



Republic of the Philippines
Department of Education
REGION III
Schools Division of Bulacan

April 20, 2023


DIVISION MEMORANDUM

No. 159 s. 2023

MONITORING AND EVALUATION FOR THE CONDUCT OF CLRAA MEET 2023

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Public Schools District Supervisors
SGOD and OSDS Personnel
All Others Concerned

1. To ensure that all activities relative to the participation of Team BULACAN to CLRAA Meet 2023 are carried out properly by the right people and in time, this Office shall conduct monitoring and evaluation schemes from April 24 to 28, 2023.
2. Monitoring and evaluation as a process involves collecting and analyzing data to measure progress toward achieving specific goals and objectives. This process helps the monitoring and evaluation team to identify what is working and what is not and to make informed decisions on how to improve the participation of team BULACAN in sports activities. The School Management, Monitoring and Evaluation (SMME) unit of the School Governance and Operations Division (SGOD) shall take the lead in gathering all the data needed and shall report these inputs during the program evaluation on sports.
3. Attached are Enclosure No. 1 on the schedule of the teams on monitoring and evaluation, and Enclosure No. 2 on the tool to be used during monitoring and evaluation, as references.
4. This Memorandum shall serve as the travel authority of all concerned.
5. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to prevent any infectious diseases.
6. Expenses to be incurred in the conduct of the said activity such as transportation expenses shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD., CESO V
Schools Division Superintendent

sgod/sports/04202023

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Enclosure No. 1 to Division Memorandum No. 159 s. 2023

Schedule on Monitoring and Evaluation

Date	Billeting/Sports Venues	Team
April 26 – 27, 2023	Pampanga and Bataan	SDS Norma P. Esteban, EdD., CESO V ASDS Cecilia E. Valderama, PhD. Raquel Climaco, Supply Officer
April 26 – 28, 2023	Zambales	ASDS Zurex Bacay, EdD. PSDS. Rafael Rubio, PhD. PSDS Alexander Cruz, PhD.
April 24 – 27, 2023	Tarlac and Nueva Ecija	Ma. Lourdes J. Patag, SEPS – SMME Che E. Cruz, EPS II – SMME Engr. Carl Paulo Fernando
April 24 – 27, 2023	Bulacan (BSC, Norzagaray, and San Miguel)	Gregorio C. Quinto, Jr. EdD. Cecilia S. Custodio, PhD. Teresita Alquiza, PhD. Angelita Baltazar





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Enclosure No. 2 to Division Memorandum No. 159 s. 2023

**MONITORING AND EVALUATION TOOL
 FOR CLRAA MEET 2023**

(April 24 to 28, 2023)

Sports/Billeting Venue: _____

Name of Head of Delegation: _____ **Date:** _____

Directions: Select the response and check the box that best answers the statement.

Items to be monitored	Evident	Not Evident	Observation / Findings	Recommendations
1. Environment				
• Conduciveness of Playing Area				
• Safety of the Facility				
• Provision of Sports Supplies / Equipment				
• Comfort rooms are clean				
• Well-ventilated and properly lit billeting centers				
• Provision of sleeping mattresses for players and coaches				
• Enough supplies of water and sanitation is observed within the area				
3. Health and Safety Provision				
• Foods are nutritious and balance				
• Provision of meals breakfast/snacks, lunch/snacks, dinner				
• Provision of enough drinking water for players				
• Meal plans are strictly followed				
• Food serves on time (specify the time)				
• Medical supplies are sufficient throughout the duration of the game				
• First-Aid Service are always available				
4. Athletes' Performance				
• Reports on the performance of players				
• Reports on rapport between/among athletes & coach				
5. Decorum				
• Reports on day-to-day attitude of athletes				
• Report on day-to-day attitude of coach(es)				
• Resolution on urgent issue(s) concern(s)				

Monitored by: _____ Conformer: _____
 Name and Designation Name and Designation

Note: The accomplished tool must be submitted to SM&E in-charge for interpretation and for feedback to top management/SDO Sport Core Team.



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