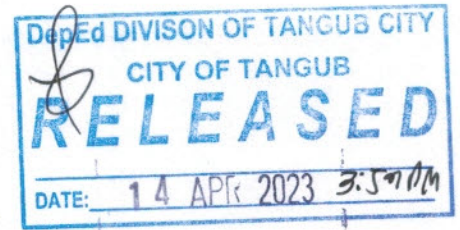




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



April 14, 2023

DIVISION MEMORANDUM

No. 104, s. 2023

**ADOPTION OF THE YOUTH FORMATION SECTION
MONITORING AND EVALUATION TOOL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District In-Charge (PSDICs)
Elementary and Secondary School Heads
All Others Concerned
This Division

1. Relative to the DepEd Order No. 29, s. 2022 titled Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) to guide DepEd operating units across governance levels in the conduct of Monitoring and Evaluation (M&E) and DepEd Order No. 24, s. 2022 titled Adoption of the Basic Education Development Plan (BEDP) 2030, this office through the School Governance and Operations Division (SGOD) enjoins elementary and secondary schools in the adoption of the youth formation section monitoring and evaluation tool.

2. This youth formation section monitoring, and evaluation tool is governed by the following:

- a. It is aligned with the Division Education and Development Plan (DEDP) and the MATATAG Education Agenda of Bansang Makabata, Batang Makabansa.
- b. It shall contribute to **improved governance**. This entails increased transparency and accountability among education leaders and implementers, increased participation and inclusion of various interests of all types of education stakeholders, and overall institutionalization of evidence-based decision-making in the education sector.
- c. It shall be **development oriented**. M&E results shall be applied to improve organizational and individual performance and to contribute to continuous learning and improvement towards better delivery of education services.
- d. It shall be **undertaken ethically**. There is sensitive and responsible implementation of M&E processes with respect to the privacy, values, and culture of involved stakeholders. Reporting shall be fair and provide a balanced account of findings.
- e. It shall be **utilization oriented**. M&E data and information is strategically gathered to responsively meet the needs of the organization. An accessible and organized central repository of M&E reports, data, and indicators is maintained for strategic utilization







Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY

during planning, policy development, program designing, and resource allocation.

- f. It shall be **methodologically sound and appropriate**. Conduct of M&E follows an established set of standards guided by a common set of organizational indicators. The M&E methods and/or approaches to be used are fit-for-purpose to the nature and state of intervention applied. M&E findings shall be systematically analyzed and triangulated for improved credibility.
 - g. It shall be **operationally effective**. To ensure that M&E will be effective and properly managed, it shall be embedded in implementation plans, allocated with sufficient resources. It should also have a defined scope and clear purpose. Systematic integration of M&E in organizational operations makes it more resilient to administrative changes.
 - h. It shall be a **shared responsibility**. M&E is a critical element for an organization to achieve its goal. As members of an organization with a similar goal, each has a responsibility to conduct M&E that will support evidence-based decision-making towards better achievement of the goal.
3. Attached is the youth formation section monitoring and evaluation tool.
 4. For immediate and wide dissemination.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent 





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YOUTH FORMATION SECTION

Monitoring and Evaluation Tool

Name of School: _____ District: _____

School Head : _____ Date of Monitoring: _____

LEGEND: **E**- Evident **EI**- Evident but Inadequate **NE**- Not Evident

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	Remarks
A. Student Leadership Development Program					
1. Student Government Program (SPG/SSG) 2. Co-Curricular Clubs and Organizations 2.1 Youth for Environment in School - Organization (YES-O) <i>DO No. 72, s. 2003 - Establishment of the YES-O</i> <i>DO No. 93, s. 2011 - Mandated programs, projects and activities, various forms, and targets pertinent to the YES-O program.</i> 2.2 Barkada Kontra Droga (BKD) (Secondary) 2.3 Boy Scout/Girl Scout <i>DO No. 76, s. 2012/ DO 86, s. 2012 - Guidelines on revitalizing boy/ girl scouting in schools nationwide.</i> 3. Coordinating Council <i>DO No. 47, s. 2014 - Constitution and By-Laws of the SPG and SSG in Elementary and Secondary Schools</i> <i>DO No. 11, s. 2016 - Guidelines on the adoption of the organization and election of the SSG in the integrated schools and stand-alone senior high schools nationwide.</i> <i>DO No. 49, s. 2011 - Mandated Programs, Projects and Activities of the Student Government</i> <i>DM No. 074, s. 2021 - Inclusion and promotion of mental health in all DepEd events and programs</i>	1.1 Designation Order of Teacher-Adviser/ Coordinator 1.2 List of Officers 1.3 List of committee members 1.4 General Plan of Action 1.5 Minutes of meetings 1.6 Resolutions 1.7 Agreements 1.8 Project Proposals/ Activity Designs 1.9 Timeline of Activities 1.9 Financial Reports <i>(Fund sourced from school MOOE, PTA, stakeholders, collects membership fee)</i> 1.10 Communication letters 1.11 School Memorandum 1.12 Activity reports with insights and recommendations with photo documentation and attendance sheets (ex. Election report, leadership training, clean-up drive, community involvement, etc.) 1.13 List of school recognized clubs and organizations.				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	Remarks
B. National Greening Program					
1. Gulayan sa Paaralan Program (GPP) 2. School Inside a Garden (SIGA) 3. Solid Waste Management Program (SWMP) <i>DM No. 223, s. 2016 - Strengthening the implementation of the GPP in public elementary and secondary schools nationwide.</i> <i>DO No. 5, s. 2014 - Implementing guidelines on the integration of GPP, SWMP and Tree Planting under the NGP</i> <i>DM No. 187, s. 2018 - Pilot implementation of the SIGA program</i> <i>RA 9003 - Ecological Solid Waste Management Act of 2000</i>	1.1 Clean Ground 1.2 Garden. 1.3 Plant nursery with stored seedlings. 1.4 Inventory of plants/trees and flowers inside the campus. 1.5 Plants/trees/flowers are labelled. 1.6 Long-term nurturing schedule. 1.7 List of GPP produce utilized in school-based feeding programs. 1.8 List of GPP produce, seedlings, flowers and solid waste products sold as IGP. 1.9 Financial report on IGP proceeds. 1.9 Attendance sheet of learners involved. 1.10 School planting map. 1.11 Solid waste reduction/recycling plan.				
C. Monitoring and Evaluation					
<i>DO No. 29, s. 2022 - Adoption of the Basic Education Monitoring and Evaluation Framework</i>	1.1 School monitoring and evaluation tools on youth formation programs, projects and activities.				
D. Child Right and Child Protection					
<i>DO No. 40, s. 2012 - DepEd Child Protection Policy</i> <i>DO No. 55, s. 2013 - Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 10627 otherwise known as the anti-bullying act of 2013.</i>	1.1 List of Child Protection Committee. 1.2 Minutes of meeting. 1.3 Annex A - report on cases of abuse, violence, exploitation, discrimination, bullying or peer abuse and other related offenses. 1.4 Annex B - Intake Sheet				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	Remarks
D. Child Right and Child Protection					
<i>DO No. 18, s. 2015 - DepEd guidelines and procedures on the management of children-at-risk (CAR) and children in conflict with the law (CICL)</i>	1.5 Records of all proceedings related to bullying or peer abuse (submit after each school year to the Division Office the report and a copy of the intake form) 1.6 Report on conducted orientation, training and capacity-building activities on child protection measures and protocols. (Ensuring all learners, school personnel, parents, guardians or custodians, and visitors and guests are made aware of the child protection policy)				
Agreement:					

School Head

ARNIEL B. MEHOY
PDO-I/ YFPC



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