



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

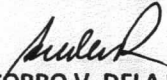


LEASED

DIVISION MEMORANDUM
NO. 248 s. 2019

DepEd, Division of Catanduanes
RECORDS SECTION
Date: AUG 02 2019
Time: 4:30 PM
Initial/Signature: [Signature]

To : Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
SDO Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

From : 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Subject : **QUARTERLY SCHOOL /DISTRICT/DIVISION MONITORING, EVALUATION AND
ADJUSTMENT FOR CY 2019
(SMEA, DsMEA, DMEA)**

Date : August 2, 2019

1. This is to inform the field that this Office shall conduct the **2019 Quarterly School, District, and Division Monitoring, Evaluation, and Adjustment (SMEA/ DsMEA/ DMEA)** in response to Regional Memorandum No.18, s. 2019, re: CY 2019 Quarterly RMEA in ROV.
2. The main objective of MEA is to ensure **ADJUSTMENT, ENHANCEMENT, and IMPROVEMENTS** that will lead towards the attainment of **OBJECTIVES**.
3. The Schedule of the 3rd Quarter MEA activities are as follows:

School MEA – September 11 – 12, 2019
District MEA – September 18 – 19, 2019
Division MEA – September 24 – 25, 2019
Inter – SDO Validation – to be validated by
MASBATE CITY DIVISION – October 1 -2, 2019
Regional MEA – October 8 – 9, 2019

4. For the effective implementation of SMEA, DsMEA, and DMEA activities in the schools, district, division offices, please see Enclosures below:

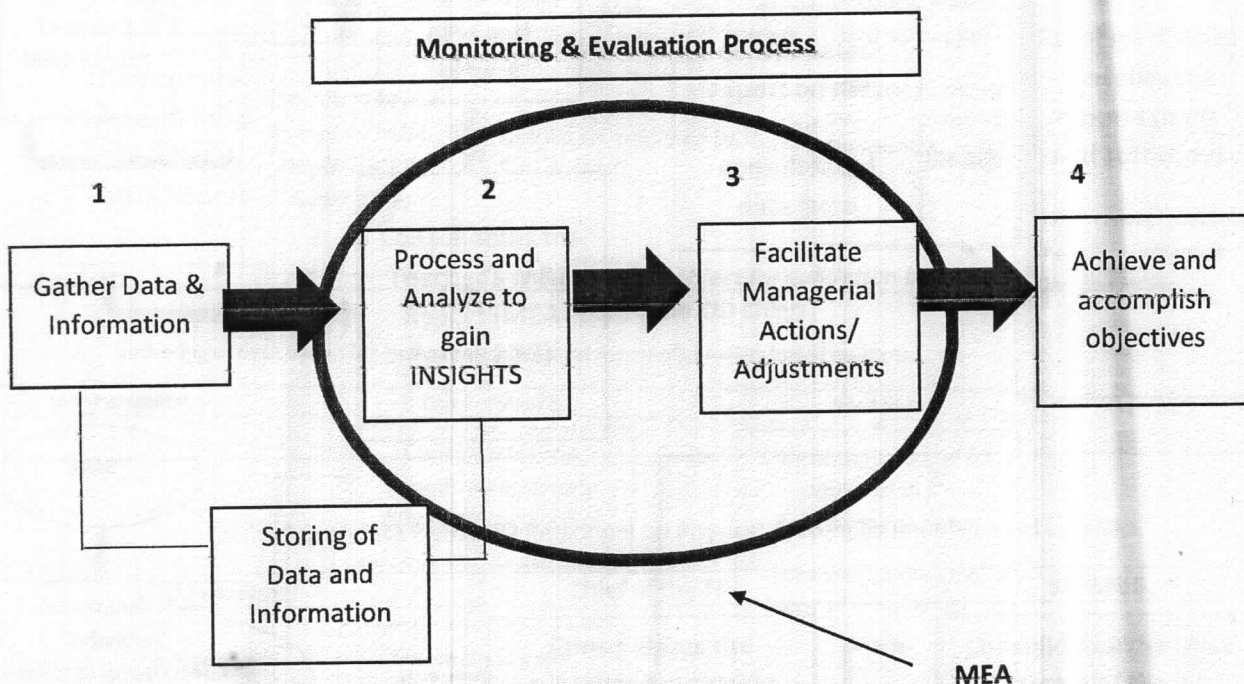
Enclosure No. 01 – Guidelines in the conduct of the School/ District/ Division Monitoring, Evaluation, and Adjustment (SMEA, DsMEA, DMEA)
Enclosure No. 02 – KPIs to be presented for the 3rd Quarter MEA
Enclosure No. 03 – Activity Flow of the Actual MEA

5. For information, guidance and **strict compliance** of all concerned.

**GUIDELINES IN THE CONDUCT OF THE
SCHOOL/ DISTRICT/ DIVISION MONITORING, EVALUATION, AND ADJUSTMENT
(SMEA/ DsMEA/ DMEA)**

1. OVERVIEW

To ensure that quality in the delivery of basic education services and implementation of program and projects is attained, the division shall conduct a quarterly assessment of performance of the school and division using the MEA technology. The MEA activity follows a set of systematic procedures as shown below:



The monitoring Evaluation and Adjustment (MEA) Technology is used as:

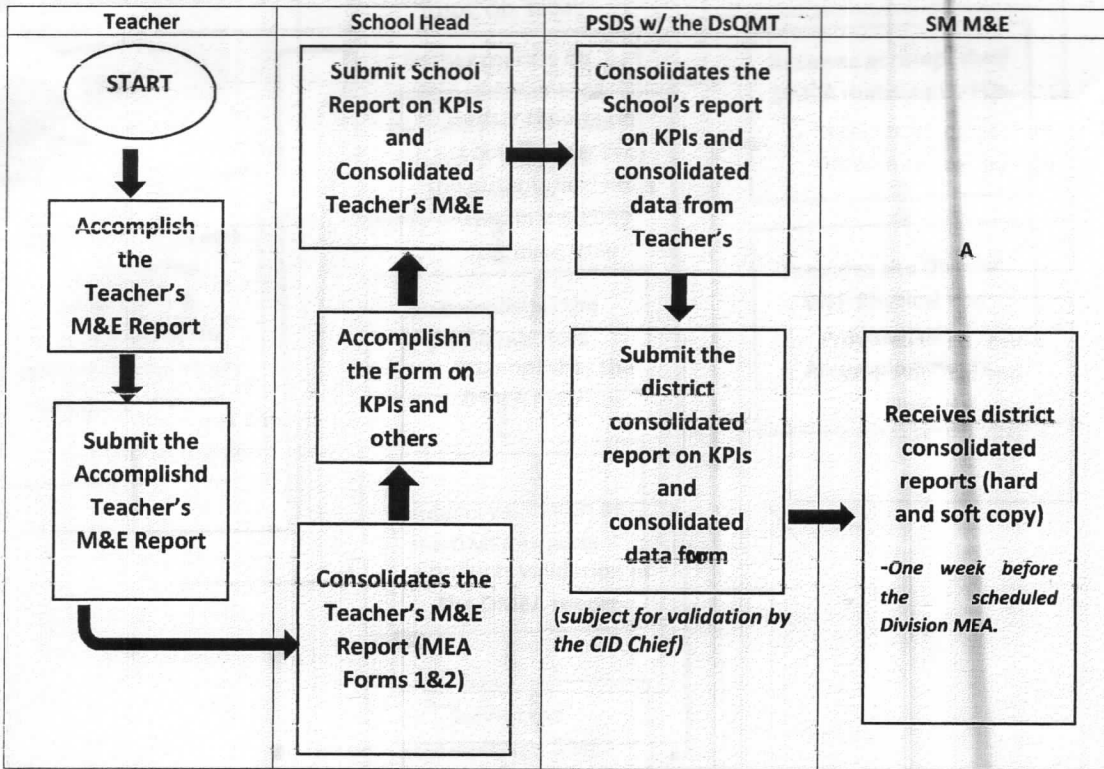
- a) For SDO:
 - TA and feedback and enhancement mechanism to ensure that technical support to schools are relevant, timely and working; and
 - Document significant gains, stories, or best practices
- b) For Schools:
 - Feedback and enhancement mechanism to ensure the effectiveness of the teaching and learning process; and
 - Ensure the holistic response to problems affecting teaching and learning process

2. STEPS IN THE CONDUCT OF MEA ACTIVITY:

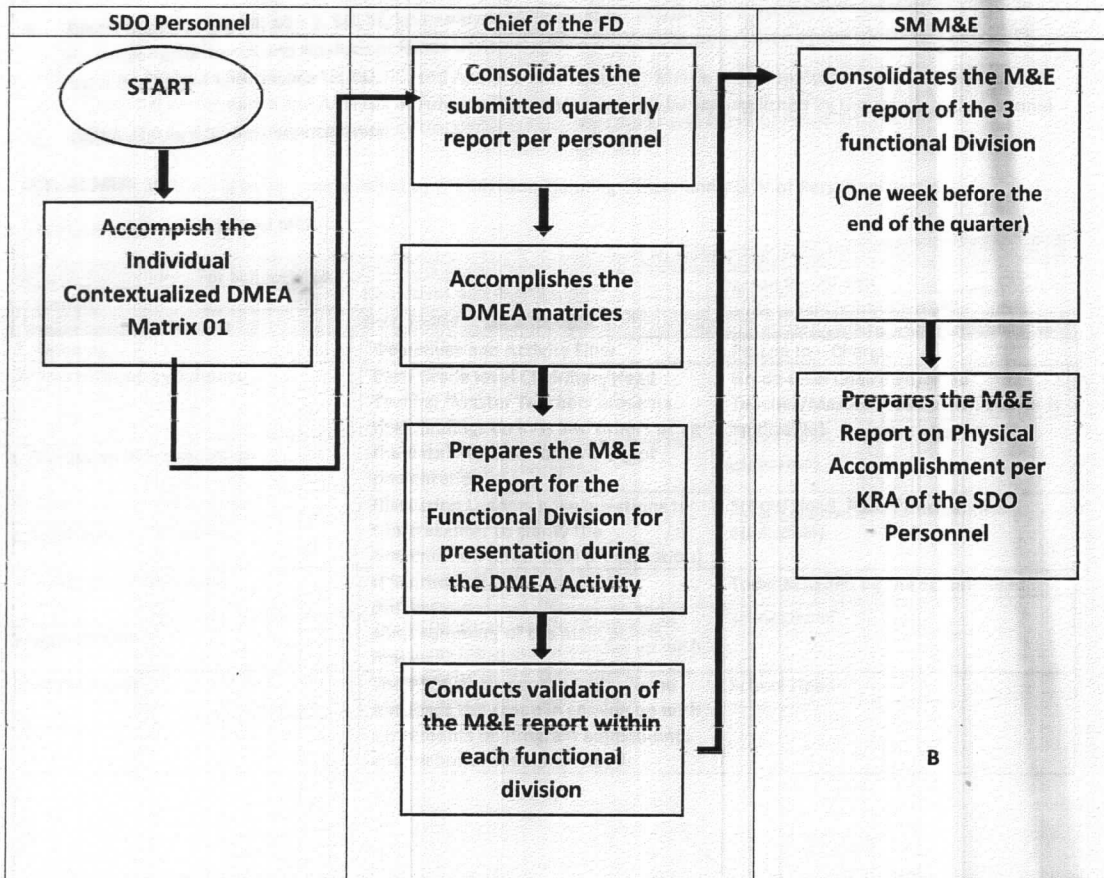
A. PRE – MEA ACTIVITY

To facilitate the preparation of the M & E reports, this Office advises **ALL CONCERNED PERSONNEL** to follow the deployment charts below:

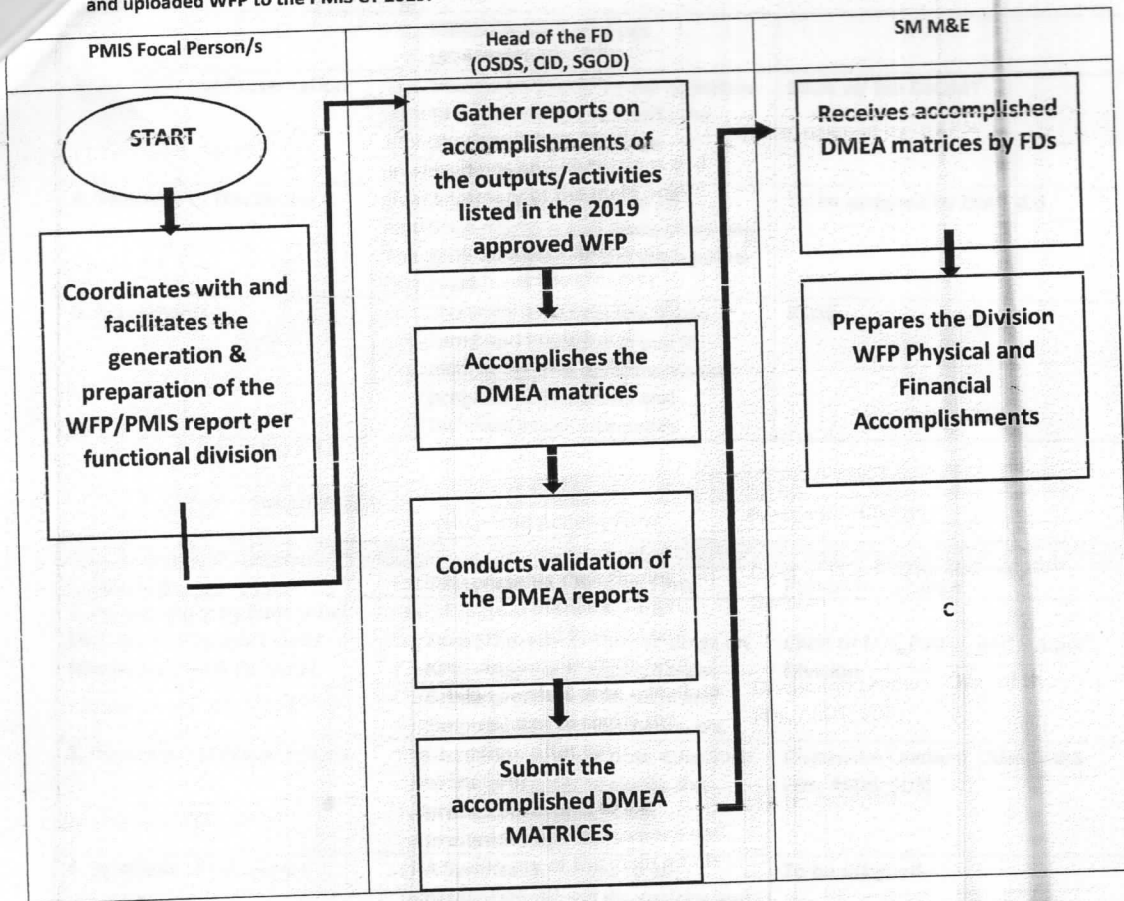
1. Gathering of Data and Information from Schools using the data for every quarter.



2. Gathering of data from SDO Personnel on Physical Accomplishments based on KRAs.



Gathering of data from the PMIS Focal Person/s on Physical and Financial Accomplishments based on the approved and uploaded WFP to the PMIS CY 2019.



4. DMEA Matrices 5A, 5B, 5C – 2, 5D, 5E, and Analysis of Findings for Matrix – E (Graphical Presentation of Status of Financial Performance and Analysis of Funds Utilization Rate) are to be accomplished by the concerned personnel from the Budget and Finance Units.

5. DMEA Matrix 6 is to be accomplished by the Division Planning Officer and AO IV of Personnel Section.

B. ACTUAL MEA

➤ For School MEA

MEA DESIGN		
	Objectives and Activity Flow	Person In – Charge
1. Opening		
2. Presentation by Schools	Each Grade level Chairman/Head Teacher/Master Teachers presents their findings on KPIs and others using the data on SMEA Forms 1-8 (ppt presentation)	Grade level Chairman/Head Teacher/Master Teacher (whichever is applicable)
3. Discussion of Presentation	Discussion Leaders pose questions to the presenter to clarify the presentation (after each presentation)	School Head, Asst. Principal (if applicable)
4. Synthesis of Discussion	A Synthesizer listens to all presentations and discussions and gives summary of the main points made.	To be assigned by the School Head
5. Agreements	The PSDS discusses the issues listed and leads the group in coming up with agreements on program adjustments and technical assistance needs	School Head

➤ For District MEA

MEA DESIGN		
	Objectives and Activity Flow	Person In – Charge
1. Opening		
2. Presentation by Schools	Each School Head presents their	School Head w/ the School M&E

	SMEA Forms 1 – 8 (ppt presentation)	
3. Discussion of Presentation	Discussion Leaders pose questions to the presenter to clarify the presentation (after each presentation)	PSDS w/ the DsQMT
4. Synthesis of Discussion	A Synthesizer listens to all presentations and discussions and gives summary of the main points made.	To be assigned by the PSDS
5. Agreements	The PSDS discusses the issues listed and leads the group in coming up with agreements on program adjustments and technical assistance needs	PSDS

➤ For SDO MEA

MEA DESIGN		
1. Opening	Objectives and Activity Flow	Person In – Charge
2. Presentation by Functional Division and Support Units (Personnel/PO & Finance)	Each FD presents their findings on KPIs, Progress Markers, Target Group profile and Physical and Financial Accomplishments, etc	Chief of FDs, PSDSs, and Support Division
3. Discussion of Presentations	Discussion Leaders pose questions to the presenter to clarify the presentation (after each presentation)	Discussion Leaders(Chief of the FDs, ASDS, SDS)
4. Synthesis of Discussion	A Synthesizer listens to all presentations and discussions and gives summary of the main points made.	To be assigned
5. Agreements	The SDS discusses the issues listed and leads the group in coming up with agreements on program adjustments and technical assistance needs	Schools Division Superintendent Asst. Schools Division Superintendent

B. POST MEA

- Status Report (Issues and Concers, TA Needs per level of governance)
- Plan Adjustment
- Technical Assistance Plan
- Recommendations for policy formulation/customization

II. COMPOSITION OF PARTICIPANTS IN THE REGULAR MEA ACTIVITY

- SCHOOL MEA** - School Head, School M&E Coordinators and all Teachers
Discussion Leader: School Head
- DISTRICT MEA (no proxy allowed)** - All School Heads and School M&E Coordinators
Discussion Leaders: Public School District Supervisor
Assigned Education Program Supervisor
- DIVISION MEA (no proxy allowed)**
Presenters: PSDSs & Assigned EPS in the District
Chief of CID, SGOD, & OSDS
Representative
Section/Unit Heads of Personnel and Finance Section
All Education Program Supervisors
Unit/Section Heads
TWG
Discussion Leaders: SDS, ASDS, & Chief of FDs

**KPIs TO BE PRESENTED FOR THE 3RD QUARTER MEA
(July to September, 2019)**

3 RD Quarter July to September 2019	<p>ACCESS:</p> <ul style="list-style-type: none"> • Enrolment • No. of Drop-outs • No. of SARDO/PARDO • No. of SW and Wasted <p>QUALITY:</p> <ul style="list-style-type: none"> • No. of Learners w/ Failing Grades • No. of Non-Numerates • No. of Non Readers • 1st Quarter PT Results <p>GOVERNANCE:</p> <ul style="list-style-type: none"> • SBM Level of Practice • Liquidation of MOOE • SIP/AIP Physical and Financial Accomplishments • Private Schools & Non – DepEd Schools (SHS) w/ & w/out Authority to Operate (SY 2019 – 2020) • (For SDO personnel refer to DMEA Forms (KRA/PPAs/OPCRF/IPCRF/AIP) • No. of AR/ ATC 	SMEA September 11-12, 2019	DsMEA September 18-19, 2019	DMEA September 24-25, 2019 Inter-SDO Validation to be by Masbate City Division October 1- 2, 2019	RMEA October 8-9, 2019

ACTIVITY FLOW OF ACTUAL MEA

The conduct of Actual MEA shall follow the activity flow below:

- a) Opening Program (15 minutes)
- b) Overview of the MEA activity (10 min.)
- c) MEA Proper
 1. Presentation by Functional Division (Chief & PSDS for CID)
15-20 minutes, using the MEA templates
 - > Summary of Physical and Financial Accomplishment (Matrix 01)
 - > Status of Physical Accomplishments (Matrix 02-E1)
 - > Status of Identified Unaccomplished Outputs (PPAs) (Matrix 03-A)
 - > Value Added Contributions (Matrix 04-A)
 - > Analysis and Findings on Quantitative Information for the
Quarter/Cumulative (Matrix 07 – A)
 - > Issues, Concerns, Recommendations/Proposed Solutions (Matrix 08-A)
 - > Lessons Learned (Matrix 09-A)
 - > Recommendations for Adjustment
 - > Personnel Requirement and Deployment
 - > Fund Utilization
 - > Recommendation for Plan Adjustment
 2. Interface/Discussion c/o Discussion Leaders (15 min. – to be done after each presentation)
 3. Synthesis (5 minutes)
 4. Agreements (5 minutes)
 6. Summary of Synthesis (15 minutes) to be facilitated by the M&E Coordinator
- d) Top Management Response
- e) Closing Program

Teacher's M&E Report

Name: _____ School: _____ Advisory Class: _____ Quarter: _____ Calendar Year: _____

1. Curriculum Coverage

Subjects Handled	Number of Competencies		%
	To Cover (Target)	Covered (Actual)	

Issues/Challenges/Concerns:

Interventions/Actions Taken:

Proposed Recommendations to Address Issues:

2. Learner Achievement in Quarterly Test

Classes Handled	Mean Percentage Score (MPS)		% Gain or Loss
	Previous	Current	
AVERAGE			

Issues/Challenges/Concerns:

Interventions/Actions Taken:

Proposed Recommendations to Address Issues:

3. Failures

Classes Handled	No. of Learners	No. of Learners with Failing Grades	%
TOTAL			

Issues/Challenges/Concerns:

Interventions/Actions Taken:

Proposed Recommendations to Address Issues:

4. Learning Resources

Subjects Handled	Curriculum Guide		Teacher's Guide		
	Is it available?	YES	NO	YES	NO

5. Textbook/ Learning Guide (LG)

Classes Handled (Section-Subject)	No. of Students/ Class	No. of Available Text-book / Learning Guides

6. Instruction. Please list down teaching strategies (for specific topics) worth sharing.

Proposed Recommendations to Address Issues:

Teacher's M&E Report

Name: _____ School: _____ Advisory Class: _____ Quarter: _____ Calendar Year: _____

CLASSROOM MANAGEMENT

1. Percent of Monthly Attendance

Yearly Enrollment	Ave. Monthly Attendance		
	1	2	3

2. On Tardiness and Cutting Classes

Classes Handled	Number of Learners who always cut classes					
	Month			Month		
	1	2	3	1	2	3
TOTAL						

Common Reasons for Absences: _____

Interventions/Actions Taken: _____

Common Reasons for Cutting Classes: _____

Interventions/Actions Taken: _____

Common Reasons for Tardiness: _____

Interventions/Actions Taken: _____

Unresolved Issues and Concerns: _____

Recommendations to Address Unresolved Issues/Concerns: _____

3. Nutritional Status

No. of Learners classified as WASTED and SEVERELY WASTED At the end of the Quarter	No. of Learners classified as In the Baseline Data	%

Interventions/Actions Taken: _____

4. Self-Ratings using Quality Management Appraisal Forms

	AVE.	DESCRIPTION
Record Management		
Classroom Management -Classroom Practices		
Classroom Management: Ensuring and Maintaining Clean, Conductive, Secure, and Energy-Saving Learning Environment		

PROFESSIONAL DEVELOPMENT

1. Individual Plan for Professional Development (IPPD) Accomplishments

Total No. of IPPD Outputs (TARGET)	No. of IPPD Outputs Accomplished (ACTUAL)	%

2. Other Capability Building Programs

No. of CB programs attended not included in IPPD

SPECIAL ASSIGNMENTS

1. Co-Curricular and Community-Related

CATEGORIES	ROLES
Number of Co-Curricular Engagement	
Number of Community Activities Participated	

2. Alternative Delivery Mode System (MISOSA, Open High School, e-IMPACT, EASE)

Program/Project	No. of Outputs		%
	Quarterly TARGET	Accomplished	

3. Other Programs (DORP, ECARP, and others)

Program/Project	No. of Outputs		%
	Quarterly TARGET	Accomplished	

4. Ancillary Services (Canteen, Guidance, Library, Clinic, School Records, ICT, etc.)

Program/Project	No. of Outputs		%
	Quarterly TARGET	Accomplished	