
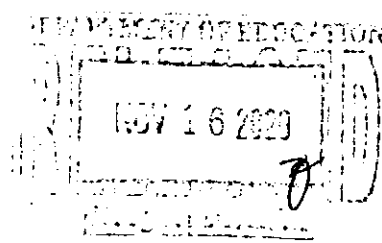
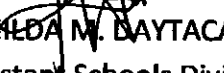
	<p>Republic of the Philippines  <b>Department of Education</b>          Cordillera Administrative Region  <b>SCHOOLS DIVISION OF BENGUET</b>          Wangal, La Trinidad, Benguet          Telefax: (074) 422-6570; (074) 422- 7501</p>	
<b>DIVISION MEMORANDUM No. 235 s. 2020</b>		

**TO:** Office of the Schools Division Superintendent  
 Curriculum Implementation Division  
 School Governance and Operations Division  
 Public Schools District Supervisors  
 School Heads, Public Elementary & Secondary Schools  
 All Others Concerned



**FROM:**   
 BEMILDA M. DAYTACA, EdD, CESO VI  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent

**SUBJECT:** DISTRICT and SCHOOL MONITORING, EVALUATION & ADJUSTMENT

**DATE:** November 10, 2020

1. Section 3 (f) of Republic Act No. 9155 otherwise known as The Basic Education Act of 2001 provides that the State shall encourage local initiatives for the improvement of the schools and learning centers and to provide means by which these improvements may be achieved and sustained;
2. The District Monitoring, Evaluation and Adjustment (DsMEA) and School Monitoring, Evaluation and Adjustment (SMEA) is a mechanism contextualized for DepEd Benguet in an effort to establish a systematic and continuous gathering, processing, interpreting, analyzing and storing data for informed management decisions geared toward achieving and sustaining the improvements in schools;
3. The following enclosures are herein provided for reference and guidance of all concerned, to wit:
  - a. Annex 1- Mechanics for the Conduct of MEA;
  - b. Annex 2- Composition of Division MEA task force;
  - c. Annex 3- Suggested MEA forms
  - d. Annex 4- SMEA and DsMEA Process Flow Details
4. Wide dissemination of this memorandum is desired.

## ANNEX 1

### MECHANICS FOR THE CONDUCT OF SCHOOL MONITORING, EVALUATION & ADJUSTMENT (SMEA)

1. The MEA in schools shall be conducted every quarter of calendar year 2020, and beyond;
2. The school community shall review program implementation (e.g. AIP), gather data and conduct self-assessment. The School Monitoring, Evaluation and Adjustment Team (SMET) headed by the school head shall organize the data for the SMEA presentation;
3. Please refer to Annex 1.1 for the scoping of SMEA indicators per quarter, for the SMEA presentation;
4. The school head may invite SDO representative, district supervisor, school planning team (SPT), teachers, guidance counselors, school governing council representatives, GPTA officers, Barangay officials, government officials, private partners, and other individuals who may have direct control to resolve the issues/concerns/gaps/problems of the school;
5. The school head shall present the Key Result Areas (KRAs) on ACCESS, QUALITY and GOVERNANCE with the corresponding Key Performance Indicators (KPIs) in graphical, tabular and textual power point presentation for easy understanding in the delivery of the data element;
6. The participants may interact afterwards, to inquire, clarify or better yet offer possible solutions and recommendations to the issues, concerns, gaps or problems. The entire discussion shall be recorded and put in the minutes by the assigned documenter/s.
7. The possible solutions provided by the participants shall be monitored and tracked on the quarterly presentation of the SMEA;
8. After the presentation, the school shall submit the data to the district office. The district SMET headed by the PSDS shall organize the conduct of DsSMEA and submit SMEA consolidated report to the SDO. Below is the schedule of key SMEA activities for the school year:

Quarter	Period Covered (Regular SY)	SMEA presentation to School stakeholders	Submission of SMEA Report to the PSDS by the SH	Submission of Consolidated SMEA Report to the SDO by the PSDS
1 <sup>st</sup> Quarter	January-March *Oct. 5-Nov. 28 2020	The week after the end of academic quarter	On or before 2 <sup>nd</sup> Friday after the end of academic quarter	On or before 3 <sup>rd</sup> Friday after the end of academic quarter
2 <sup>nd</sup> Quarter	April-June *Dec. 1-Feb 6, 2021			
3 <sup>rd</sup> Quarter	July-September *Feb. 15-April 10, 2021			
4 <sup>th</sup> Quarter	October-December *April 12-June 5, 2021			

\*Revised school calendar for SY2020-2021

9. The District shall form a district SMEA task force headed by the PSDS in order to monitor the conduct of SMEA, accept and consolidate data, and submit consolidated SMEA data to the SDO;
10. The SDO through the DMEA team shall recognize performing schools, and districts, and identify schools for intensive monitoring and technical assistance.

## ANNEX 1.1

### SMEA INDICATORS

	KEY PERFORMANCE INDICATORS (KPIs)	QUARTER			
		Q1	Q2	Q3	Q4
	<b>KRA 1: ACCCESS</b>				
1	Enrolment by Gender	Q1	Q2	Q3	Q4
2	Nutritional Status	Q1	Q2	Q3	Q4
3	Total no. of Dropouts	Q1	Q2	Q3	Q4
4	Total no. of Completers	Q1			
5	Total no. of Graduates	Q1			
6	Failure Rate (Elementary and JHS)	Q1	Q2	Q3	Q4
7	Retention Rate		Q2		
8	Repetition Rate		Q2		
9	No. of Contact Days Used	Q1	Q2	Q3	Q4
10	Type of Ailments	Q1	Q2	Q3	Q4
11	Children not in school			Q3	
12	Reasons for not attending school in the current SY			Q3	
13	Absences of learners and recipients of 4Ps	Q1	Q2	Q3	Q4
14	Percentage of attendance	Q1	Q2	Q3	Q4
15	no. of learners who are frequently absent according to reasons				Q4
16	no. of enrollees in the ALS				Q4
17	no. of enrollees in the Special Curriculum Programs- Elementary			Q3	
18	no. of enrollees in the Special Curriculum Programs- JHS			Q3	
19	Number of enrollees in the SHS			Q3	
20	Failure Rate - SHS Specialized Subjects	Q1	Q2	Q3	Q4
	<b>KRA 2: QUALITY</b>				
1	Literacy level (Filipino and English)	Q1		Q3	
2	Promotion Rate		Q2		
3	Mean Percentage Score (MPS) Quarterly Exam-All Subjects	Q1			Q4
4	National Achievement MPS	Q1			Q4
5	Teacher's Professional Development		Q2		Q4
	<b>KRA 3: GOVERNANCE</b>				
1	No. of Classrooms		Q2		
2	No. of Comfort Rooms		Q2		
3	No. of Armchairs		Q2		
4	No. of Monoblock chairs		Q2		
5	No. of Learner's table		Q2		
6	No. of Teacher's tables and chairs		Q2		

7	No. of functional library			Q3	
8	No. of Science laboratories			Q3	
9	No. of TLE laboratories for different specializations			Q3	
10	No. of Teachers with IPCR Performance			Q3	
11	No. of textbooks per subject area		Q2		
12	Funding Sources		Q2		
13	Awards and Recognitions	Q1			
14	Stakeholders Support to Education	Q1	Q2	Q3	Q4
15	Leamer-Teacher Ratio		Q2	Q3	
16	Leamer-Classroom Ratio		Q2		
17	Leamer- Toilet bowl Ratio		Q2		
18	Rooms for Ancillary Services/others		Q2		
19	Instructional Supervision	Q1	Q2	Q3	Q4
20	School Heads Professional Development		Q2		Q4
21	Water, Sanitation and Hygiene (WASH facilities)			Q3	
22	Internet Connectivity			Q3	
23	Electrical Supply		Q2		

## ANNEX 2

### COMPOSITION OF THE DIVISION SMEA TASK FORCE

Chairperson	Benilda M. Daytaca, EdD, CESO VI
Co-Chairperson	Samuel T. Egsaen, EdD, OIC-OASDS
Asst. Chairperson	Lucio B. Alawas, CES-SGOD
Co-Asst. Chairperson	Rizalyn A. Guznian, EdD, CES-CID
Program Focal Person	Virginia V. Basatan, SEPS-SMME
Members	EPSs PSDSs Section Heads of the SDO-Benguet
Secretariat	Elmer R. Sagubo, EPSs II-SMME Wilma Atos

### Duties and Functions

1. Serve as discussant/s or resource person/s during the conduct of SMEA, whenever any member/s is/are invited by the school or district;
2. Monitor the conduct of SMEA activities in all schools;
3. Provide technical assistance to the school MEA team in the gathering and organization of data;
4. Provide technical assistance to the district MEA team in the analysis and consolidation of SMEA reports;
5. Lead in the orientation of districts and schools on the SMEA mechanism;
6. Conduct action research on the effects of SMEA to school performance;
7. Devise ways to improve the SMEA system as contextualize for more efficient and school-friendly M&E system implementation;
8. Recommend policy adjustments to the management/higher authority.

**ANNEX 3**

**CONTEXTUALIZED SMEA FORMS**

- 1. Main SMEA Template of the different KPIs, in excel form which can be downloaded thru

[Bit.ly/SMEAformsSDObenguet](http://Bit.ly/SMEAformsSDObenguet)

- 2. Suggested Form for the **Minutes of the SMEA Conference**

Date: \_\_\_\_\_ Venue: \_\_\_\_\_  
Time: \_\_\_\_\_ Minutes taken by: \_\_\_\_\_

Issues/Gaps/ Problems	BY	Discussions and agreements	Person Responsible	Deadline

\_\_\_\_\_  
Signature over Printed Name of  
Documenter

\_\_\_\_\_  
Signature over Printed Name of  
Documenter

NOTED:

\_\_\_\_\_  
Signature over Printed Name of the School Head

ANNEX 3.1

Form 3: SMEA CONFERENCE COMPLETION REPORT

<b>SCHOOL</b>			
<b>DATE OF PRESENTATION</b>			
<b>No. of Target Attendees</b>		<b>No. of actual Attendees</b>	
<b>Source of Funds, if any? How much?</b>		<b>Actual Amount Spent</b>	
<b>ISSUES/CONCERN</b>	<b>Type (external/internal)</b>	<b>Action Taken</b>	<b>Result/Remarks</b>
1.			
2.			
3.			
<b>General Comments/ Feedbacks</b>			
<b>Recommendation</b>			

Prepared by:

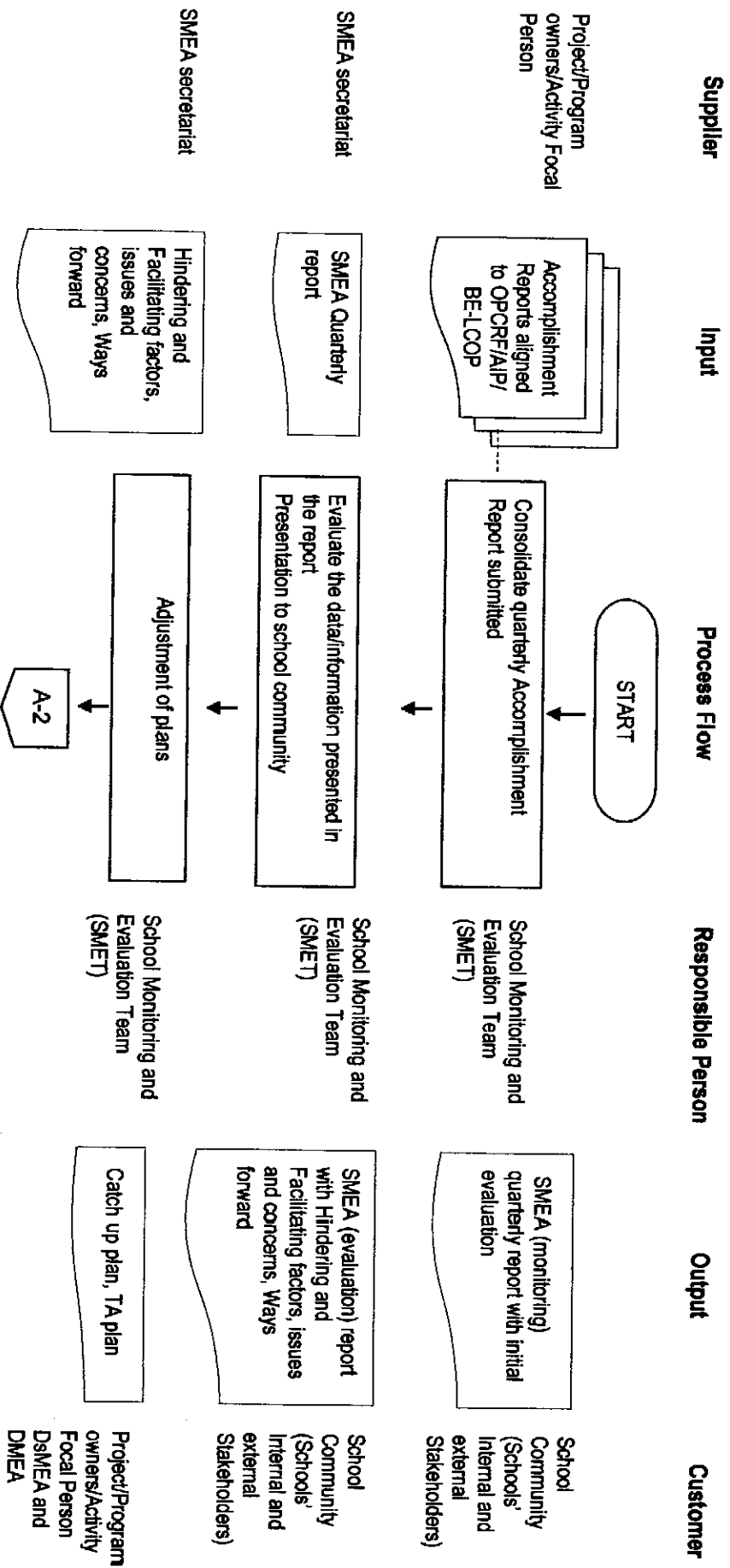
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Noted by:

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ANNEX 4

PROCESS FLOW DETAILS



A-2



