



Multiply-ED DepEd Division-Level Monitoring Tool

Step 1: Conduct interview with relevant offices, review pertinent documents and observe relevant processes to answer the questions below.

| Question | Response | Sources/Date of Data-Gathering Activities | Other Notes/ Comments |
|---|----------|---|-----------------------|
| 1. How does the division office ensure the quality of learning resources? | | | |
| 2. Has there been improvement in the last 2-3 years (since 2021, on the first year of Learning Continuity or LC to now) in the way the division office ensures quality of learning resources? | | | |
| 3. How do the teachers and schools evaluate/ assess student performance? | | | |
| 4. Has there been improvement in the last 2-3 years (since 2021) in how the teachers and schools evaluate/ assess student performance? | | | |
| 5. How does the division office assess the performance of the schools or the division? | | | |
| 6. Has there been improvement 2-3 years (since 2021) in how the division office assess the performance of the schools or the division? | | | |

| Question | Response | Sources/Date of Data-Gathering Activities | Other Notes/ Comments |
|--|----------|---|-----------------------|
| 7. How does the division ensure quality trainings for teachers? | | | |
| 8. Has there been improvement in the last 2-3 years (since 2021) in ensuring quality trainings for teachers? | | | |
| 9. How does the division office determine the needs of the schools? | | | |
| 10. How does the division office ensure that it is responsive to the needs of the schools? | | | |
| 11. Has there been a(n) reduction/increase in the budget allocated to the division office by the LGU through the LSB/ SEF and general funds of the LGU? By how much and what were the reasons in the increase/reduction? | | | |
| 12. What have been the efforts of the division to ensure that the Monitoring and Evaluation (M&E) Teams under the School-Based Management are operational? | | | |
| 13. What have been the efforts of the division to ensure data and information about the schools are accurate and accessible? | | | |

Step 2. Secure budget of Division Office for Learning Continuity

Get a copy of the budget documents of the Division Office for each of the year below. Identify the total amount of the budget that they received, and note the breakdown of budget/key spending for learning continuity. Use the last column to input notes and other information.

| Year | Total Amount | Breakdown of the budget/ Key spending | Other information/ notes |
|------|--------------|---------------------------------------|--------------------------|
| 2019 | | | |
| 2020 | | | |
| 2021 | | | |
| 2022 | | | |
| 2023 | | | |
| 2024 | | | |

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| Key observations/ comments/ issues on the budget: |
| |

Step 3: Secure budget allocated by the local government to the Division Office

Get a copy of the budget allocated by the local government to the division office either from the division office or the local government for each of the year below. Identify the total amount of the budget that they received, and note the breakdown of budget/key spending for learning continuity. Use the last column to input notes and other information.

| Year | Total Amount | Breakdown of the budget/ Key spending | Other information/ notes |
|------|--------------|---------------------------------------|--------------------------|
| 2019 | | | |
| 2020 | | | |

| Year | Total Amount | Breakdown of the budget/ Key spending | Other information/ notes |
|------|--------------|---------------------------------------|--------------------------|
| 2021 | | | |
| 2022 | | | |
| 2023 | | | |
| 2024 | | | |

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| Key observations/ comments/ issues on the budget: |
| |

Step 4: Attend procurement using X-Ed Procurement Monitoring Tool.

Step 5: Request for an Agency Procurement Compliance and Performance Indicators (APCPI) briefing and attend the division office's APCPI as CSO validators. Supply observation and notes below.

| Question | Yes | No | Observations/Notes |
|--|-----|----|--------------------|
| 14. Does the division regularly conduct APCPI? | | | |
| 15. Did not division grant request for APCPI briefing? | | | |
| 16. Did the division invite X-Ed in an APCPI session? | | | |
| 17. Did the X-Ed monitors serve as CSO validators? | | | |

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| 18. Note here the highlights of the results of division's APCPI | |
| 19. Note here the highlights of X-Ed monitors' engagement/ involvement in APCPI | |

Step 6: Note any observed improvements or changes for the better in the attitude of the personnel, actions, processes, standards, etc. in the course of your monitoring.

Our monitoring is constructive accountability, which means it is proactive and preventive. We encourage government offices to improve their performance as we conduct the monitoring and prevent any inefficiencies or non-compliance to standards. In the course of the monitoring and after the monitoring, note/ discuss if there are/ have been improvements or changes for the better in the attitude of the personnel, actions, processes, standards, etc. relevant to learning continuity, learning recovery and/or face-to-face standards monitored. Note the other information about your observation.

| Improvement/ changes for the better observed | How and/or when did you notice | What standards monitored are these changes relevant/ related to | Other details/ information |
|--|--------------------------------|---|----------------------------|
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