



January 22, 2016

DIVISION MEMORANDUM
No. 051, 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 : Assistant Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. Attached is Regional Memorandum No. 29, s. 2016, entitled, **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**, for your reference and guidance.
2. Immediate and wide dissemination of the content of this Memorandum is enjoined.


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Schools Division Superintendent

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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



URGENT

January 15, 2016

REGIONAL MEMORANDUM

No. **0029** s. 2016

JAN 15 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.

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 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
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 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
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“ EGA 2015: Karapatan 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.

MEA SCOPE		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

	3	No. and percent of schools that submitted SMEA Report to the District		✓	To be reported by the PSDS and consolidated by DMET
	4	No. and percent of Districts that submitted DsMEA Report to the Division		✓	To be reported by the DMET Chair
B	Third Quarter SIP-AIP Physical-Financial Accomplishments		✓		<ul style="list-style-type: none"> Data can be checked by RFTATs at the SDOs SDO Basis for provision of TA Interventions
	1	Access	✓		
	2	Quality and Relevance	✓		
	3	Governance	✓		
C	Third Quarter SIP-AIP Implementation Issues		✓	✓	<ul style="list-style-type: none"> School Issues that need SDO and RO TA must be reported by the SMET to DsMET to DMET School issues that only need TA from RO, Higher Office or Other Agencies must be reported by DMET to QAD along with the TA Resolution Proposal of all issues. Sample proposal will be issued in a separate memo.
	1	Access	✓	✓	
	2	Quality and Relevance	✓	✓	
	3	Governance	✓	✓	
D	Education Resources				<ul style="list-style-type: none"> SDOs must inform schools that are Non-Implementing Units of their accurate MOOE Allocation
	4	MOOE for CY 2015		✓	
		4.1 Percent of MOOE Allocation Downloaded to School		✓	
		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%			
		4.3 Percent of Utilization of Downloaded MOOE		✓	
		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		✓	
		4.4 Segmentation of Schools into Quadrants— No. and % of schools with _____ of liquidation of Utilized MOOE Q1: 100% Q2: 80-99% Q3: 50-79% Q4: below 50%			
E	2015 GAA-Funded Special Programs and Projects			✓	<ul style="list-style-type: none"> SDO and RO program coordinators are directed to assist coordinators in schools DMET should elevate to QAD only those issues that require TA from RO, Higher Office, or other agencies.
	1	Physical Financial Accomplishment		✓	
	2	Implementation Issues elevated to DO and RO		✓	
F	6 R's of Regional Targets (Targets on Reach, Responsiveness, Returns, Ratings, Revenues, and Recognition)			✓	<ul style="list-style-type: none"> 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
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 Director III
 Officer-in-Charge *ms*
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