



January 18, 2016



DIVISION MEMORANDUM

No. 24 s. 2016

GUIDELINES IN THE CONDUCT OF SCHOOL MONITDRING EVALUATION AND ADJUSTMENT (SMEA), DISTRICT MONITORING EVALUATION AND ADJUSTMENT (DsMEA) AND DIVISION MONITORING EVALUATION AND AOJUSTMENT (DMEA) FOR THE SECONO AND THIRD QUARTER OF SCHOOL YEAR 2015-2016

To: Chiefs, CID and SGOD
SGOD EPS, DEPS, SEPS-M&E, Planning Officer, IT Officers
District Supervisars/District In-Charge
All Others Concerned

1. Attached is Regional Memorandum Na. 0029, s. 2016 re: Guidelines in the Conduct of School Monitoring Evaluation and Adjustment (SMEA), District Monitoring Evaluation and Adjustment (DsMEA) and Division Monitoring Evaluation and Adjustment (DMEA) for the Second and Third Quarter of School Year 2015-2016.
2. All concerned are directed to follow strictly the schedule of SMEA, DsMEA and DMEA as attached. PSDSs are mandated to submit to this office, together with their reports its respective composition of SMET (Small and Big schools) DsMET during the DMEA on **February 1-3, 2016**.
3. For more details please refer to the attached communication.
4. For your **information, guidance and strict compliance**.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge 

SGOD
STL/RBP

18 JAN 2016



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REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



12/16/16

URGENT

January 15, 2016

JAN 15 2016

REGIONAL MEMDRANDUM

No. **0029** s. 2016

GUIDELINES IN THE CONDUCT OF SCHOOL MONITORING EVALUATION AND ADJUSTMENT (SMEA), DISTRICT MONITORING EVALUATION AND ADJUSTMENT (DsMEA) AND DIVISION MONITORING EVALUATION AND ADJUSTMENT (DMEA) FOR THE SECOND AND THIRD QUARTER OF SCHOOL YEAR 2015-2016

To: Schools Division/City Superintendents
Officers-in-Charge of Interim and Regular Divisions

- This Office hereby issues the guidelines in the conduct of SMEA, DsMEA, and DMEA to track the status and progress of plan implementation for the Second and Third Quarter of School Year 2015-2016 and account the results of Language Assessment for Primary Grades (LAPG) and National Achievement Test (NAT) for School Year 2014-2015.
- SMEA, DsMEA, and DMEA are designed to monitor and evaluate the status, progress, and results of the delivery of basic education services in schools in relation to access, quality, and governance. Aside from consolidating the results of monitoring and evaluation of the quality of the delivery of basic education services, DMEA also monitors and evaluates the organizational performance of the schools divisions in implementing plans to ensure efficient and effective fulfillment of the division mandate.
- Gathering, validating, processing, and analysis (i.e. data consolidation and/or segmentation of schools or districts) of M&E data on the delivery of basic education services are the responsibilities of Monitoring and Evaluation Teams (METs) in the school, district, and division levels that may comprise the following:

	SMET		DsMET	DMET
	SMALL SCHOOL	BIG SCHOOL		
Chairperson	School Head	School Head	PSDS	DMET Chair (SGOD Chief)
Members	<ul style="list-style-type: none"> School M&E Coordinator School ICT Coordinator 2 Representatives of School Planning Team 	<ul style="list-style-type: none"> School M&E Coordinator Department Heads (HS) or Grade Leaders (ES) School ICT Coordinator 2 Representatives of School Planning Team 	<ul style="list-style-type: none"> School Heads 1 ICT Coordinator 	<ul style="list-style-type: none"> CID Chief SGOD EPS SEPS-M&E EPS II-M&E Planning Officer IT Officer/s PSDSs

- To monitor and evaluate the status, progress, and results of the implementation of the Division Educational Development Plan-Annual Implementation Plan (DEDP-AIP), the SGOD, CID and the units/sections in the schools division must have a three-member Internal Monitoring and Evaluation Teams (IMETs). While SMET and DsMET are conducting the SMEA and DsMEA in the schools and districts, respectively, the SDO IMETs of the SGOD, CID, and sections/units must gather, analyze, and submit data on the physical and financial accomplishments and implementation issues to the DMET. Data from the CID, SGOD, and sections/units will be consolidated by the DMET to have a report on Organizational Performance during the DMEA Conference.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Kanapagan ng Lahat, Pananagutan ng Lahat"

5. Considering the suggestions made during the Regional Meeting held on December 18, 2015, schedule for other MEAs to conduct in 2016 is shown on the table below. Note that each date when an SMEA is scheduled is at least a week or two weeks after the conduct of the Quarterly Examination in schools or the week right after the Distribution of Cards to ensure that M&E data will reflect the quarterly accomplishments of schools in the implementation of curriculum plans, SIP-AIP, and Technical Assistance (TA) Plans that include interventions, such as remedial programs, feeding programs, alternative delivery of curriculum, trainings, and the like.

SY 2015-2016 MEA ACTIVITY	TARGET DATE	SY 2016-2017 MEA ACTIVITY	TARGET DATE
3 rd Quarter SMEA	Jan 18-22, 2016	1 st Quarter SMEA	Aug 22-26, 2016
3 rd Quarter DsMEA	Jan 25-29, 2016	1 st Quarter DsMEA	Aug 29-Sep 02, 2016
3 rd Quarter DMEA	Feb 01-05, 2016	1 st Quarter DsMEA	Sep 05-09, 2016
4 th Quarter SMEA	April 11-15, 2016	2 nd Quarter SMEA	Nov 14-18, 2016
4 th Quarter DsMEA	April 18-22, 2016	2 nd Quarter DsMEA	Nov 21-25, 2016
4 th Quarter DMEA	April 25-29, 2016	2 nd Quarter DsMEA	Nov 28-Dec 02, 2016

6. Because DepED Calendar for SY 2015-2016 shows that Distribution of Report Cards for the Third Quarter is on January 23, 2016, schools, districts, and schools divisions are hereby advised to conduct MEA activities based on the schedule shown on the table on the next page:

MEA	Data Gathering	Data Consolidation and/or Segmentation	Preparation of PowerPoint Presentation	MEA Conference	Plan Adjustment
SMEA	Jan. 18, 2016	Jan. 19-20, 2016	Jan. 21, 2016	Jan. 22, 2016	Jan. 25-26, 2016
DsMEA	Jan. 25, 2016	Jan. 26-29, 2016			-
DMEA	Feb. 01, 2016	Feb. 02-03, 2016	Feb. 04, 2016	Feb. 05, 2016	Feb. 08-09, 2016

7. The stakeholders to invite to attend the SMEA and DMEA Conferences are:

Stakeholders to Attend SMEA Conference	Stakeholders to Attend DMEA Conference
<ul style="list-style-type: none"> • PSDS as SDS Representative to give response • School Head as Presenter of SMEA Result • All teachers • SGC Officers • PTA Officers • School Planning Team • Other Stakeholders 	<ul style="list-style-type: none"> • SDS to give Management Response • ASDS • DMET Chairman (SGOD Chief) as presenter of DMEA Result • All PSDSs • CID and SGOD Chiefs • ALL Education Program Supervisors (EPSs) • Administrative Officer V • All Education Program Specialists (SEPSs and EPSs II) • School Planning Officer • Unit/Section Heads • Leader and/or Member/s of concerned Regional Field Technical Assistance Team (RFTAT)

8. The table below shows the scope of the SMEA, DsMEA, and DMEA on the delivery of basic education services scheduled on January 18 to February 5, 2016.

MEASUREMENT	MEASUREMENT DESCRIPTION	END OF M&E DATA CHAIN		REMARKS
		DIVISION	REGION	
I. DELIVERY OF BASIC EDUCATION SERVICES				
A	MEA Implementation		✓	
1	No. and percent of teachers in a who submitted all M&E data required		✓	To be reported by the School Head and consolidated by DsMET and DMET
2	No. and percent of schools that conducted SMEA until SMEA Conference		✓	To be reported by the PSDS and consolidated by DMET

