## Republic of the Philippines **DEPARTMENT OF EDUCATION**

Region VII, Central Visayas

## SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

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 (OSMEA) AND **DIVISION MONITORING EVALUATION AND ADJUSTMENT (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

- Attached is Regianal 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 Manitoring Evaluation and Adjustment (DMEA) for the Second and Third Quarter of School Year 2015-2016.
- All concerned are directed to follow strictly the schedule of SMEA, DSMEA and DMEA as 2. attached. PSDSs ore mandated to submit to this office, together with their reports its respective composition of SMET (Small and Big schools) DsMET during the DMEA an February 1-3, 2016.
- 3. For more details please refer to the attached communication.
- 4. For your infarmation, guidance and strict compliance.

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

1 8 JAN 2016





## REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES

KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION

## REHIYON VII, GITNANG VISAYAS REGION VII, CENTRAL VISAYAS

Sudlon, Lahug, Cebu City



P:1/10/16

URGENT

January 15, 2016

REGIONAL MEMDRANDUM No. 0 29 s. 2016

GUIDELINES IN THE CONDUCT OF SCHOOL MONITORING EVALUATION AND ADJUSTMENT (SMEA), DISTRICT MONITORING EVALUATION AND ADJUSTMENT (DEMEA) 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

- 1. 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.
- 2. 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 fulfilment of the division mandate.
- 3. 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	DIACT	
İ	SMALL SCHOOL	BIG SCHOOL	DSME	DMET	
Chairperson	School Head	School Head	PSDS	DMET Chair (SGOD Chief)	
Members	School M&E     Coordinator     School ICT     Coordinator     2 Representatives of     School Planning     Team	School M&E Coordinator     Department Heads (HS) or Grade Leaders (ES)     School ICT Coordinator     2 Representatives of School Planning Team	School Heads     1 ICT     Coordinator	CID Chief SGOD EPS SEPS-M&E EPS II-M&E Planning Officer IT Officer/s PSDSs	

4. 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.

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Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Harman Resource Development Division (HRDD), Tel. Noc.: (032) 255-5239
Education Support Services Division (ESSD), Tel. Noc.: (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; 414-7321;
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" EFA 2015: Karaputan 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		
3rd Quarter SMEA	Jan 18-22, 2016		
3rd Quarter DsMEA	Jan 25-29, 2016		
3rd Quarter DMEA	Feb 01-05, 2016		
4th Quarter SMEA	April 11-15, 2016		
4th Quarter DsMEA	April 18-22, 2016		
At Ouarter DMEA	April 25-29 2016		

SY 2016-2017 MEA ACTIVITY	TARGET DATE		
1st Quarter SMEA	Aug 22-26, 2016		
1st Quarter DsMEA	Aug 29-Sep 02, 2016		
1 <sup>st</sup> Quarter DsMEA	Sep 05-09, 2016		
2 <sup>nd</sup> Quarter SMEA	Nov 14-18, 2016		
2nd Quarter DsMEA	Nov 21-25, 2016		
2 <sup>nd</sup> 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
PSDS as SDS Representative to give response	SDS to give Management Response
	ASDS
<ul> <li>School Head as Presenter of SMEA Result</li> </ul>	DMET Chairman (SGOD Chief) as presenter of DMEA
	Result
All teachers	All PSDSs
	CID and SGOD Chiefs
SGC Officers	ALL Education Program Supervisors (EPSs)
	Administrative Officer V
PTA Officers	All Education Program Specialists (SEPSs and EPSs II)
	School Planning Officer
<ul> <li>School Planning Team</li> </ul>	Unit/Section Heads
Other Stakeholders	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 Japuary 18 to February 5, 2016.

MEA SCOPE	END OF M&E	REMARKS
	DIVISION REGIO	
I. DELIVERY OF BASIC EDUCATION SERVICES		
A MEA Implementation	1	
No. and percent of teachers in a who submitted all M&E data required	4	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	1	To be reported by the PSDS and consolidated by DMET

	3 No. and percent of schools that submitted SMEA Report to the District		1	To be reported by the PSDS and consolidated by DMET
	No. and percent of Districts that submitted     DsMEA Report to the Division		1	To be reported by the DMET Chair
В	Third Quarter SIP-AIP Physical-Financial Accomplishments			
	1 Acces	· /	<del>†</del>	Data can be checked by RFTATs at the
	2 Quality and Relevance	7	T	SDOs
	3 Governance	1		SDO Basis for provision of TA Interventions
С	Third Quarter SIP-AIP Implementation Issues	1	1	School Issues that need SDO and RO TA must be reported by the SMET to DaMET to
	1 Access		/	DMET  * School issues that only need TA from RO,
	2 Quality and Relevance	1	1	Higher Office or Other Agencies must be reported by DMET to QAD along with the TA
	3 Governance	/	1	Resolution Proposal of all issues. Sample proposal will be issued in a separate memo.
D	Education Resources		<u></u>	
	4 MOOE for CY 2015		1	
	4.1 Percent of MOOE Allocation Downloaded to School		1	
	4.2 Segmentation of schools into Quadrants—  No. and % Schools with of MOOE Allocation  Downloaded Q1: 100% Q2: 80-99% Q3: 50-79% Q4: below 50%			SDOs must inform schools that are Non-
	4.3 Percent of Utilization of Downtoaded MOOE	<del></del>	/	Implementing Units of their accurate
	4.4 Segmentation of Schools into Quadrants— No. and % of schools with of utilization of Downloaded MOOE Q1: 100% Q2: 80-99% Q3: 50-79% Q4: below 50%  4.5 Percent of Liquidation of Utilized MOOE			MOOE Allocation
	4.4 Segmentation of Schools Into Quadrants—	<del> </del> -	<del> </del>	
	No. and % of schools with of liquidation of Utilized MOCE Q1: 100% Q2: 80-99% Q3: 50-79% Q4: below 50%			. •
E			1	SDO and RO program coordinators are
_	1 Physical Financial Accomplishment			directed to assist coordinators in schools
	2 Implementation Issues elevated to DO and RO		1	DMET should elevate to QAD only those issues that require TA from RO, Higher Office, or other agencies.
F	6 R's of Regional Targets (Targets on Reach, Responsiveness, Returns, Ratings, Revenues, and Recognition)		1	Details of this MEA scope such as performance indicators in all levels will be issued in a separate memorandum.

9. This Office advises DMETs to design M&E Tools to be used by the teachers, school heads, and PSDSs in collecting data under MEA Scope I-A,I-B, I-C, I-D, I-E, and 1-E.

10. Immediate and wide dissemination and prompt compliance with this Memorandum is hereby directed.

JULIET A. JERUTA, Ph.D.

Director III

Officer-in- Charge

JAJAMCGIQADIBEST!