



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

May 2, 2024

DIVISION MEMORANDUM

No. 271, s. 2024

**DISSEMINATING REGIONAL MEMORANDUM No. 295, s. 2024 RE: DESIGNATION OF
SCHOOL MONITORING AND EVALUATION (M&E) OFFICER DURING THE
CONDUCT OF SCHOOL-BASED TRAINING OF TEACHERS (SBTT)
ON MATATAG CURRICULUM**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates the enclosed Regional Memorandum No. 295, s. 2024 dated April 4, 2024 entitled “**Designation of School Monitoring and Evaluation (M&E) Officer During the Conduct of School-Based Training of Teachers (SBTT) on MATATAG Curriculum**”, the contents of which are self-explanatory.
2. For more details and proper guidance of all concerned, refer to the enclosed Regional Memorandum.
3. Immediate dissemination of and compliance with this memorandum are desired.

SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

SPPP/MRS/MSD/VAY/SGOD/GSB/lgm_2024





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

Office of the Regional Director

REGIONAL MEMORANDUM


No. **295**, s. 2024

04 APR 2024

**DESIGNATION OF SCHOOL MONITORING AND EVALUATION (M&E) OFFICER
DURING THE CONDUCT OF SCHOOL-BASED TRAINING OF TEACHERS (SBTT)
ON MATATAG CURRICULUM**

To: Schools Division Superintendents (SDSs)
All Others Concerned

- In line with the conduct of School-based Training of Teachers on the *MATATAG* Curriculum, this Office requires the **Designation of a School Monitoring and Evaluation (M&E) Officer during the Conduct of School-based Training of Teachers (SBTT) on MATATAG Curriculum** only.
- This designation ensures that the school's M&E plan for SBTT on *MATATAG* curriculum is fully implemented and effective.
- The designated M&E Officer shall have the following responsibilities:
 - administers the pretest, posttest, end-of-day evaluations, etc.;
 - analyzes test and evaluation results;
 - attends debriefing sessions;
 - consolidates and presents test and evaluation reports during debriefing sessions;
 - accomplishes prescribed M&E forms;
 - uploads M&E reports in the designated folder;
 - prepares M&E Report for inclusion in the Program Completion Report; and
 - coordinates with the Program Management Team on M&E-related concerns.
- The SGOD Chiefs through the HRDS and SMME incumbents are directed to conduct an orientation to provide proper guidance on the duties and responsibilities of the M&E Coordinators. This includes the administration and analysis of test and evaluation results, completion of M&E forms, preparation of M&E reports, and other relevant tasks assigned to the designated school M&E coordinator.
- The HRDS/SMME personnel of the twenty (20) Schools Division Offices (SDOs) shall encode the name of the designated School M&E Officers through the link: <https://tinyurl.com/SchoolMEOfficer> on or before April 12, 2024.
- For queries, you may reach us at 09177174965, and look for Mr. Misael G. Borgonia, Chief Education Supervisor – HRDD.
- For the information and compliance of all concerned.


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

STANDARD MEMORANDUM



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