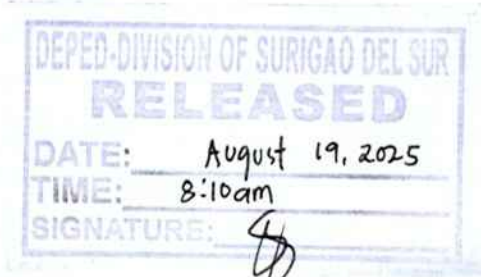




Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Division MEMORANDUM  
 No. 346, s. 2025



To: Chief of CID and SGOD  
 Public School District Supervisors/ District In-Charge  
 Elementary and Secondary School Heads  
 All Concerned

**CONDUCT OF MONITORING AND EVALUATION OF SGOD PROGRAMS,  
 ACTIVITIES, AND PROJECTS (PAPs)**

1. In line with the commitment to ensure the effective and efficient implementation of all SGOD Programs, Activities, and Projects (PAPs), this Office shall conduct a Monitoring and Evaluation (M&E) activity covering all SGOD PAPs implemented within the current fiscal year. This activity is part of the continuous effort to ensure the relevance, efficiency, and effectiveness of SGOD interventions in support of school improvement and learner outcomes.
2. The M & E aims to:
  - a. Assess the progress and accomplishments of each PAP vis-à-vis targets and objectives.
  - b. Identify challenges and gaps in implementation.
  - c. Provide recommendations for improvement and sustainability.  
 Ensure alignment with the Division Education Development Plan (DEDP) and other strategic priorities.
3. The Monitoring and Evaluation shall be conducted from September 8-12, 2025, covering all PAPs under the SGOD sections: Planning and Research, Human Resource Development, Social Mobilization and Networking, School Management, Monitoring and Evaluation (SMME), Education Facilities, Disaster Risk Reduction and Management (DRRM), Youth Formation and School Health and Nutrition which includes the following:
  - a. Crafting of the SY 2025-2028 School Improvement Plan (SIP)
  - b. School-Based Management (SBM)
  - c. Child-Friendly School System (CFSS)
  - d. School Governance Council (SGC)
  - e. Disaster Risk Reduction Management (DRRM)
  - f. Preventive Maintenance Plan
  - g. Learner Information System (LIS)
  - h. School Sports Club
  - i. Parent-Teacher Association (PTA)
  - j. Learning Action Cell
  - k. School Plan for Professional Development
  - l. In-Service Trainings Conducted
  - m. Workplace Action Plan (WAP)

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- m. In-Service Trainings Conducted
- n. Workplace Action Plan (WAP)
- o. 6 Flagship Program of OK sa DepEd
- p. Accomplishment Report of Implemented Program of Works
- q. School Building Status
- r. Learner Government Program
- s. Career Guidance Program
- t. Child Protection Committee

4. The following is the composition of the monitoring team.

Team	Districts	Monitoring Team
One	1. Carrascal 2. Cantilan 3. Madrid 4. Carmen 5. Lanuza 6. Cortes	1. Carlos Tian Chow C. Correos - <i>SGOD Chief</i> 2. Marieto Cleben Lozada - <i>SEPS</i> 3. Marjun Ordonia - <i>EPS II</i> 4. Ramil Tersona - <i>EPS II</i> 5. Joanne Balan - <i>Nurse II</i>
Two	1. Tago 2. Bayabas 3. San Miguel 4. Cagwait 5. Marihatag 6. San Agustin	1. Rufino T. Reyes - <i>EPS</i> 2. Jovixson Dalura - <i>Planning Officer III</i> 3. Melchor Catcha - <i>EPS II</i> 4. Linny Christy Mananquil - <i>PDO II</i> 5. Dr. Rey Moreno - <i>Medical Officer</i>
Three	1. Lianga 2. Barobo 3. Tagbina I 4. Tagbina II 5. Hinatuan North 6. Hinatuan South 7. Lingig I 8. Lingig II	1. Ucille P. Galvez - <i>SEPS</i> 2. Jayson Orozco - <i>SEPS</i> 3. Erlyn Mangadlao - <i>SEPS</i> 4. Grace Christy Lumanta - <i>PDO I</i> 5. Hypzibah Andoy - <i>Nurse II</i> 6. AR Ricky Magnaye - <i>Engineer III</i>

- 5. This onsite monitoring and evaluation will be conducted per school. During this period, school heads are requested to present available documents relating to the PAPs monitored to support data collection and validation.
- 6. All SGOD personnel are enjoined to prepare the necessary documents and reports related to their respective PAPs and to actively participate in the scheduled activities. In addition, a pre-conference will be conducted on September 2, 2025, at the SGOD Office.

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7. The expected output of this activity are the following:
  - a. Consolidated M&E Report
  - b. Recommendation for PAP enhancement
  - c. Updated PAP Implementation Status
8. Travel expenses, meals, snacks, and per diems of the Division Monitors will be charged to the Program Support Fund for School Sports Club Implementation (SARO No. RO-1325-00636), and Learner Support Fund (SARO No. 10-1325-01049), subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this memorandum is desired.

  
**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent 

Encl.: None  
References: None  
To be indicated in the Perpetual Index  
Under the following subjects:

MONITORING                      EVALUATION

SGOD/upg  
08/18/2025