



September 21, 2016

Division Memorandum
 No. 51, s. 2016

**CONDUCT OF SCHOOL MONITORING EVALUATION
 AND ADJUSTMENT (SMEA), DISTRICT MONITORING EVALUATION AND ADJUSTMENT
 (DsMEA) AND DIVISION MONITORING EVALUATION AND ADJUSTMENT (DMEA)
 FOR THE 1ST QUARTER OF SY 2016-2017**

To: All School Heads – Public Elementary and Secondary Schools
 Division Functional Unit Heads
 Chief of Functional Divisions (Admin, SGOD & CID)
 All Education Program Supervisors, District Supervisors and Division
 Program Coordinators
 Senior Education Program Specialist, Education Program Specialist, Division
 Engineers, Planning Officers, Division Nurse Designate and Division Dentist
 Designate
 Administration, Cashier, Human Resource Officer, Supply, Accounting &
 Budget

1. In compliance with Regional Memorandum Unnumbered series of 2016 issuing guidelines of the conduct of SMEA, DsMEA and DMEA in tracking the status, progress, and results of plan implementation for the 1st Quarter of the school year (SIP-AIP work and financial accomplishments) and the first quarter of the calendar year 2016-2017 (DEDP-AIP work and financial accomplishments) guidelines were hereby issued.

2. The target dates and venue of the conduct of the 1st Quarter SMEA, DsMEA and DMEA will be as follows:

ACTIVITY	DATE	VENUE
SMEA	September 5-7, 2016	Schools
DsMEA	September 12-16, 2016	Schools
District Consolidation	September 19-23, 2016	Schools
DMEA	September 26-27, 2016	BODARE MPC Training Center DAR Compound, J.A. Clarin Street, Dao District, Tagb. City

3. DMEA activity aimed the following objectives:

1. Monitored and evaluated the status, progress and results of the implementation of the Organizational Plans and Programs in the schools;
2. Operational Units in the Division namely: SGOD, CID and sections under the Office of the Schools Division Superintendent (OSDS) gathered, analyzed and consolidated data for the 1st quarter performance on physical and financial accomplishments creating one Organizational Performance for the quarter;

3. Presented the consolidated report on Organizational Performance vis-à-vis Plan Implementation to identify issues and concerns;
4. Established qualitative information regarding application of lessons learned/promising practices and tracked initial gains on intermediate results on access and related indicators for the quarter;
5. Determined and identified solutions/resolutions to issues and concerns; and
6. Adjusted plans and direction for the next quarter.

4. Participants to the said DMEA activity are as follows:

No. of Pax	PERSONS INVOLVED
2	SDS & ASDS, OIC
11	SGOD
12	Education Supervisors (Curriculum and Development)
24	School Heads (Elementary & Secondary)
11	Program Coordinators (6-ALS, 3-Madrasah, 1-Library Hub & ICT)
6	Non- Teaching Group Representative (Admin, HR, Cash, Supply, Accounting & Budget)
3	Chiefs of Sections (AO V, CID Chief & SGOD Chief)
69	Total persons involved

Schools that opt to conduct their SMEA during weekends will be given a Compensatory Time Off (CTO) to each teacher and school head participant while those who opt to conduct during working/school days will be given an official time with the consideration that all classes will be taken care of and children safety will be ensured. Attached is the program matrix as Annex-1 for your referrals.

5. Teachers and personnel's involved in the consolidation of the District MEA and Division MEA will be given certificate of recognition for the extra services rendered in the exigency of the service.

6. Expenses relative to and in the conduct of **SMEA and DsMEA** will be chargeable to **School MOOE and PTA Funds** while **DMEA** expenses will be charge under the **Special Education Fund (SEF)** and related funds subject to its availability. Using of government funds requires every school head and teachers to follow the usual accounting and auditing rules and regulations to avoid discrepancy in the future.

5. Immediate dissemination and compliance of this memorandum is desired.


VIRGILIA C. ZAPANTA, Ph.D., CESO V
 Schools Division Superintendent

SGOD/Lem/DMEA
Annex - 1

MATRIX
1st Quarter 2016 Division Monitoring, Evaluation and Adjustments (DMEA)
September 26-27, 2016

Schedule	Day 1	Day 2
	September 26, 2016	September 27, 2016
8:00 – 12:00 AM	Report Preparation	Morning Praise Opening Preliminaries Presentation of Accomplishments: 1. SGOD 2. CID 3. Admin & Cash 4. ICT 5. Accounting & Budget By: Dr. Beatriz Luga Chief, SGOD DMEA Presenter
12:00 – 1:00 NN	LUNCH	LUNCH
1:00 PM– 1:30 PM	Opening Preliminaries Opening Prayer Singing of Hymns Message	Open Forum
1:30 PM – 2:00 PM	Rationale and Guidelines (Revisiting the Division Strategic Direction 2015) by: Liza Maquiling	Issues, Concerns & Recommendations By: Mr. Ariel Lagura, EPS
2:00 PM – 3:00 PM	Financial Status Reporting: 1. Utilization of GAA Funds for Special Programs and Projects 2. MOOE Utilization & Liquidation By: Michelle T. Sagara Division Accountant Report 3. Partial Budget Accountability Report (BARs) and Partial Quarterly Consolidation of monthly PARs and FARs By: Julie Ann Kristie Redillas Budget Officer Designate Presentation of DsMEA Report by Aurelia Clamonte, PSDS	Management Response By: Dr. Virginia C. Zapanta, CESO V Schools Div. Superintendent Dr. Marcelo K. Palispis OIC to the Office of the ASDS
3:00 PM – 4:30 PM	1. Consolidated Teachers M & E Report 2. Consolidated School Reports on Educational Resources 3. Consolidated School Reports on SIP-AIP Physical & Financial Accomplishments 4. Consolidated School Report on GASTPE and SHS Voucher Program by: Mr. Jay Cagas, SEPS 5. DEDP-AIP Physical & Financial Accomplishments by: Mr. Artemio Alo, PO III	Plan Adjustments By: Dr. Elisea dela Torre Chief, CID
	Data gathering, analysis and consolidation of Physical & Financial Accomplishments	

4:30 PM – 5:30 PM

**Data gathering, analysis and consolidation
of Physical & Financial Accomplishments
for the quarter.**

**By: Dr. Mar Palispis, OIC, ASDS
DMET Consultant &**

**Dr. Beatriz Luga,
Chief SGOD, presenter**

- 1. SGOD**
- 2. CID**
- 3. Admin & Cash**
- 4. ICT**
- 5. Accounting and Budget**

**Strategic Direction for the next
Quarter
and Revisiting the DMEA Objectives**

**by: Liza E. Maquiling
Planning Officer II**