



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Negros Oriental

**Office of the Schools
Division Superintendent**

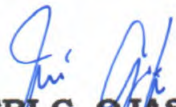
12 MAY 2023

DIVISION MEMORANDUM
No. 327, s. 2023

INSTITUTION OF OPLAN SUGPO-CIGPs

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public School District Supervisor
School Heads/Public and Private
All Others Concerned

1. To address the gap on fast-tracking the different concerns, issues, gaps and problems or CIGPs amongst offices in the division office based on the Quarterly Division Monitoring, Evaluation and Adjustment or DMEA, the Division MEA Team introduces Oplan-SUGPO or **S**trengthened and **U**tmost **G**overnance of **P**roblems among **O**ffices.
2. In this regard, all division unit/section heads are requested to peruse the mechanism of this endeavor to have a comprehensive view of their participation in this endeavor.
3. Immediate dissemination of this memorandum to all is desired.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

5/12/23

NCO/-JMA-MKP-NLR/RBP/dcfa



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

OPLAN SUGPO-CIGPs

Strengthened and Utmost Governance of Problems among Offices

I. RATIONALE

OPLAN SUGPO (“SUGPO” local dialect which means to quell, to restrain and to suppress) or **Strengthened and Utmost Governance of Problems among Offices** is a program that aims to map, track, and assist the different sections of the Division on the pressing CIGPs of Negros Oriental. This is also a filtering system whereby the M and E section has to segregate and classify concerns per office. This is the response of the DMEA Team of the Division of Negros Oriental on the gap concerning repetition of CIGPs as well as the process of following up of these concerns for immediate action.

This is also contingent to Regional Memorandum 0651, s of 2018 or the “IMPLEMENTATION OF THE REGIONAL MONITORING, EVALUATION AND ADJUSTMENT (MEA) FRAMEWORK EFFECTIVE SY 2018-2019,” whereby it identifies the Concerns, Issues, Gaps and Problems (CIGPs) confronting the schools, district, and division as basis for decision-making and policy contextualization in order to improve the delivery of basic education services to the school children. It also facilitates development of approaches and strategies to improve personnel and unit performance and ensure adequacy, equitable distribution, accessibility, and effective and optimal utilization of resources across all levels of governance. Finally, it also serves as avenue for

the Division Offices to showcase their best practices and programs for others to adopt and replicate.

OPLAN-SUGPO is conceived because of the following prime objectives:

- ❖ **Mobilize the provision of CIGPs solutions;**
- ❖ **Stimulate the different sections to better serve its clientele;**
- ❖ **Communicate CIGPs to concerned offices for fast-acting solutions;**
- ❖ **Track resolved and unresolved issues; and**
- ❖ **Document management response of CIGPs amongst schools.**

II. PROCEDURE

PRE-DMEA

1. Conduct of School Monitoring, Evaluation and Adjustment (SMEA)
2. Conduct of District Monitoring, Evaluation and Adjustment (DsMEA)

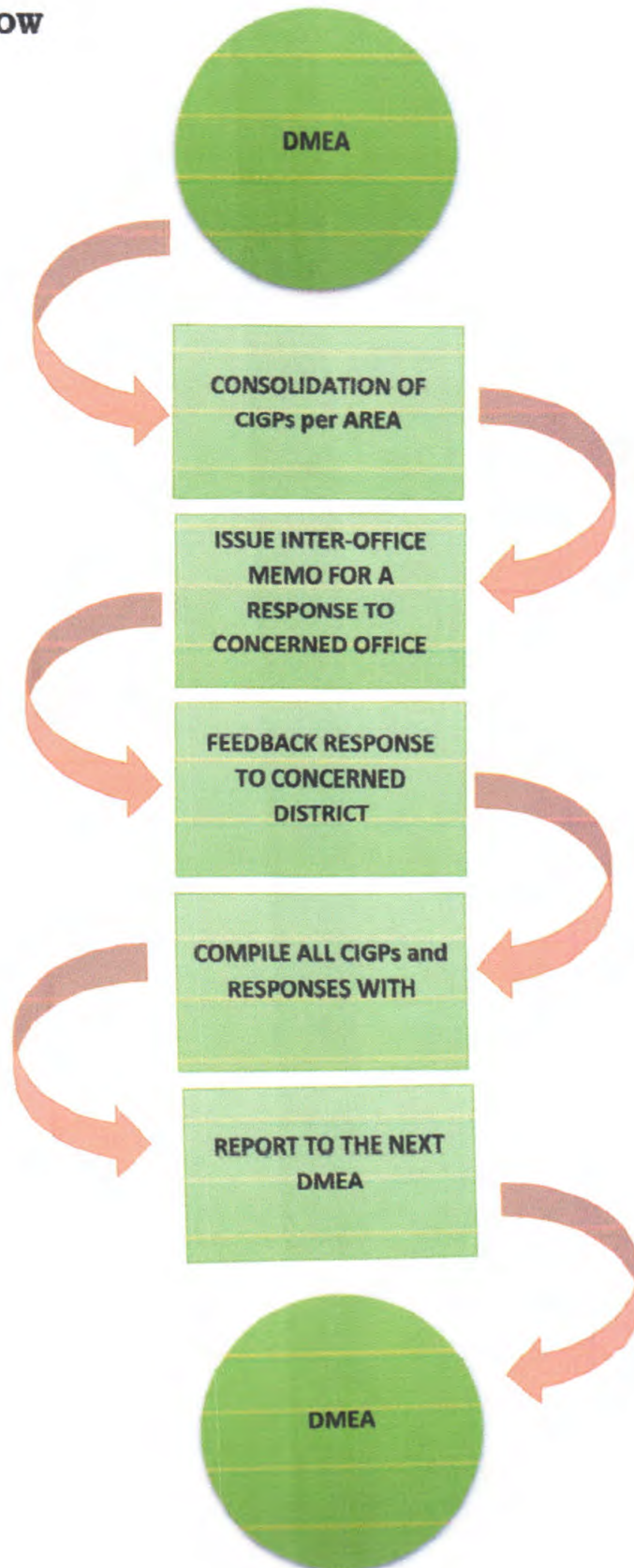
DURING DMEA

1. Collate data through submission of DsMea Reports via OneDrive
2. Conduct DMEA.(This is virtually recorded as well as noted via a minutes taker)
3. Record the transpired discussions alongside the taking down of the minutes of the discussion.
4. Record the responses of the management team.

POST DMEA

1. Consolidate the different CIGPs per Area of CONCERN
2. Segregate this per concerned office and report these via an Inter-Office Memorandum for response.
3. Concerned Office will be requested to respond within 5 days after the publication of the inter-office memorandum.
4. When response is already provided, the concerned office shall return this to the DMEA Team.
8. After the receipt of these responses, the DMEA Team shall be compiling and be reported to the districts concerned.

III. PROCESS FLOW



IV. ROLES AND RESPONSIBILITIES

- ❖ **Schools Division Superintendent/ Schools Governance and Operations Division Chief** – Oversees the conduct of the OPLAN-SUGPO
- ❖ **Senior Education Program Specialist**- Facilitates the process flow of OPLAN SUGPO.
- ❖ **Education Program Specialist II**- Assist the SEPS in the facilitation of the key processes involved in the conduct of the OPLAN-SUGPO. Consolidate all CIGPs and prepare the inter-office memoranda
- ❖ **Administrative Staff**- Prepare minutes of the conduct of the DMEA as well as perform all pertinent clerical works.
- ❖ **Section/Unit Heads**- Respond to the CIGPS within the given timeframe on the inter-office memorandum to harbor fast-acting response to the CIGPs of the field via the conducted DMEA.

V. TIMEFRAME

- ❖ Week after the conduct of DMEA, the Division MEA Coordinators shall consolidate all CIGPs and segregate these by offices. During this time, the Inter-Office Memoranda should also be crafted.
- ❖ The concerned offices shall be given one week to prepare their responses.
- ❖ The DMEA Team shall be directed to communicate the responses to the concerned offices

VI. MONITORING AND EVALUATION

The Division Office through the Schools Governance and Operations Division shall regularly monitor the implementation of this innovation and give feedback during the quarterly Monitoring and Evaluation Adjustment (MEA) Conference.

VII. EFFECTIVITY

This program shall take effect upon its approval and remain in force until repealed, amended or rescinded accordingly.

VIII. REFERENCES

- ❖ Regional Memorandum 0651, s of 2018 or the "IMPLEMENTATION OF THE REGIONAL MONITORING, EVALUATION AND ADJUSTMENT (MEA) FRAMEWORK EFFECTIVE SY 2018-2019

Prepared by

TEOFAN C. GALLOSA
EPS-II, M&E

DENNIS CHARL F. ANDALAJAO
SEPS, M&E

Recommending Approval:

RACHEL B. PICARDAL EdD
Chief, SGOD

Approval

NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

5/12/23