



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY
Surigao City

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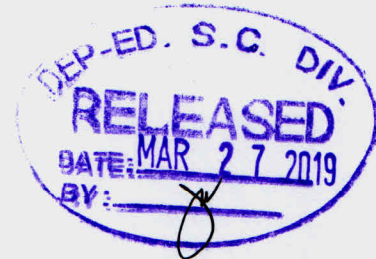
March 27, 2019

DIVISION MEMORANDUM

No. 91 s. 2019

**CONDUCT OF SCHOOL MONITORING, EVALUATION
AND ADJUSTMENTS (SMEA), CY 2019**

To : Assistant Schools Division Superintendent
Chief- SGOD
Chief – CID
Public Schools District Supervisors
School Heads
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) for CY 2019. 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 in CY 2019. 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, Guidance Counselors, 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 :

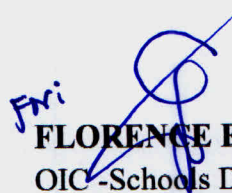
KPI	KRA1 : ACCESS	Quarter			
		Q1	Q2	Q3	Q4
1	Enrolment by Gender	✓	✓	✓	✓
2	Nutritional Status	✓	✓	✓	✓
3	Total No. of Dropouts	✓	✓	✓	✓
4	Total No. of Completers	✓			
5	Total No. of Graduates	✓			
6	Failure Rate (Elementary and JHS)	✓	✓	✓	✓
7	Retention Rate		✓		
8	Repetition Rate		✓		
9	No. of Contact 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 Enrollees in the Alternative Learning Systems				✓
18	Number of Enrollees in the Special Curricular Program – Elementary			✓	
19	Number of Enrollees in the Special Curricular Program – JHS			✓	
20	Number of Enrollees in the Senior High School			✓	
21	Failure Rate (SHS Specialized Subjects)	✓	✓	✓	✓
	KRA 2 : QUALITY	Q1	Q2	Q3	Q4
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				✓
	KRA 3 : GOVERNANCE	Q1	Q2	Q3	Q4
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
ACCESS	10	11	14	10
QUALITY	4	2	3	3
GOVERNANCE	4	18	11	4
TOTAL	14	31	28	17

6. The softcopy of the different KPIs in the SMEA for the first quarter of CY 2019 can be downloaded through the Division’s FB Page (DepEd, Surigao City Division).
7. The District Consolidators for this quarter are Mrs. Maridel E. Edera, PSDS of District V and Dr. Inday Robbie A. Cubillan, PSDS of District III who will then present the consolidated SMEA report on April 15, 2019 at the 3rd Flr. SDO Function Hall, SDO Building, Surigao City.
8. Queries related to the SMEA templates can be coursed through the SMM&E section of SGOD. Hardcopies of the Consolidated SMEA report (Powerpoint and Excel format) and the Consolidated Report per District shall also be submitted to the aforesaid section.
9. Immediate dissemination of this memorandum is desired.


FLORENCE E. ALMADEN, CESE
 OIC-Schools Division Superintendent

Inc. : None

Reference : RM no. 134 s. 2019

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

SMEA MONITORING AND EVALUATION KPI KRA
 Allotment : 2,3,4

JRJ: 03272019