municipality level 3 days after the Quarterly Final Examination
 - b) City/Municipality level to SDO level-5 days after the Quarterly Final Examination
 - c) SDO level to RO level 7 days after the Quarterly Final Examination
- 5. Filenames of the submitted consolidation must strictly follow this format: Name of city/municipality and the quarter being analyzed (example: ternate.quater2analysisofperesults; silang.quarter3analysisofperesults; et seq.). Please direct all your submissions to depedcavite.monitoring@gmail.com, cc: depedcavite.cid@gmail.com.
- 6. Immediate and wide dissemination of this Memorandum is earnestly desired.

CHERRYLOU D. DE MESA
OIC Schools Division Superintendent

(Template No. 3-B) IMPORTANT: This Template is intended for PUBLIC SCHOOLS DISTRICT SUPERVISORS (PSDS) ONLY and must be submitted to depedcavite monitoring@gmail.com, cc: depedcavite.nid@gmail.com

CONSOLIDATED MEAN, STANDARD DEVIATION, AND MEAN PERCENTILE SCORE OF PERIODICAL EXAMINATION RESULTS IN ALL LEARNING AREAS

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(Template No. 2-B) IMPORTANT. This Template is intended for SCHOOL PRINCIPALS ONLY and must be submitted to the PSDS assigned in your city/municipality for consolidation. CONSOLIDATED MEAN, STANDARD DEVIATION, AND MEAN PERCENTILE SCORE OF PERIODICAL EXAMINATION RESULTS IN ALL LEARNING AREAS Quarter School

(Template 1-B) IMPORTANT: This Template is intended for HEAD OF THE LEARNING AREA ONLY. Please fill out this template and submit to the PSDS assigned in your city/municipality for consolidation.

CONSOLIDATED MEAN, SD, AND MPS OF PERIODICAL EXAMINATION RESULTS IN ALL LEARNING AREAS
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(Template 1-A) IMPORTANT: This Template is for TEACHERS ONLY and to be submitted to their respective Principal or Department Head upon completion.

CONSOLIDATED MEAN, SD, AND MPS OF PERIODICAL EXAMINATION RESULTS IN ALL LEARNING

Grade Level

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