



Republic of the Philippines  
**Department of Education**  
REGION XIII – CARAGA  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



March 18, 2020

**DIVISION MEMORANDUM**

No. 97, s. 2020

**CONDUCT OF SCHOOL MONITORING, EVALUATION AND ADJUSTMENT  
(SMEA) : CY 2020**

TO: Assistant Schools Division Superintendent  
Schools Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors  
School Heads and Principals  
SMME –SGOD Personnel  
This Division

1. In reference to Regional Memorandum No. 134 s. 2019, the Quality Assurance Division of the Regional Office is mandated to be the lead functional division in the Monitoring and Evaluation (M &E) and institutionalizes the School Monitoring, Evaluation and Adjustments (SMEA). The SMEA Tool in Excel Format shall be disseminated by the SGOD M& E Section to the schools and subject for consolidation by the CID through the PSDS in the conduct of the District MEA (DisMEA).
2. The SMEA tool contains all the data requirements relative to the school implementation of mandated processes and school-based initiated interventions for continuous improvement. This serves as the data collection tool to the quarterly progress monitoring and evaluation and a facility to establish school data bank.
3. The SMEA enable the school to immediately respond to issues and concerns affecting the effectiveness of programs and efficiency of program delivery to :
  - a. provide immediate feedback on the efficacy and weaknesses of program implementation at the school level vis-à-vis SIP and AIP implementation;
  - b. respond to technical and training needs of teachers; and
  - c. identify enhancements to educational policies and guidelines.
4. As presented explicitly in RM no. 220.s. 2018, the SMEA shall be conducted every quarter. The school heads shall present the Key Result Areas (KRAs) on ACCESS, QUALITY and GOVERNANCE with the corresponding Key Performance Indicators (KPIs) in graphical, tabular and textual Powerpoint Presentation for easy understanding in the delivery of the data elements. In the presentation, the school heads shall invite the SDO representative, District Supervisor, School Planning Team (SPT), Teachers,

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Guidance Counsellors, School Governing Council (SGC), GPTA Officers, Barangay Officials, Stakeholders, Government Officials, etc. who has direct control to resolve the issues/ concerns/ gaps/ problems of the schools. The participants shall then act by providing possible solutions/ recommendations to the issues/ concerns/ gaps/ problems reflected in the presentation of the school. The possible solutions provided by the participants shall then be monitored and tracked on the quarterly presentation of the SMEA.

5. The Key Results Areas (KRAs) and its corresponding Key Performance Indicators (KPIs) shall be presented quarterly in the SMEA, to wit :

KPI	KRA1 : ACCESS	Quarter			
		Q1	Q2	Q3	Q4
1	Enrolment by Gender	✓	✓	✓	✓
2	Nutritional Status	✓	✓	✓	✓
3	Total No. of Dropouts	✓	✓	✓	✓
4	Total No. of Completers	✓			
5	Total No. of Graduates	✓			
6	Failure Rate (Elementary and JHS)	✓	✓	✓	✓
7	Retention Rate		✓		
8	Repetition Rate		✓		
9	No. of Contact Days Used	✓	✓	✓	✓
10	Type of Ailments	✓	✓	✓	✓
11	Children Not in School			✓	
12	Reasons for not attending school in the current SY			✓	
13	Number of Learners (Other Data)			✓	
14	Attendance		✓		
15	Absences of Learners and Recipients of Pantawid Pamilya	✓	✓	✓	✓
16	Number of Learners who are frequently absent according to Reasons				✓
17	Number of Enrolees in the Alternative Learning Systems				✓
18	Number of Enrolees in the Special Curricular Program – Elementary			✓	
19	Number of Enrolees in the Special Curricular Program – JHS			✓	
20	Number of Enrolees in the Senior High School			✓	
21	Failure Rate (SHS Specialized Subjects)	✓	✓	✓	✓
<b>KRA 2 : QUALITY</b>		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
1	Literacy level (Filipino and English)	✓		✓	
2	Promotion Rate		✓		
3	Mean Percentage Score (MPS) Quarterly Exam – All Subjects	✓		✓	✓
4	Pre-Test and Post-Test Exam –All Subjects	✓	✓		
5	Quarterly GPA –All Subjects	✓		✓	✓
6	National Achievement MPS				✓
<b>KRA 3 : GOVERNANCE</b>		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
1	No. of Classrooms		✓		
2	No. of Comfort Rooms		✓		
3	No. of Armchairs		✓		
4	No. of Monoblock Chairs		✓		





5	No. of Learner's Tables and Chairs		✓		
6	No. of Teacher's Tables and Chairs		✓		
7	No. of Functional Library			✓	
8	No. of Science Laboratories			✓	
9	No of TLE Laboratories for Different Specializations			✓	
10	No. of ICT Laboratories for Classroom Instruction			✓	
11	No. of Teachers with IPCR Performance			✓	
12	No. of Textbooks per Subject Areas		✓		
13	Funding Sources		✓		
14	Awards and Recognitions	✓			
15	Stakeholders Support to Education	✓	✓	✓	✓
16	Learner-Teacher Ratio		✓	✓	
17	Learner-Classroom Ratio		✓		
18	Learner-Toilet Ratio		✓		
19	Learner – Toilet Bowl Ratio		✓		
20	Teacher's Professional Development		✓		✓
21	Rooms for Ancillary Services/ Others		✓		
22	Instructional Supervision	✓	✓	✓	✓
23	School Heads Professional Development	✓	✓	✓	✓
24	Water, Sanitation and Hygiene(WASH ) Facilities			✓	
25	Internet Connectivity			✓	
26	Electrical Supply		✓		

#### Summary of KPIs for SMEA Reporting

Key Result Areas (KRAs)	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<b>ACCESS</b>	10	11	14	10
<b>QUALITY</b>	4	2	3	3
<b>GOVERNANCE</b>	4	18	11	4
<b>TOTAL</b>	<b>18</b>	<b>31</b>	<b>28</b>	<b>17</b>

6. The softcopy of the different KPIs in the SMEA for every quarter of CY 2020 can be downloaded through the Division's FB Page (DepEd, Surigao City Division) and in the SMEA chatgroup of the Division.

7. The following may be adapted during the SMEA presentation in schools and in the district level :

- I. Opening Program
- II. In-depth Analysis of KPIs
  - In-depth analysis of KPIs – Access, Quality and Governance
  - Implementation Status of the PPAs and School Banner Projects
  - Implementation Issues elevated to Higher Management ( Qualitative Information)
  - Agenda affecting program design, policy standard, system and TA needed
  - Suggestions / Recommendations on provision of access, quality and governance



III. Discussion / Interpellation

- Lead Discussant as Facilitator
- Interpellation by School Planning Team (SPT) in SMEA

IV. Synthesis

- Highlighting the TA needs to be assessed
- Policy Directions

V. Next Steps and Agreement (Plan Adjustment)

8. The role of the persons involved in the conduct of SMEA are as follows:

ACTIVITY	DESCRIPTION	PERSONS IN-CHARGE
Opening	Presentation of Objectives, Activity Flow and Roll Call of Attendance	EMCEE & Opening Speaker
Presentation	School Head presents the operational concerns consolidated in SMEA	School Head or School Planning Team
Discussion of Presentation	Discussion leader pose questions to the presenter to clarify essential points every after presentation	Discussion Leader
Synthesis of Discussion	A synthesizer listens to all presentations and discussions and gives the summary of the points. The synthesizer list down all the ISSUES/ CONCERNS on which decisions need to be made.	School Synthesizer and Documenter
Agreement	The School Head discusses the issues listed and leads the group in coming up with agreements on program adjustments and TA Needs	School Head

9. At the District Level, the presentation of Key Performance Indicators (KPIs) based on access, quality and governance, shall be done by segments for *comparative analysis* on select KPIs in CY 2019 to CY 2020.
10. It has to be noted however, that due to our current situation and in our effort to eliminate COVID-19 infection, *the conduct of the SMEA at the District Level can be done through video-conferencing*. The PSDS, being the Discussion leader at the District Level, shall set the date and time of the conduct of the video teleconference. *The SEPS of the SMME-SGOD should be informed of the schedule and should also be part of the video teleconference for the needed TA.*
11. For easy tracking of the KPIs that need to be improved, *gaps should be quantified and learners and hindering factors should be identified*. These should be part of the report, though names of the learners can be withheld during the presentation.





12. As plotted by the CID Chief, the following are the consolidators of the ten (10) DisMEA reports per quarter, to wit :

Quarter	Districts	PSDSs
First	I IV VI	Mr. Marcelino D. Borja Atty. Salvador V. Acedilla Dr. Angeline R. Villasor
Second	IX VIII	Dr. Thelma T. Tolentino Mr. Zosimo H. Lopez, Jr.
Third	III VII	Mrs. Claire Eloise V. Ortega Dr. Sammy D. Altres
Fourth	II V X	Dr. Inday Robbie A. Cubillan Dr. Vonn B. Fabello Mr. Alejandro O. Ignalig

Consolidated DisMEA reports shall be prepared by the assigned consolidators in **Excel Format** (containing all the tables of the KPIs to be reported for the quarter) and **Powerpoint Format** (with simplified tables and comparative analysis) for presentation purposes. The School Management Monitoring and Evaluation (SMME) section of the SGOD shall be *provided copies of these reports prior to the division level presentation.*

13. Presentation at the **Division Level** of the consolidated DisMEA shall be done together with the presentation of the consolidated DMEA reports of the three (3) functional divisions of the Division Office on the following dates:

Quarter	Date and Venue	Presenter/s
First	April 27, 2020 3 <sup>rd</sup> Flr. SDO Function Hall	<u>Consolidated DisMEA</u> Assigned PSDSs consolidators  <u>DMEA</u> CID - Chief SGOD - Chief OSDS - AO V
Second	July 6, 2020 3 <sup>rd</sup> Flr. SDO Function Hall	
Third	October 19, 2020 3 <sup>rd</sup> Flr. SDO Function Hall	
Fourth	January 18, 2021 3 <sup>rd</sup> Flr. SDO Function Hall	



14. Presentation at the Regional Level of the consolidated DisMEA and DMEA shall be done during the quarterly conduct of *Pag-Inambitay og Pagtinabangay Alang sa Paglambo sa EDUKALIDAD (Interfacing of RO and SDOs)* which are scheduled as follows (with reference to RM no. 169, s. 2020 dated March 17, 2020) :



Quarter	Cluster	Venue	DMEA	SMEA/CDTAP
First	Maka-tao	R-NEAP	May 6, 2020	May 7, 2020
Second	Makakalikahan	CLMD Office	July 22, 2020	July 23, 2020
Third	Maka-tao	R-NEAP	October 28, 2020	October 29, 2020
Fourth	Makabansa	R-NEAP	January 27, 2021	January 29, 2021

The chief of the Curriculum Implementation Division will be the presenter of the SMEA (consolidated DisMEA) and CDTAP accomplishment report while the chief of the Schools Governance and Operations Division will be the presenter of the quarterly DMEA report of the SDO.

15. All other queries pertaining to the conduct of SMEA can be coursed through the SMME section or the SMEA Messenger chatgroup.
16. Wide dissemination and compliance of this memorandum is enjoined.

  
**KAREN L. GALANIDA, PhD, CESO VI**   
 Schools Division Superintendent

References:

RM no. 220.s. 2018, RM no. 134 s. 2019 and RM no. 169, s. 2020

To be indicated in the Perpetual Index under the following subjects:

SMEA/ DisMEA

MONITORING AND EVALUATION

POLICY

KPIs

jjj 03.18.2020

