



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



April 07, 2016

DIVISION MEMORANDUM  
No. 182 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 FOURTH QUARTER OF SY 2015-2016**

**To: Assistant Schools Division Superintendents  
Chiefs/EPS's/Division Coordinators/SEPS and EPS II for M&E  
PSDS's/District OIC's  
Sections Heads/School Heads (Elem/Secondary Schools)  
Teachers and All Others Concerned**

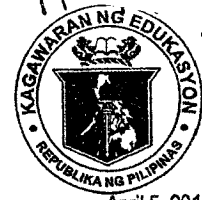
- 1. Please refer to attached Regional Memorandum No 0224, s. 2016 dated April 05, 2016 with the title as above for details.**
- 2. It is desired that procedures in conducting M&E be followed as well as the schedules as stated in Par. 2 of herein regional memorandum.**
- 3. For wide dissemination of this information, guidance and strict compliance of all concerned.**

**For the Schools Division Superintendent Dr. Rhea Mar A. Angtud:**

  
**ESTER A. FUTALAN, Ed.D**  
**Assistant Schools Division Superintendent**  
**Office-In-Charge**



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



April 5, 2016

REGIONAL MEMORANDUM

No. **0224** 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 FOURTH 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 end-of-school year results of the delivery of basic education services in schools and the status, progress, and results of plan implementation for the fourth quarter of the school year (SIP-AIP work and financial accomplishments) and the first quarter of the calendar year (DEDP-AIP work and financial accomplishments).
2. The target dates of the conduct of the end-of-school year SMEA, DsMEA, and DMEA will be on April 11-15, April 18-22, and April 25-29, 2016, respectively, as stipulated in Regional Memorandum 29, series of 2016.
3. The scope of the SMEA include the following M&E data on the delivery of basic education services:

**3.1 M&E Focus**

- 3.1.1 *Quarterly Data on Subject Failures for SY 2015-2016.* The trend of the data collected serves as basis for judging the effectiveness of interventions implemented by the subject teachers, in particular, and school heads, in general, to minimize failures to help learners finish a level of basic education.
- 3.1.2 *End-of-SY data on Enrolment, Completion, and Promotion.* Data collected serve as bases in determining the effectiveness of the programs in making learners' stay in school productive and meaningful.
- 3.1.3 *End-of-SY Data on PARDOs and Dropouts.* Data collected serve as basis in determining the effectiveness of the programs in keeping learners in school.
- 3.1.4 *Oral Fluency and Reading Proficiency of Early Graders.* Data collected serve as basis in determining the effectiveness of the implementation of Early Grade Reading Programs of schools. Reading proficiency data of each learner is also useful to the teacher in the succeeding grade, especially in designing reading interventions for specific learners or group of learners.
- 3.1.5 *Reading Proficiency of Learners in Higher Grades—Grades 4-8.*
- 3.1.6 *End-of-SY Performance of Kindergarten Completers on Kindergarten Competencies.* Data collected tell the effectiveness of Kindergarten instruction in making Kindergarten learners ready for Grade One. Because this tool is aligned with SReYA and designed to be more comprehensive, data serve as bases for interventions of Grade One teachers for specific learners or group of learners.
- 3.1.7 *End-of-SY Data on Curriculum Implementation.* Data collected tell the effectiveness of the implementation of the curriculum and serve as guide in designing programs and interventions to address issues and concerns on the teaching of learning competencies.
- 3.1.8 *End-of-SY Data on the Compliance with and Adherence to K to 12 Policies and Principles.* Data collected tell how compliant the teachers are with the K to 12 policies and how adherent the teachers are to the K to 12 Principles.
- 3.1.9 *End-of-SY Data on the Adherence to the Policy on Increasing Engaged Time-on-Task.* Data collected tell how adherent the schools divisions and schools are to DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

**3.2 Implementation of Programs and Projects**

- 3.2.1 *Number of Class Advisers and/or subject teachers that submitted M&E Reports*
- 3.2.2 *Copy of the Attendance Sheet and Proceedings during the SMEA Conference*
- 3.2.3 *SIP-AIP Physical and Financial Accomplishments on Access, Quality and Relevance for the 4<sup>th</sup> Quarter of the SY 2015-2016.* Data collected report all activities undertaken and items procured by all teachers and school heads.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; 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: Karapatan ng Lahat, Pananagutan ng Lahat"*

3.2.4 Consolidated Concerns/Issues/Gaps/Problems (CIGPs) of Teachers and School Head, Actions Taken, and Technical Assistance (TA) Needed. Note that all CIGPs must be addressed either at school, district, division or regional level. All CIGPs coming from a lower level that need TA from a higher level must be raised to that level.

### 3.3 Education Resources

3.3.1 End-of-SY Inventory of School Human Resources—Administrative, Teaching, and Non-Teaching

3.3.2 End-of-SY Inventory of School Rooms—Classrooms, Comfort Rooms, Ancillary Rooms

3.3.3 End-of-SY Inventory of School Learning Resources by Subject by Year Level—LMs, TGs, CGs, and other Reference Books.

3.3.4 Inventory of Classroom Furniture, Equipment, and Fixtures—Teachers' tables, desks, chairs, fans, air-conditioning unit, comfort room, water faucet, computer units, LCD projector, window grills, lights, boards, etc.

3.3.4 Monthly Report of School MOOE Downloading, Utilization, and Liquidation for the Fourth Quarter of SY 2015-2016

3.3.4 End-of-SY Report on the Release of Financial Welfare and Benefits of School Personnel

4. The members of the School Monitoring and Evaluation Team (SMET), with the help of the Grade Level Monitoring and Evaluation Teams (GMETs), shall collect the M&E data from the class advisers and/or subject teachers and consolidate those using QAD-RO7 available templates at DMET RO7 Facebook Group. (Please download available templates). They also have to account all the class advisers and subject teachers that have successfully submitted M&E Reports.

5. After consolidation, analysis, and segmentation, the school, through SMET, shall conduct an SMEA conference attended by the PSDS/EPS (SDS Representative to give response), School Head (Presenter of SMEA Result), all teachers, SGC Officers, PTA Officers, members of School Planning Team, and other stakeholders.

6. During the SMEA Conference, the Public Schools District Supervisor (PSDS) or assigned Education Program Supervisor (EPS) shall help the school address issues and concerns. He or she also takes with him or her the SMEA Report so that the members of the District Monitoring and Evaluation Team (DsMET) can consolidate the SMEA Reports of all the schools in the district using the DsMET templates posted in DMET RO7 Facebook Group.

7. The DsMET must account the number of schools that have successfully conducted the SMEA.

8. The DsMET must submit all DsMEA Reports to the DMET for consolidation, analysis, and segmentation.

9. The scope of DMEA includes the following:

9.1 Number of schools and districts that have successfully conducted the MEA and submitted MEA reports

9.2 Copy of the Attendance Sheet and Proceedings during the conduct of DMEA Conference to check whether the following are present:

9.2.1 SDS to give Management Response

9.2.2 ASDS

9.2.3 DMET Chairman (SGOD Chief) as presenter of DMEA Result

9.2.4 All PSDSs

9.2.5 CID and SGOD Chiefs

9.2.6 All Education Program Supervisors (EPSs)

9.2.7 Administrative Officer V

9.2.8 All Education Programs Specialists (SEPSs and EPSs II)

9.2.9 ALL PDOs

9.2.10 School Planning Officer

9.2.11 Unit/Section Heads

9.2.12 Leader and/or Member/s of concerned Regional Field Technical Assistance Team (RFTAT)

9.2.13 Other Partners and Stakeholders

9.3 Consolidated DsMEA Report on the Delivery of Basic Education Services

9.3.1 M&E Focus

9.3.2 Education Resources

9.4 DEDP-AIP Physical and Financial Accomplishments

9.4.1 SGOD Physical and Financial Accomplishments

9.4.2 CID Physical and Financial Accomplishments

9.4.3 Physical and Financial Accomplishments of Other SDO Sections/Units

9.5 Consolidated CIGPs of the Schools Division Office

9.6 Education Resource Support

9.6.1 Quarterly Report on the Utilization of Division MOOE for CY 2016

9.6.3 Quarterly Report on the Release of Welfare and Benefits for SDO Personnel

9.6.4 First Quarter Inventory of Human Resources in the SDO

10. The members of DMEA, with the help of the PSDSs/EPSS, must consolidate, analyze, and segment M&E Results on the Delivery of Basic Education Services described in 9.3 using the templates found in DMET RO7 Facebook Group.

11. The SGOD, CID and Other SDO sections/units must assign at least three members of their respective Internal Monitoring and Evaluation Teams (IMETs) to account their physical and financial accomplishments described in Paragraph 9.4.

12. The Accounting Unit must report on the Utilization of MOOE. The report must show the amount and percent of Division MOOE that went to specific expenditures—travel, training, office supplies, lights, water, repair, etc. Data must be presented using table and pie graph.

13. The Accounting Unit with the help of coordinators of special programs and projects will report on the following:

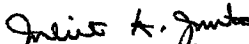
13.1 Utilization of GAA-Funds for Special Programs and Projects.

13.2 Release of Welfare and Benefits of SDO Personnel.

14. Many of consolidation templates for SMEA, DsMEA, and DMEA are available at DMET RO7 Facebook Group. SMETs, DsMETs, and DMETs are directed to use the available templates. Quality Assurance Division will upload to DMET RO7 Facebook Group the rest of the templates before SMEA, DsMEA or DMEA starts. However, SMETs, DsMETs, and DMETs may devise their own templates to these specific M&E reports.

15. The DMET Chair of each Schools Divisions is expected to submit DMEA Activity Completion Report on or before May 6, 2016.

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

  
JULIET A. JERUTA, Ph.D.  
Director III  
Officer-in-Charge  
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JAJ/FYA/MCG/QAD/BEST/*Menden Report*