



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools
Division
Superintendent**

DIVISION MEMORANDUM
No. 416 s. 2025

July 9, 2025


Submission of BEMEF Implementation Plan and M&E Plan

To: OIC-Assistant Schools Division Superintendent
Chiefs, Education Program Supervisors (CID,SGOD)
Education Program Supervisors
Division Office Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **RM No. 185,s. 2025** re: *Monitoring of Program Implementation* and **DM No.120,s. 2025** titled the same, this Office through the Schools Governance Operations Division (SGOD) requires the submission of soft copies of BEMEF ImPlan and M&E Plan on every Program, Activity and Projects (PAPs) implemented / to be implemented by Division Functional Units and Schools commencing 1st Quarter, SY 2025-2026/ 3rd Quarter CY 2025 using this link https://drive.google.com/drive/folders/1WxDhUWfY5nnS15bmwlk7K_XeUn4RPTID?usp=sharing for Division Office and Schools submission.
2. Please be advised further that Programs, Activities and Projects (PAPs) in schools should be based on policies and should be guided by such.
3. An Accomplishment Report submission is essential five (5) days after the PAP is completed.
4. Kindly follow the templates provided for in the enclosures of this Memorandum.
5. For immediate dissemination of, and compliance with this Memorandum are directed.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD
OIC, Assistant Schools Superintendent



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Enclosure B

Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) DO 29, s. 2022

Title of Activity: _____ **FD: CID [], SGOD [], OSDS [], School [] Others []**
(please tick)

M&E Plan

Objective Statement	Indicators	Description of Indicators	How was the program implemented	Responsible/ Focal Person	Schedule/Frequency of Data Collection	User/s and Use/s of Data Collected	How will you organize the Collected Data?
Goal							
Outcome							
Output 1							
Activity 1							

Prepared By: _____

Noted :

Chief, _____



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Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF) DO 29, s. 2022

CATCH- UP PLAN

SDO: TAGBILARAN CITY

FD/ OFFICE: CID [], SGOD [], OSDS [], Others [] *(please tick)*

Learning Area/ Section/ Unit/Sub-unit / School _____

PAPs and Indicator	Reasons for Low Utilization/ Non-Completion	Committed Outputs	Target Date of Completion	Committed Actions	Status as of Date

Prepared By: _____
 Program Focal

Noted : _____
 Chief, EPS

Enclosure C



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ACTIVITY COMPLETION REPORT

Identifying information:	
Date:	
Venue:	
Participant's Description:	
Activity	
Title:	
Description:	
Objective:	
Highlight	
Results	
Achievement of Objective:	
Participants' Feedback:	
Design of the Event:	
Methodology:	
Management of the Activity:	
Resource Person:	
Audience Participation:	
Logistical Arrangements:	

Prepared by:

Focal Person/ Program Owner

Noted :

Chief / School Principal



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