



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

February 26, 2021

DIVISION MEMORANDUM
 No. 153, s. 2021

**VIRTUAL ORIENTATION ON SCHOOL MONITORING, EVALUATION AND ADJUSTMENT
 (SMEA) AND DISTRICT MONITORING, EVALUATION & ADJUSTMENT (DisMEA)
 FOR CY 2021**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Public Schools District Supervisors
 SMM&E Personnel
 HRD Personnel
 Elementary & Junior/Senior High School Heads
 School M&E Coordinator
 All Others Concerned

1. Pursuant to Administrative Order No. 161, "Institutionalizing Quality Management System in Governance" amended through Executive Order No. 605, "Institutionalizing the Structure, Mechanisms and Standards to Implement Quality Management Program" and implementation of the Division Quarterly Monitoring, Evaluation & Adjustment (DMEA), this office will conduct a **Virtual Orientation on the Implementation of School Quarterly Monitoring, Evaluation & Adjustment (SMEA) and District Monitoring, Evaluation & Adjustment (DisMEA) for CY 2021 on March 4, 2021 (Thursday) via Google Meet: meet.google.com/mnj-jruq-gww.**
2. The objectives of the activity are as follows:
 - a. To orient the participants on the objectives and mechanisms of SMEA & DisMEA, and;
 - b. To set schedules on the conduct of SMEA & DisMEA per District Level.
3. Each school shall designate 1 (one) School Monitoring and Evaluation (M&E) coordinator to assist the School Head in the collection of data for the Quarterly SMEA.
4. The following are the schedules and participants of the said activity:

Date & Time	Participants	No.
	ASDS	1
	Division Chiefs	2
	SMM&E Personnel	1
	HRD Personnel (Cecile C. Uy)	1
	Division SMEA & DisMEA Team	12
	PSDSs (Digos South, Mt. Apo, Occidental)	6
	School Heads (Digos South, Mt. Apo, Occidental)	26
	School M&E Coordinator (Digos South, Mt. Apo, Occidental)	26
March 4, 2021 8:30am to 12:00noon	TOTAL	75



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Date & Time	Participants	No.
March 4, 2021 1:00pm to 4:30pm	ASDS	1
	Division Chiefs	2
	SMM&E Personnel	1
	Division SMEA & DisMEA Team	13
	HRD Personnel (Cecile C. Uy)	1
	PSDSs (Oriental & Secondary Schools)	4
	School Heads (Oriental & Secondary Schools)	20
	School M&E Coordinator (Oriental & Secondary Schools)	20
	TOTAL	51

5. This Office also informs the field on the composition of the Division SMEA & DisMEA Team who will participate and provide feedbacks during the Quarterly Presentation of SMEA & DisMEA per district. The members of the team are the following:

Team/District	Name	Position	Office
Team A (Occidental & Mt. Apo)	Neil D. Bongcayao	PSDS	CID
	Ely G. Cataluña	PSDS	CID
	Patrioso O. Penas	PSDS	CID
	Cherry Rossette E. Oliva	PSDS	CID
	Xavier S. Fuentes	SEPS	SGOD
	Eleser D. Mateo	EPS II	SGOD
	Cecile C. Uy	EPS II	SGOD
Team B (Oriental & South)	Ferna Renira T. Alde	PSDS	CID
	Mary Joy B. Fortun	PSDS	CID
	Jessica G. Lucero	PSDS	CID
	Helen A. Casimiro	PSDS	CID
	Airon Alejandro	PO III	SGOD
	Reyzen O. Monserate	PDO II	SGOD
	Jose Israel M. Maravilles	PDO I	SGOD
Team C (Secondary Schools)	Clarence S. Pillerin	PSDS	CID
	Ida I. Juezan	PSDS	CID
	Ronald Dedace	SEPS	SGOD
	Peter Jason Senarillos	SEPS	SGOD
	Julie Anne N. Posadas	PDO I	SGOD

9. All participants are advised to register on this link <https://tinyurl.com/registerSMEAvirtualOrientation>. Deadline for registration is on March 2, 2021 (5:00PM).
10. Attached is the Program Matrix for the Orientation and School & District MEA Templates for CY 2021.
11. Immediate and wide dissemination of this Memorandum is desired.

Schools Division of Digos City
RECORDS SECTION

RELEASED
68529
DATE: 03 MAR 2021 TIME: 2:56 pm

BY: _____

CRISTY C. EPE
Schools Division Superintendent

Feb. 26, 2021

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Enclosure 1: Program Matrix

March 4, 2021 8:30am to 12:00noon

Time	Activity/Topic	Person Responsible	Output/Outcome
8:30 – 9:00 AM	Preliminaries Opening Remarks Message	HRD Sollie B. Oliver, JD, MATE Chief ES, SGOD Cristy C. Epe Schools Division Superintendent	Participants registered
9:00- 11:00 AM	The Objectives and Mechanisms of School Monitoring, Evaluation & Adjustment (SMEA) and District Monitoring, Evaluation & Adjustment (DisMEA)	Basilio P. Mana-ay, Jr., EdD Assistant Schools Division Superintendent	Fully understood the objectives and mechanisms of SMEA & DisMEA
11:00- 11:45 AM	Open Forum	Participants	Addressed the concerns of the participants
11:45 AM – 12:00 NN	Closing Program		

Time	Activity/Topic	Person Responsible	Output/Outcome
1:00 – 1:30 PM	Preliminaries Opening Remarks Message	HRD Sollie B. Oliver, JD, MATE Chief ES, SGOD Cristy C. Epe Schools Division Superintendent	Participants registered
1:30-3:30 PM	The Objectives and Mechanisms of School Monitoring, Evaluation & Adjustment (SMEA) and District Monitoring, Evaluation & Adjustment (DisMEA)	Basilio P. Mana-ay, Jr., EdD Assistant Schools Division Superintendent	Fully understood the objectives and mechanisms of SMEA & DisMEA
3:30-4:15 PM	Open Forum	Participants	Addressed the concerns of the participants
4:155 – 4:30 PM	Closing Program		

Emcee: Cecile C. Uy
EPS II - HRD



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School Monitoring, Evaluation and Adjustment (SMEA) Template 3

School: _____

District: _____

SMEATemplate 2 - Implementation Concerns, Issues, Gaps, & Problems (CIGPs) , Proposed Resolutions and Lessons Learned

	Concerns, Issues, Gaps, Problems (CIGPs)	Category (Technical, Institutional, Financial, Political, Infrastructure, Social, Gender, Environmental)	Proposed Resolutions/Commitment	Technical Assistance Needed
ACCESS				
QUALITY				
GOVERNANCE				
Prepared by:				
	School Head			
Approved:				
	PSDS			
Date Accomplished:				



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District Monitoring, Evaluation and Adjustment (DisMEA) Template 1

District: _____

Name of School	Success Indicator	Physical Accomplishment			Financial Accomplishment		
		Target	Actual	% of Accomplishment	Target	Actual	% of Accomplishment
	TOTAL			Mean Percentage:			Mean Percentage:
Prepared by:							
	School Head						
Noted:							
	CID Chief						
Date Accomplished:							



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District Monitoring, Evaluation and Adjustment (DisMEA) Template 2

District:

[illegible]